

**IOBG**

**POLICY  
and  
PROCEDURES  
MANUAL**

**Updated March- June - September 2019**

<b>Contents</b>	<b>Page</b>
Policy Statement / How It Works	3
Membership	4
Dues	6
Induction	7
Organization	8
Board of Directors	9
International Officers	10
Line Officers	11
Elected Officers	12
Appointed Officers	13
Meetings	14
Elections	18
Committees	19
Travel Allowance	20
IOBG Auxiliary	20
IOBG Humanitarian Foundation	21
Insignia and Attire	21
Communications/Public Relations	24
Opening Day/Commissioning	26
Memorial Service	29
Individual Membership Application	31
Chapter Charter Application	32
New Chapter Application Procedure	33
Policy Regarding Membership Affiliations	34
Change of Membership Information Form	35

## Policy Statement

Policy is defined as a definite course of action adopted and pursued by an organization. It is a course of action adopted and pursued for the sake of prudence, expedience, or facility. As a course of action it embodies guiding principles and ethics considered to be prudent, advantageous, and expedient.

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

## How It Works

From a variety of sources, along many paths, and for a multitude of reasons, we find ourselves duly elected and installed as Commodore of our yacht club. After a year of pleasure and pain, fun and frustration, and a thorough testing of our ability and mettle, we suddenly find ourselves to be Past Commodores.

Past Commodores, with perhaps some token responsibilities as a Board member for our junior year, but with our previously enjoyed authority passed on to our successor. Now those who have gone this way before recognize our years of contribution and quality of performance in office by inviting us to join them in an organization known as the International Order of the Blue Gavel (IOBG), a special organization of past commodores of recognized yacht clubs.

A recognized eligible yacht club:

- Shall be committed to the promotion of recreational boating
- Shall have a clubhouse or a permanent meeting place with an established address
- Shall have Articles of Incorporation
- Shall have Bylaws
- Shall have been in active existence for a minimum of five (5) years
- Shall have enough dues paying membership to sustain itself

Congratulations, you have been inducted as the newest member of your club's Chapter of Blue Gavel. It is hoped that you will continue to make a contribution to your club and to the yachting community. There are financial obligations you must meet to the several levels of the organization; the Chapter dues, District dues, and the International dues.

International dues are set each year by the International Board of Directors, and trigger your being issued a membership card, placed on the **mailing** list for the Log, and being granted the privileges of wearing and displaying the insignia and regalia which show that you are a member of the organization. The District and Chapter dues are set by those bodies.

**(space)**It is hoped that you will have been presented with a copy of the Bylaws, the Policy Manual, a Blue Gavel Burgee, and a sleeve patch at your induction. Additional insignia and regalia are available from your District Supply Officer.

It is within your Chapter that the majority of your association with Blue Gavel will probably take place. This is appropriate for an organization, which was conceived and established in order

that the corporate knowledge and experience embodied in the past commodores is not lost to our individual clubs.

A broader horizon is provided by participation in District activities and holding District offices. Districts have quite a bit of latitude in their internal organizations, and the Districts throughout Blue Gavel have taken advantage of this to meet their individual needs.

The standardization of District organization is a function of the International's organization. The District Director, elected by the membership of the District, is an International Officer and a voting member of the International Board of Directors.

The Board of Directors is the governing body of IOBG. The Board is comprised of:

1. The duly elected Officers of the IOBG: President, President Elect, First and Second Vice Presidents, Executive Secretary, Treasurer, and Area Vice Presidents.
2. One member from each recognized and designated District, to be known as the International District Director.
3. The Immediate Past International President.

Each Past President attending an Annual Meeting also may vote on matters at that Annual Meeting.

The Board of Directors meets annually, traditionally, the last weekend in October at a location selected by the President Elect.

In the interim between Annual Meetings, the Executive Committee will meet two (2) or three (3) times a year to conduct the business of the organization. The Executive Committee is comprised of the Immediate Past International President, the President, who shall act as Chairman, the President Elect, the First and Second Vice Presidents and the Treasurer. All actions by the Executive Committee are subject to review by the Board of Directors at its next regularly scheduled meeting, and must be ratified by the Board.

In order that the organization, as a whole, might have a vehicle through which to contribute to our larger community, as well as to worthwhile causes within the yachting community, the IOBG Humanitarian Foundation was established. The Foundation is set up to serve the Districts in their work for their individual charities and organization in support of a variety of causes.

Participation in Blue Gavel affairs at all levels is the name of the game, whether through attendance at Chapter, District, and International functions, or through holding offices at these various levels. What Blue Gavel does for you is a direct result of **what you put in**.

### **Membership**

Membership in the International Order of the Blue Gavel (IOBG) is by invitation only. Your Yacht Club's Chapter of the Blue Gavel is the one that issues the invitation. They must have a majority vote to issue an invitation to join the Blue Gavel. Once this happens, then the Chapter's President signs the invited Past Commodore's application; forwards the application to the District Director. The District Director signs the application; then forwards it to the District Treasurer. The District Treasurer forwards the application, with the International dues, to the International President. No membership card can be issued **until** this process is followed.

It should be looked upon as an honor and as recognition of the candidate's performance of the duties as Commodore by one's peers - those who have gone before. 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

Chapters are encouraged to offer memberships to those members of their club who served as commodores of other qualifying yacht clubs. Care should be taken, however, to ensure that, if a Chapter exists at the club where the candidate served, that Chapter did, or would, extend the appropriate invitation to join.

If the Chapter of the club where the candidate served as commodore declines to extend the invitation to join, then that decision shall prevail, and the candidate shall not be invited to join by any other Chapter. If an individual subsequently serves credibly as commodore of that or another club, then he or she is again eligible for an invitation to join based on that latter service.

Districts are encouraged to extend "At-Large" memberships to Past Commodores of qualified yacht clubs who are not affiliated with an IOBG Chapter in the area. The strictures for Chapters enumerated above apply.

Districts 50 and 51 have been established to provide a membership opportunity for those Past Commodores who are from an eligible Yacht Club, which does not have a Blue Gavel District or Chapter.

If a Past Commodore, from a qualified yacht club, would like to join the Blue Gavel, but his/her yacht club has no Blue Gavel Chapter, the Past Commodore shall contact the District Director to make known his/her desire to join the Blue Gavel. The District Director, **shakk** contact the Past Commodores of the applicants yacht club, and ask them: If your yacht club had a Blue Gavel Chapter, would you have invited the applicant to join? If a majority says yes, then the District Director shall process the application as a Member at Large, in that District.

The appropriate form for a candidate's application for membership is available on the IOBG web site, and is reproduced in the back of this manual. It is suggested that this application be enclosed with the letter of invitation so that Chapter, District, and International files may be complete from the beginning.

The procedure for submission of applications for new Chapters may be found in the back of this manual, along with a reproduction of the appropriate form. The forms are also available on the IOBG web site. These forms and procedures are reproduced herein, in order that the membership may have a handy reference for the administrative requirements.

Past Commodores of military yacht clubs are welcome to form Chapters of the Blue Gavel. The most effective way for them to join the organization is through, and with the assistance of, the local governing District. Chapter formation is also available through District 50 or District 51. Direct liaison with Directors of those Districts is encouraged. Individual Past Commodores of military clubs are encouraged to apply for membership through the Naval Sailing Association in District 51. The stricture of the candidate's Chapter, if one exists, having the right to refuse to invite, prevails in this case also.

If a Chapter applicant's yacht club does not meet the bylaws' requirements for membership, the application shall be screened by the Executive Committee. No chapter application will be approved by the Executive Committee without the positive recommendation of the District officers and the Area Vice President.

When the Past Commodores of a yacht club forming a Chapter, have been accepted for membership, they will be issued a Charter by the International Executive Secretary. With each Charter issued to a new Chapter, a letter will be sent requesting that the Charter be signed by all Charter members of the Chapter, and that a copy of the signed Charter be returned to the Executive Secretary as soon as possible. It is incumbent on the Officers of the new Chapter and on the District Director to ensure that this is accomplished.

A Past Commodore who has been a member of a Blue Gavel Chapter in his or her club may be given reciprocity to become a member of a Blue Gavel Chapter of another club in an area which he or she may relocate. This may or may not require his or her becoming a member of the club in the relocated area. In this case, it is possible that access may not be available to the facilities of said club, except for Blue Gavel functions, unless the Past Commodore becomes a member of said club.

Blue Gavel Chapters are encouraged to arrange with their yacht clubs for the granting of reciprocity to other Blue Gavel members. It is recognized that the subject of reciprocity is a delicate one, and that many clubs with Blue Gavel Chapters do not observe reciprocity with any other club. It is the intent of this policy that prerogatives of the individual clubs be recognized as to the granting of reciprocity privileges; but, that the granting of reciprocity to Blue Gavel members from other clubs be treated as a separate issue, and that Chapters work towards exceptions for Blue Gavel members where an otherwise restrictive policy would preclude their access to a club.

Membership cards will be issued to each member by the International Treasurer upon receipt of annual dues and other required information from the District by the International Treasurer. This is necessary so IOBG will have an up to date membership list, which, among other things, will be used to determine District size for vote allocation and to send the newsletter, The Blue Gavel Log, directly to each member. It is recommended that each new member be presented with an IOBG burgee, an IOBG sleeve patch, and a copy of the Bylaws and this Policy Manual by their Chapter or District. A membership certificate may also be presented. Membership certificates are available from the International Operations Center.

### **Dues.**

Dues are the financial obligation to the organization which a Past Commodore assumes when he or she is inducted to membership. The International dues are set by the Board of Directors at the Annual Meeting. Districts and Chapters may also set dues to finance their activities.

Dues are due on the first of January each year, and are considered delinquent after that date. As a convenience, the IOC has allowed Districts to submit their dues prior to the Annual Meeting; however, if the Board of Directors vote to increase the dues, all dues submitted to the IOC early (prior to the Annual Meeting) shall be adjusted and billed the difference between the current dues and the voted dues increase.

Receipt of dues by the International Treasurer is the criterion as to whether or not dues are delinquent. This receipt of dues by the International Treasurer also triggers the issuance of

IOBG membership cards and inclusion on the mailing list for The Blue Gavel Log and other correspondence from the International.

The Bylaws provide that non-payment of dues shall be grounds for suspension of benefits and privileges of membership in IOBG, including participation in IOBG functions, representation at the different levels of governance, and the wearing/displaying of IOBG insignia.

### **Induction.**

Induction into IOBG by administration of the oath for incoming members may be done at the Fall meeting, or at any other event or activity or a specific meeting of the Chapter or District.

Induction of members of a new Chapter may be held at the club of that Chapter, at a special meeting of the incoming members alone, at a club event such as the Commodore's Ball, Change of Watch, or at such time as the incoming members of a new Chapter may choose to arrange with the club's current officers.

Inductions may be held at the homes of members, who have offered them for that purpose, they may be held at clubs with existing chapters, or they may be held via telephone. For example, the Past Commodore who has handled the formation of the new applicant Chapter, can be so inducted, and in turn authorized to induct the other incoming members of the new Chapter by administering to them the Oath of Incoming Members.

Induction by telephone in the manner described above, may be particularly suitable where time and distance preclude a more conventional method of induction. However, if it can be determined that an International or District officer or a Member in good standing plans to be in the appropriate area at the time of the contemplated induction, his or her service in handling the induction personally should be solicited. In some instances an interpreter may also be appropriate.

No matter who the inducting officer is the "authority of my office" is the authority derived from the fact that he or she is in fact the Inducting Officer.

The induction of new Chapters shall be accomplished by the International President or his or her designated representative. The Charter is to be delivered to the new Chapter by the Executive Secretary for the President, or by the President's representative, preferably in person; but it may be done by mail. The representatives are normally the Area Vice President or the District Director.

### **Oath for Incoming Members to the International Order of the Blue Gavel.**

#### **Charge:**

**You have served your club as Commodore long enough to understand the trials and tribulations as well as the successes and pleasures of that office.**

**You have demonstrated a deep and abiding love for your club by upholding her honor and reputation against all challenges; you have flown your burgee with pride on all proper occasions; you have demonstrated your ability to persevere against the gibes and disappointments you have encountered.**

**Such loyalty and service should not be rewarded by being "set aside." With this in mind the International Order of the Blue Gavel was formed to be of service to the yachting and boating community, and especially to your own club.**

**You have indicated your acceptance of the invitation to join us, we will now ask that you now take the oath of membership in the International Order of the Blue Gavel.**

Please raise your right hand.

**Oath:**

**Question:**

**\*\*\* Do you agree to continue to work for the best interests of your club by advising and counseling with the active officers of the club without in anyway usurping their authority and responsibility?**

**\*\*\* Do you agree to continue to participate in the affairs of the club as an active member, and to encourage others to do the same?**

**\*\*\* Do you further agree to promote the highest standards of sportsmanship and seamanship, and by all of this upholding the standing and reputation of your club? .**

**Response:**

**If you so agree, say, I Do.**

You may lower you hand.

**Induction:**

**By the authority of my office, I now declare you a member of the International Order of the Blue Gavel. This entitles you to fly our flag on your yacht wherever you may be cruising. May you take pleasure in flying this emblem, which represents your faithful service to your club.**

**Welcome.**

If you are inducting new members and their new Chapter, use this Induction paragraph instead of the one above.

**Induction:**

**I now declare you and your Chapter as Members of the International Order of the Blue Gavel, which entitles you to fly our flag on your yacht, wherever you may be cruising. May you take pleasure in flying this emblem, which represents your faithful service to your Club.**

**Welcome !**

A variety of formats for conducting the induction have been tried and found to be successful. The Inducting Officer should make the ceremony as genuine and sincere as possible while still feeling comfortable with the proceedings. One technique is to have all the members of IOBG in attendance stand and "assist" you in inducting the candidate into an organization of his or her peers. Again, whatever format is used, it should emphasize the importance of the occasion.

## **Organization**



The organization of the International Order of the Blue Gavel starts with the individual member who has made the decision to accept the invitation to commit his or her energy, time, and financial support in continuing to work for the best interest of his or her club through association with fellow past commodores in a Chapter of IOBG, through at-large membership in a District, or through membership in District 50 or 51.

Past commodores of a yacht club join together to form a Chapter of IOBG. This is usually the most effective efficient point of contact with the active bridge. The Chapter is also where the majority of members have any contact with Blue Gavel. Sound organization, knowledgeable officers who are active in the District, and good intra-chapter communications are the foundation of the organization.

Districts are geographic groupings of Chapters, and are the basic administrative unit of the International. Districts are designated and chartered by the Executive Committee acting for the Board of Directors. The District Charter is issued by the Executive Secretary upon notification by the President Elect. The District Directors are elected by the Districts. The Directors for District 50 and 51 are elected by the International Board of Directors. All Directors are International officers and are members of the International Board of Directors.

Voting on the Board of Directors is weighted according to District size in order to provide more equitable representation for the individual member. Thus larger Districts (with more members) have more votes. The number of votes each District has is calculated based on paid membership as of 1 August. The formula used to calculate each District's allocation of votes is found in the Bylaws, Article VII, Section 2. The assignment of Chapters to Districts is at the discretion of the Board of Directors

It is not unusual for a large District to split off new Districts in order to provide more direct member representation or to address geographic grouping of Chapters. The procedure for petitioning for the formation of a new District is found in the Bylaws, Article IV, Section 2

Districts may be organized into geographic areas and represented by an Area Vice President, who also sits on the Board of Directors.

The elected officers of the International and the most recent past president form the remainder of the Board of Directors. All other past International presidents are invited to regular and special meetings of the Board, and are entitled to one vote if they are present.

There are several appointed International officers whose contributions are central to the successful conduct of the organization's affairs. They include the Recording Secretary, the Legal Officer, and the Log Editor. The President may appoint additional officers as needed, with the approval of the Executive Committee.

### **Board of Directors**

The Board of Directors is the governing body of the International Order of the Blue Gavel. It is charged by the Amended Articles of Incorporation and by the Bylaws with managing the affairs of IOBG. The Board is empowered to establish bylaws and to adopt rules and regulations, as deemed necessary, and not inconsistent with the bylaws, for the administration of ther IOBG.

The Board of Directors is comprised of the following voting members:

1. One member from each recognized and designated District of IOBG known as the District Director. The election of an Alternate District Director is encouraged to ensure representation of the District on the Board. The Directors are entitled to vote on all matters coming before the Board, including the election of officers and approving the annual budget. The number of votes a Director casts is weighted according to the size of the District represented (Bylaws Article VII, Section 2.)

Non-attendance at meetings of the Board by District Directors results in disenfranchising the District, and significantly degrades the ties between the membership and the organization as a whole. It is incumbent upon the individual who accepts nomination and election as a Director to fulfill the duties and responsibilities of that office.

2. The duly elected officers of the IOBG: President, President Elect, First and Second Vice Presidents, the most recent Past President, the Executive Secretary, Treasurer, and Area Vice Presidents as directed by the Board. The elected officers are entitled to vote on all matters coming before the Board, including the election of officers and approving the annual budget.

3 International Past Presidents are not members of the Board of Directors, but are entitled to one vote each on all matters coming before the Board, if they are present.

Should a vacancy occur on the Board it shall be filled as follows:

If a Director is unable to complete his or her term, the vacancy shall be filled by the District appointing a member to complete the term. Should the Director of either District 50 or 51 be unable to complete their term, the vacancy shall be filled by the Executive Committee appointing a member to complete the term.

If a duly elected officer is unable to complete his or her term, the Executive Committee shall, by majority vote, appoint a qualified member to complete the term.

### **Responsibilities of District Directors**

The District Directors shall serve as the principal link, through their Area Vice President, between his or her District officers and membership and the International; keeping his or her District informed of the results of annual meetings and all interim policies and regulations established by the International. **District Directors must belong to a yacht club and a Blue Gavel Chapter that is in the geographical area that they will represent. If there is no viable candidate for the District Director, the Executive Committee may appoint a Blue Gavel member to fill that position, even if the appointee does not belong to a yacht club or Blue Gavel Chapter in the geographical area that they will represent. The appointment will be until a viable candidate is available.**

The Director shall ensure that the District's membership dues and pertinent information are forwarded to the International Treasurer when due. The District Director shall insure that the International Operation Center (IOC), has the current District member's mailing list and email

addresses. The District Director shall also ensure that three District news is sent to the Editor of the Blue Gavel Log; and that the International Officers, the Area Vice Presidents and neighboring District Directors and Officers, are kept current on District activities.

The District Directors shall work with their District's officers in promoting the recruitment of new members and chapters, completing Chapter applications and mailing them to the President Elect via the Area Vice President, presenting new chapters with their charters as directed, and inducting new members as requested.

The District Directors shall promote attendance at annual meetings by the District membership, especially the District officers. The Directors shall attend annual meetings to vote on behalf of their Districts; to present a written report to the meeting summarizing their District's activities, recruiting results, successes and near misses; and to communicate their District's position on matters before the Board.

District Directors shall prepare and submit seasonal reports to their Area Vice Presidents.

District Directors shall maintain their District Director's Manual, and ensure delivery to their successors.

### **International Officers**

There are three categories of officers who are officers of the International. These categories are Line Officers, Elected Officers, and Appointed Officers. These categories do not include District Directors, who are elected by the members of their District, and who serve as members of the International Board of Directors.

### **Oath of Office for the International Officers.**

**Each of you have accepted the duties and responsibilities of the office to which you have been elected or appointed.**

**Please raise your right hand**

**Do each and everyone of you, now solemnly swear, that you will perform these duties and responsibilities, and other duties assigned to you, to the best of your ability, and in accordance with the Bylaws of the International Order of the Blue Gavel?**

**If you so agree, say, I Do.**

**By the authority invested in me, I now declare you duly installed to you respective offices.**

### **Line Officers**

The Line Officers of the IOBG are the President, President Elect, First Vice President and Second Vice President. They are called "line officers" because they normally progress up the line of offices, subject to the pleasure of the Board of Directors, which elects them. Line officer candidates must be selected from those who are serving, or have served, on the Board of Directors.

The President Elect automatically advances in office to President at the annual meeting following his or her election as President Elect. If the President dies or becomes unable to complete his or her term as President, the President Elect shall, with the consent of the Executive Committee, assume the office of President for the remainder of the term, and then shall serve as President for the term which he or she would normally serve.

In the event that death or disability should preclude or prevent any officer, line or elected, from advancing or completing his or her term of office his or her successor shall be appointed by the Executive Committee. It is required that successor replacements for line officers be selected from those who are serving or have served on the Board of Directors.

At no time shall line officers succeed each other who are from the same District. It shall be the duty of the Nominating Committee to select candidates for line officers from the various Districts, taking into account their qualifications for said office and their performance in previous office, whether District or International.

### **Line Officer Responsibilities.**

#### **President**

The President administers the affairs of the organization and presides over all regular meetings, appoints officers and committees as necessary for the functioning of the organization, and has the authority to authorize expenditures for amounts exceeding the approved budget for unforeseeable items not to exceed \$1,500.00

The President shall appoint a Recording Secretary, Legal Officer, Log Editor and any other officer the President may from time to time deem appropriate. The President shall nominate to the Executive Committee a member as Supply Officer, who will be confirmed by a majority vote of the Executive Committee.

The Treasurer, Executive Secretary, Supply Officer, Legal Officer, Recording Secretary, and the First and Second Vice Presidents report to the President

#### **President Elect**

The President Elect assists the President and, in his or her absence, acts in his or her place and stead. The President Elect shall present a budget for the ensuing year for approval at the annual meeting. The budget shall be as detailed as practicable and shall include with other major items, limits for authorized travel expenses. The President Elect shall be responsible for the master plan, the annual meeting of his or her succession to President, membership development, new Chapter processing, and shall chair the Budget Committee.

#### **First and Second Vice Presidents**

The First and Second Vice Presidents report to the President Elect as well as to the President.

The First Vice President shall be responsible for assisting the President and for the Bylaws, Policy Manual, newsletter (The Blue Gavel Log), and Area Vice Presidents east of the Mississippi River and the Director of District 50. The First Vice President reports to both the President and the President Elect.

The Second Vice President shall be responsible for assisting the President and for public relations, the IOBG brochure, Area Vice Presidents west of the Mississippi River and the Director of District 51. The Second Vice President reports to both the President and the President Elect.

## **Elected Officers**

In addition to the line officers, the elected officers of the IOBG include the Executive Secretary, Treasurer, and the Area Vice Presidents. The Bylaws state that the Board of Directors shall designate the number of Area Vice Presidents. The elected officers sit on the Board of Directors, and vote on all matters coming before the Board.

### **Elected Officer Responsibilities**

The Executive Secretary shall keep the pertinent records of the organization and prepare District, Chapter and Auxiliary Charters approved by the Board of 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.

The Treasurer shall receive all moneys which may accrue to the organization and shall be responsible for disbursements. The Treasurer shall keep complete financial and membership records of the organization and shall file all required tax returns and documents required for tax purposes. The Treasurer shall direct the Supply Officer in the accounting and bookkeeping procedures to be used by the Supply Officer. The Treasurer is a member of the Executive Committee.

The Area Vice Presidents serve as the primary liaison between the Executive Committee and the Districts assigned. They shall assist the Districts in implementing directives from the Board of Directors and the Executive Committee, in the promotion of membership growth and public relations, and in effecting and enhancing the liaison between Districts.

Area Vice Presidents must belong to a yacht club and Blue Gavel Chapter that is in the geographical area that they will represent. If there is no viable candidate for the Area Vice President, the Executive Committee may appoint a Blue Gavel member to fill that position, even if the appointee does not belong to a yacht club and a Blue Gavel Chapter in the geographical area that he/she will represent. The appointment will be until a viable candidate is available.

The Area Vice Presidents are 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 First or Second Vice President as assigned. The Area Vice Presidents should make every effort to visit each of the Districts assigned at least once a year.

## **Appointed Officers**

The appointed officers of the IOBG are the Supply Officer, Recording Secretary, Legal Officer, and Log Editor. With the exception of the Supply Officer, the appointed officers are appointed by the President, and he or she is authorized to appoint additional officers as he or she deems appropriate. Appointed officers need not be serving or have served on the Board of

Directors - and, if not serving on the Board of Directors, shall not have a vote. The terms of appointed officers, with the exception of the Supply Officer, shall coincide with the term of the President who appointed them.

The President shall nominate to the Executive Committee a member as Supply Officer. The Executive Committee shall, by majority vote, confirm the President's nominee as Supply Officer. The Supply Officer shall serve at the pleasure of the Executive Committee and his or her term shall be indefinite, subject to his or her resignation or removal by the Executive Committee.

### **Appointed Officers Responsibilities**

The Supply officer shall be responsible for the IOBG Shoulder Boards, Breast Patches, sleeve Patches and officer flags.

There shall be approved vendors to supply IOBG clothing. These vendors shall be geography placed throughout the areas that have Blue Gavel Districts and Chapters.

The Recording Secretary shall record and transcribe all minutes of the Executive Committee and Board of Directors meetings. To this end the Recording Secretary shall attend all Executive Committee and Board of Directors meetings, receiving reimbursement for travel and per diem as appropriate. The Recording Secretary shall also record the attendance at these meetings, and shall distribute the minutes of these meetings to the appropriate parties as directed by the President. The Recording Secretary reports to the President.

The Legal Officer shall be responsible for advising the officers, the Executive Committee, and the Board of Directors on the legality of their actions, and shall propose alternate courses of action as appropriate for their consideration. He or she shall review proposed District and Auxiliary Bylaws for conflict with the Bylaws of the IOBG. The Legal Officer reports to the President.

The Log editor shall be responsible for all aspects of editing, publishing, printing and distributing the Log. He or she shall receive inputs, edit, and format the material, cause the material to be printed, and cause the Log to be mailed or otherwise distributed using addresses and directions provided by the Treasurer. The Log Editor reports to the First Vice President.

### **Guidelines for IOBG Officers**

Officers of the International Order of the Blue Gavel, including District Directors and District and Chapter officers, should be aware of the following expectations, which the organization has as to their performance. Each position in the IOBG is a position of trust, and acceptance of an office by an individual indicates that he or she is willing to enter into a compact with the organization which involves commitment to standards of performance, dedication of energy and time; and financial commitments as necessary for the successful accomplishment of the tasks assigned. As a minimum each individual must be willing to:

1. Attend all meetings as required and travel when necessary.
2. Perform promptly all duties assigned during one's term of office.
3. Promptly answer all correspondence.

4. Assist in organizing new Chapters in one's area.
5. Should personal business, family affairs, health or any other factor create a situation where one cannot perform the duties assigned, immediately tender one's resignation from the office.
6. Agree to being promoted and, if able, be willing to serve in any position offered.

## Meetings

### **Annual Meeting and Convention**

The Annual Meeting and Convention of the International Order of the Blue Gavel shall be held in the months of October and/or November, at a time and place selected by the President Elect. This shall be announced at the Annual Meeting at which he or she is elected to that office. Traditionally the annual meeting is held the last weekend in October.

Attendance at the annual meeting is a requirement for all International officers and District Directors. The membership is encouraged to attend the annual meeting and convention to participate in the affairs of the International.

Travel expenses for officers and directors when the annual meeting is held in North America (U.S., Canada and Mexico) will be reimbursed as follows:

1. Those who live in North America will receive a travel allowance as determined by the Executive Committee.
2. Those who live outside North America will receive the minimum airfare from the port of entry into North America as published in the meeting notice.

When annual meetings are held at venues other than North America reimbursement policy will be established at the time of the announcement of the meeting.

### **Regional Meetings**

The Executive Committee usually meets three or four times each year. The first meeting is usually held after the Annual Meeting or the day after the Annual Meeting. The meeting is held at the annual meeting site. All meetings are open to the membership. Regional Meetings are held in the various Districts or areas of potential Districts. It is preferred that these meetings be held at the invitation of the District Directors or the Area Vice Presidents. **The Executive Committee at the Annual Meeting, or at the Winter Regional Meeting will decide if there will be a Summer Regional Meeting the following year.** A suggested agenda for the Regional Meetings is included at the end of this section

The intent of making these Regional Meetings is to bring the leadership of the organization into contact with as much of the membership or potential membership as possible. The attendance by all members is encouraged.

It is desired that appropriate yachting and social events be arranged, so that as many members or potential members may meet with the leadership on an informal and casual basis.

Dinners at various yacht clubs, gatherings during the day at different locations, with attendance by the Executive Committee at a District meeting or function have all proven to be effective.

The Executive Committee usually meets in an informal working session Thursday or Friday night. The Regional Meeting will be held on Friday or Saturday, at a yacht club or appropriate location arranged for by the host District or area.

For a District to host a Regional Meeting, here are suggested responsibilities for the host.

The meeting should take place at a yacht club with a Blue Gavel Chapter

- Arrange for:
  - Hotel accommodations
  - Meeting rooms for the IOBG and IOBGA meetings
  - Meals
  - Social event/s
- Confirm meeting arrangements with the IOBG President
- Whenever possible, meet on Saturdays, so more local members may attend; otherwise, the meetings can be on Friday

When hosting a Regional Meeting, be sure that you do not spend more money than what the participants have paid.

## **District Meetings**

It must be reiterated that there is considerable latitude given to Districts on how they structure themselves and how they go about their business. It is the intent of the International that there be sufficient flexibility so each District will find what works for them, and that the most productive formats be adopted by each District.

However, there is the requirement that the Districts do something, and this lack of direction in detail should not be taken as an expression of disinterest or disregard. If the larger Districts are experiencing a falling-off of participation, there is always the possibility that they have gotten so large, particularly geographically, that members no longer identify with the organization. In this case, the process of spinning off a new District might be considered.

Some Districts usually have a meeting in the fall with a program that includes a business session, reports, elections of officers, designation of sponsors for the next year's spring ball and fall meeting (bid for by District Chapters), induction of all out-going commodores of the current year into IOBG, and food and refreshments.

The induction of new members is generally conducted by the sponsoring club **at their** fall meeting. The election of District Directors and Alternates should be considered at that time so that the newly elected Director might attend the Annual Meeting of the International.

Some Districts make it a policy to induct the new members at the commodore's ball and change of watch of their respective clubs. A fall dinner dance, with a business session beforehand may be held instead of a fall meeting. This is done at the discretion of the District, because of the desire of members to include spouses or companions and guests. Joint meetings with the District's Auxiliary during the day and a dinner dance afterward are another option.

Some Districts hold a spring ball in March or April, which may be a formal affair. Commodores currently in office and their spouses or companions may be invited as an introduction to the pleasures of the Blue Gavel's activities. In this regard, the inclusion by

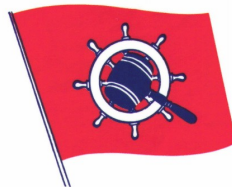


invitation, has proven to be most useful in introducing prospective members to the IOBG and in keeping the lines of communication open between the active officers and the members of Blue Gavel. No meeting is held in conjunction with this ball; but one may be held, if necessary.

Additional District activities, meetings and parties have been found to be desirable as Districts expand. The benefits of covering geographically separated Chapters, and of providing Chapters the opportunity to host District functions over the years, are achieved by providing additional District activity.

### **Chapter Meetings**

Chapters are encouraged to hold meetings on a regular basis, to transact Chapter business, elect officers, plan fund-raising events, and deal with club matters on which assistance has been requested by the active officers. The comradeship and pleasure that evolves from peers working together, is one of the true benefits of the organization. Foremost in these activities should be the basic precept of always trying to be of benefit to the individual yachting organization and to the yachting community as a whole.



# The International Order of the Blue Gavel

## REGIONAL MEETING

### SUGGESTED AGENDA

1. Call to Order
2. Roll Call of the Executive Committee
3. Approval of the Agenda
4. Introduction of the Past Presidents
5. Introduction of the Host
6. Self Introduction of Members and Guests
7. Approval of the minutes of the Previous Meeting
8. Executive Committee Reports
  - a. Treasurer
  - b. 2<sup>nd</sup> Vice President
  - c. 1<sup>st</sup> Vice President
  - d. President Elect
  - e. Junior Past President
  - f. President
9. Executive Secretary  
Area Vice Presidents
  - Northwestern
  - North Central
  - Northeastern
  - Southwestern
  - Southeastern
10. District Directors; 1 through 75
11. Appointed Officers
  - Education
  - Historian
  - Legal
  - Log Editor
  - Protocol
  - Recording Secretary
  - Supply
12. Representatives
  - Auxiliary Liaison
  - BoatUS
  - Humanitarian Foundation
  - Membership & Public Relations
  - National Boating Federation
  - U.S. Coast Guard Auxiliary
  - U.S Sailing
13. Committee Chairs
  - Annual Meeting
  - Annual Review
  - Audit

- Bylaws & policy Manual
- Elections
- Finance
- Nominating
- 14. IOBG Auxiliary Report
- 15. Old Business
- 16. New Business
- 17. Good of the Order
- 18. Adjournment

## Elections

International Officers are elected by the Board of Directors at the Annual Meeting of the Board. Elected officers shall assume their positions upon election, and shall serve for a term of one year, or until their successors are elected.

The Executive Secretary shall be from the State of Washington, and shall serve until a successor from the State of Washington has been elected or appointed.

Each District shall elect its own officers, in addition to the District Director. These officers may include a president, vice president, president elect, secretary, treasurer, and other officers as deemed necessary. Each District shall elect one of its members to serve as that District's Director on the IOBG Board of Directors. The Directors of Districts 50 and 51 shall be elected by the Board of Directors at the designated Annual Meeting of the Board of Directors.

Each Chapter shall hold election for officers as the bylaws of that Chapter require.

### **Oath of Office for District and Chapter Officers**

**You have been elected or appointed as an Officer for (District # or Chapter Name), of the International Order of the Blue Gavel. You have indicated your willingness to accept the duties and responsibilities of that office. Now, I will ask you to take our Oath of Office.**

Please raise your right hand.

**Do you agree that you will perform your duties and responsibilities, and other duties that may be assigned to you, to the best of your ability?**

**Do you agree to perform these duties and responsibilities in accordance with the Bylaws (of the International Order of the Blue Gavel, your District, your Chapter).**

**Do you promise to work for the best interest of the International Order of the Blue Gavel, by advising and counseling the membership, when so asked?**

**Do you promise to uphold the high standards and reputation of our organization against all challenges?**

**If you so agree, answer, I Do. You may lower your hand.**

**By the authority invested in me, I now declare you an Officer for your (District or Chapter).**

**Congratulations.**

The International First Vice President, acting as chair of the ad hoc Elections Committee, shall send a notice of the Annual Meeting to all those eligible to vote at that meeting. A second letter shall be sent to all District Directors giving the number of votes they are allowed, based on the 1 August membership according to the International Treasurer's records. Each District shall notify the International Treasurer the name of the person who will represent their District at the Annual Meeting.

## Committees

The standing committees of the IOBG shall include the Executive Committee, as well as the Annual Meeting Committee, the Annual Meeting Review Committee, the Auditing Committee, the Bylaws & Policy Manual Committee, the Finance Committee, the Membership & Public Relations Committee, and the Nominating Committee .

At the annual meeting of the IOBG the newly installed President of the IOBG, shall present to the Board of Directors, for their approval, the standing committees, their chairs and their membership, which the President intends to use during the ensuing year. Each committee so presented and approved shall have a term of office until the next annual meeting.

### **Executive Committee.**

The Executive Committee is comprised of the Second and First Vice Presidents, the President Elect, the President, who shall serve as the chair, the most recent Past President, and the Treasurer. The committee serves in a stewardship role, administering the business of the IOBG for the Board of Directors between the annual meetings. The Executive Committee meets three (3) or four (4) times a year - once in conjunction with the Annual Meeting. The Recording Secretary attends all Executive Committee meetings.

### **Nominating Committee.**

The Nominating Committee shall consist of the Immediate Past President and the Past President preceeding him, the President, and two (2) IOBG members, who are not officers in any Blue Gavel Chapter or District. One member shall be from East of the Mississippi River and the other Member shall be from West of the Mississippi River. The immediate Past President shall serve as Chair

The Committee shall present a slate of officers to the Executive Committee, for their approval by July fifteenth (15). The slate of officer shall be printed in the LOG or the Lighthouse by August first (1). **Nominations by petition will be accepted according to the Bylaws, Article IX, Section 4(e).**

The bylaws do not specify membership or duties of any of the remaining standing committees, leaving these matters to the discretion of the President and the Board of Directors.

### **Annual Meeting Committee.**

It is established as policy that the Annual Meeting Committee shall consist of the Immediate Past President who shall be the Chairman, the President, the First Vice President and the Treasurer. The President Elect shall present to the Annual Meeting Committee plans for his or her Annual Meeting, for approval by the Annual Meeting Committee, in order to receive funds from the International.

It is emphasized that this policy is not in any way punitive, but is intended as an assistance for the President Elect, in addressing the demanding responsibility of hosting an Annual Meeting. The availability of the experience of the Past President, President, and Treasurer; and the learning opportunity for the First Vice President, embody the fundamental principles on which IOBG was founded.

## Travel Allowance

The following International Officers **will be** reimbursed travel expenses, as described below, when attending the Annual and Regional Meetings: President, President Elect, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, Immediate Past President, Legal Officer, Log Editor, and Recording Secretary.

The Executive Secretary receives the Director's travel allowance and per diem for attending the Annual Meeting.

Directors receive a travel allowance for attending the Annual Meeting. The Executive Committee determines the travel allowance.

If the President invites a person to a Regional or Annual Meeting, that person receives the same travel expense and per diem that the Executive Committee does.

The Past International Presidents attending the Annual Meeting receives the Directors travel allowance.

Round trip coach airfare will be calculated from the airport closest to **the reimbursee's** home. For lodging and meals, the per diem amount published by the GSA tables and rules will be used.

If the driving mileage reimbursement is greater than the round trip airfare, the airfare will be used. The traveler must submit a printout of the lowest airfare listed by any airline leaving from the airport closest to ~~their~~ his or her home, twenty one (21) days, prior to the departure date. Taxes and baggage fees will be included in the air fare reimbursed.

Incidental travel expenses and car rentals will be reimbursed up to one hundred dollars (\$100).

### Area Vice President's Travel

~~———— The Policy Manual states that, "The Area Vice Presidents shall receive two separate travel budgets. The AVPs should make every effort to visit each of the Districts assigned to them at least once a year."— The Executive Committee budgets a travel allowance for the Area Vice Presidents to visit the District assigned to them. In 2019 it is the allotment was \$1,500.~~

The Area Vice Presidents shall receive a travel budget for travel to Regional and Annual Meetings as set forth in the budget approved by the Board of Directors each year. Reimbursement is at the level of the Executive Committee group.

## IOBG Auxiliary

In accordance with the Bylaws of the IOBG, Article II, Section 1 (j). It is encouraged that an auxiliary be organized at the District level. An Auxiliary and its bylaws, must be approved by the Executive Committee. These bylaws must include at least the following:

NAME: The name of the organization shall be "The IOBG Auxiliary of District \_\_\_\_."

**PURPOSE:** The purpose of the Auxiliary shall be to support the activities of the Blue Gavel, to promote fellowship among the members of the auxiliary and their spouses or companions, to serve as group support in time of need, and to work for the benefit of the yachting community in general.

**AUTHORITY:** The Auxiliary bylaws, as approved by the IOBG, shall serve as authority to function as an auxiliary with the name "IOBG" and with an appropriate logo.

**MEMBERSHIP:** Membership in the IOBG Auxiliary (IOBGA) shall be by invitation and shall be limited to spouses or companions of members of the IOBG and to individuals who will be deemed eligible by virtue of their deceased or former spouses having held the office of commodore and having been eligible to be members of IOBG.

The members of the various District Auxiliaries are also encouraged to form an International governing body of the Auxiliary, which shall function in similar fashion to the International governing body of the IOBG.

### **IOBG Humanitarian Foundation**

The IOBG has sanctioned an organization named "The IOBG Humanitarian Foundation," as the principal IOBG charitable organization through which the membership may participate in charitable activities to the benefit of the yachting community world wide and of mankind. No district or chapter is allowed to use IOBG in their name to form a 501(c)(3) charity without the express, written permission of the IOBG Executive Committee. (Revised 3/20/2017)

The Humanitarian Foundation is incorporated in the State of California, It is recognized by that State and by the Internal Revenue Service, as a charitable organization. Donations to the Foundation are tax deductible. The Foundation is structured so it can provide for the support of multiple charitable causes, and can provide tax deductible "shelters" to District and Chapter fundraising activities.

Through the Humanitarian Foundation, the IOBG demonstrates its commitments to the yachting community world wide, and the betterment of mankind as a whole.

### **Insignia and Attire**

#### **Insignia**

The official emblem of the International Order of the Blue Gavel is a rectangular red flag, upon which is superimposed a ship's wheel in white, and upon that is superimposed a blue gavel. The insignia of the order are the flag, the sleeve patch, lapel pin, tie, and name tag, all of which bear the emblem. The I.O.B.G. name and emblem are Registered in the U.S. and Canada, and enjoy worldwide protection. They shall not be used, duplicated, reproduced, or modified without the express written approval of the Executive Committee.

The Blue Gavel flag shall always be flown with the handle of the gavel **down**. If an incumbent officer and a past officer are in a boat, the incumbent's flag shall be flown from the starboard halyard. A group of officers that are guests aboard a boat, the senior officer's flag

shall be flown from the starboard halyard. On a car in a parade the flag shall be flown on the right front fender.

The sleeve patch is to be worn on the right arm of the yachting blazer at one-fourth the length of the sleeve from the cuff to the top of the patch. The handle of the gavel shall point down. The lapel pin may be worn as a lapel pin or as a tie tack.

Members may wear distinguishing three letter initials or appropriate insignia immediately above the patch to identify the country where they are members of the IOBG

Blue Gavel shoulder boards, can be worn by all Blue Gavel members. These shoulder boards are the four (4) silver stripes with the blue Gavel insignia at the top of the boards. The hammer head, should face your front.



District and International officer insignias **cannot** be worn at the same time. A District Director is an International Officer, representing his or her District on the International Board of Directors.



President  
Three (3) Wavy Navy Gold Stripes

Vice President  
Two (2) Wavy Navy Gold Stripes



All Other District Officers  
One (1) Wavy Navy Gold Stripe

Past Officers  
Silver Wavy Navy Stripes

Stars are used exclusively to designate International Officers. Gold stars indicate serving officers; Silver stars indicate past officers. Officers shall wear the stars of the highest office attained. Stars shall be worn on the right sleeve of the blazer, on the shoulder boards

and displayed on the officer's IOBG flag. Stars on sleeve, shoulder boards and flag shall be placed as they described below.

International Officers shall wear their stars on the right sleeve surrounding the patch, shoulder boards and flag as follows (please see illustration):

- President – six stars, numbers 1 through 6.
- President Elect – five stars, numbers 1, 2, 3, 5, 6.
- Vice Presidents – five stars, numbers 2, 3, 4, 5, 6.
- Area Vice Presidents – five stars, numbers 2, 3, 4, 5, 6.
- Treasurer – , five stars, numbers 2, 3, 4, 5, 6.
- Executive Secretary – , five stars, numbers 2, 3, 4, 5, 6.
- Appointed Officers – four stars, numbers 2, 3, 5, 6.
- District Directors - three stars, numbers 1, 2, 6.



## Attire

Given that local custom will always prevail if possible, otherwise your own custom will be acceptable.

The following attire is considered acceptable and appropriate for all semiformal social occasions in the yachting community.

Lady's Winter Uniform - Navy blue blazer with appropriate insignia and badges of affiliation and rank; white blouse; black, IOBG, yacht club, or yachting association tie, if worn; gray skirt or slacks; with appropriate hose and black shoes.

Lady's Summer Uniform - Navy blue blazer with appropriate insignia and badges of affiliation and rank; white blouse; black, IOBG, yacht club, or yachting association tie, if worn; white skirt or slacks, appropriate hose, if worn; white or boating shoes. **Summer White** involves substituting an appropriate short sleeved white shirt with epaulettes for soft shoulder boards for the blue blazer and eliminating the tie.

Men's Winter Uniform - Navy blue blazer with appropriate insignia and badges of affiliation and rank; white shirt; black, IOBG, yacht club, or yachting association tie; gray trousers; gray or black socks; black shoes.



Men's Summer Uniform - Navy blue blazer with appropriate insignia and badges of affiliation and rank; white shirt; black, IOBG, yacht club, or yachting association tie; white trousers; white socks, if worn; white or boating shoes.

Summer White - an appropriate short sleeved, white shirt, with epaulettes for soft shoulder boards, and eliminating the tie.

## **Formal Attire**

### **Executive Committee, Area Vice Presidents, District and Chapter Officers**

White dinner jacket, Black trousers, socks and shoes, Red bow tie and Red cummerbund. On the White dinner jacket wear silver stars and white breast patch on the left side, and a white sleeve patch with your appropriate rank. However, if you prefer, your tie, and/or cummerbund can be what is appropriate for your clan or family plaid, yacht club, yachting association or other appropriate items.

### **Regular members**

For the **Men**: White dinner jacket, Black trousers, socks and shoes, Black bow tie and black cummerbund. Wear white breast patch, and a white sleeve patch. However, if you prefer, your tie, and/or cummerbund can be what is appropriate for your clan or family, laid, yacht club, yachting association or other appropriate items.

Blue blazer, formal or plain white shirt; black, red, gold, or appropriate clan or family plaid, or yacht club or yachting association pattern tie and/or cummerbund - **Summer** - white trousers; white socks; and white shoes - **Winter** - gray trousers; black socks; and black shoes.

For the **Ladies**: White jacket; white blouse; black, red, gold, or appropriate clan or family plaid, or yacht club or yachting association pattern tie and/or cummerbund, if worn; black or white long skirt; appropriate hose; and black or white shoes - or -

Blue blazer; white blouse; black, red, gold, or appropriate clan or family plaid, or yacht club or yachting association tie and/or cummerbund, if worn.

Summer - white skirt or slacks; appropriate hose; white shoes.

Winter - gray skirt or slacks; appropriate hose; black shoes.

## **Communications / Public Relations**

Communications, both external and internal, about the activities of the organization are essential to the forward progress of the IOBG. We need to keep the membership informed and aware of what their organization is doing, in order to foster continuing participation, support, and growth.

The Executive Committee may use any electronic means to meet and communicate with each other for the purpose of voting on items that need to be decided before the next Regional or Annual Meeting.

The record of such electronic event and action shall be written by the Recording Secretary and become part of the Executive Committee's actions to be approved at the Annual Meeting.

Equally important, is the need to make and keep the community at large, aware of, and informed about the contributions the IOBG can and does make to the community on the local, regional, national, and international levels. With this in mind, the following is provided:

It is recommended that individual Chapters arrange for the publication of information about the IOBG and its activities in the roster, newsletters, yearbooks, etc. of their individual clubs.

IOBG Districts should endeavor to have articles about IOBG and their Districts in boating publications and the publications of boating associations in their area.

In this regard, Districts should ascertain the functions of other boating organizations in their areas and assist them whenever possible for mutual benefit. It is suggested that officers of other boating organizations (Coast Guard, Power Squadron, etc.) be invited to District functions and that they be provided an opportunity to speak about their organizations.

It is recommended that the Districts and the International keep abreast of political developments and legislation affecting boating through contact with legislators, regulators, departments and bureaus, and with such organizations as the National Boating Federation, Boat US, Coast Guard Auxiliary, etc., as appropriate, in order to represent the membership and provide input to pending legislation or regulations that will have an impact on the recreational boater.

The involvement of IOBG members, representing Blue Gavel, with local colleges, scouting organizations, public recreation programs, and other organizations, to assist them in conducting boating and sailing programs and classes, has the potential for effective interaction for mutual benefit with the community.

The involvement of IOBG members, as representatives of Blue Gavel on civic committees, regional planning boards, and civic recreation committees, etc. is encouraged in order to establish IOBG as a repository of expertise and assistance, and to further the awareness of IOBG's potential contribution to the community.

Support of the Blue Gavel Humanitarian Foundation and similar charitable organizations is strongly encouraged as Chapter, District and Regional activities. These activities should enhance the standing of Blue Gavel, both internally and externally, and which make visible, the contribution which Blue Gavel can make to boating and to the community as a whole.

There should be continuous on-going correspondence among the line officers of the International on current developments, policy matters, growth programs, matters requiring immediate decisions, the activities and problems of districts, etc.; with copies to all officers and Directors where appropriate.

Each District should send to its members, a newsletter following its annual meeting, announcing the names of the Director, and Alternate Director, officers elected, and other actions taken. A copy of each District newsletter, or the minutes of the District annual meeting, should be sent to the International President and the Log Editor.

It is recommended that near the end of September, a summary be prepared by each Chapter, covering the Chapter's meetings and activities. This summary should be provided to the District Director so that he or she can compile a comprehensive report to the Area Vice

President, to be submitted as the District report at the IOBG Annual Meeting. The retention of this report in the Chapter's files will provide the basis for a Chapter history.

An International newsletter, The Blue Gavel Log, will be electronically published at least four times each year, and will be sent directly to each member at his or her email address. If a member does not have an email address, a printed copy of the Log, will be sent for a nominal fee.

The Log will include information on the IOBG Annual Meeting, election of officers, actions by the Board of Directors and the Executive Committee, and activities and information from each District as reported by the District Director and officers.

It is suggested that a District roster be prepared and updated annually, setting forth, by Chapters, members' names, addresses, and telephone numbers to facilitate communications. Copies of these rosters should be sent to the International officers, the Area Vice Presidents, and the Directors of neighboring Districts.

The wearing and displaying of IOBG insignia and regalia, is the most visible form of communication available to us. Every opportunity should be used when appropriate. In this regard, members may purchase supplies only from the District Supply Officer. District Supply Officers may purchase supplies any one of the approved supply companies. District Supply Officers are encouraged to work with the International, in the development of new products, which meet the needs of their Districts, that could be of value to the organization as a whole.

The IOBG name and emblem are registered in both the United States and Canada. reproduced, or modified with out the express written approval of the Executive Committee.

## **OPENING DAY**

Club Annual Commissioning or Opening Day programs are an opportunity for a local Blue Gavel Chapter to contribute, by providing program material, and help organizing the events. Blue Gavel leadership and direction, can make a solid contribution to the day's events; and provide local Chapters, a real opportunity to enhance the club's image and stature for the members.

Why have a Commissioning or Opening Day?

There are lots of reasons, and they are as varied as the complexion of our clubs - but underneath it all is the gathering together of the members to have fun - to be together and celebrate the successful operation of a common endeavor in the past and to encourage the new leaders with a show of strength by the members - and to have fun together with family, invited guests and crew. If your club does not have such an event, consider starting the tradition.

Who are the featured cast of this production?

That is what a Commissioning or Opening Day is - a theatrical production. The featured star is the Commodore and the supporting cast is the Flag Officers. The cast expands to include the Juniors to handle the many flags involved, invited dignitaries such as flag officers from other yacht clubs, State Waterway officials, Coast Guard and Power Squadron officials, political and community leaders, and the key element - the club's membership with their

families, guests, crew, and friends; and, of course, the Past Commodores as a group, in uniform.

How do you get the membership to attend?

This one is simple - conclude with a party! There are as many kinds of parties as there are kinds of people, and club parties follow this rule. Choices range from a simple, "break out the champagne and let's drink it," with appropriate non-alcoholic drinks available, to a late afternoon event followed by a full-blown reception, dinner, and dancing. Food is essential, plain or fancy, from chili to roast beef. It's an excuse to "bring on your best hors d'oeuvre or dessert," if you are a do-it-yourself outfit, or sub sandwiches for a noon time bash.

What about the racers and cruisers who want to get on the water?

TIMING is the key ingredient here. For the racers, give them plenty of time to make their start - make sure the program ends on time! Check with your specific fleet captains and cruise leaders for their preferred departures. Fit your program into your membership's activities, and make it short.

How do you run it?

Just like a mini movie or play. You need a Director - he or she is the key person. Find someone with stage presence who likes to be a showman - not a showoff. He or she will be the one to nudge, coach, and cue the participants through the program; and run and cue musical accompaniment, order flag breakings, cue cannon fire, flag raising, mast dressing, etc. He or she will be the working coordinator of your event. Where to find one - try a past commodore or club member active in community theater.

The next leader you need is a Production Manager - he or she is the executor of all the preparation you will need: food, beverages, flags, etc. He or she pulls together the resources and people needed to make a big or small program go. He or she may be a past commodore or your club's entertainment or social director.

What's the Program?

That's another key word - program - and a necessary component. Print and distribute a program for your commissioning or opening day. Mail it out with the club bulletin a month before. Name all the events, time, and most of all, the people involved. List all Flag Officers, Past Commodores, Juniors, and all helpers.

The Main Event

There is a Beginning, a Middle, and an Ending to all productions. Here are suggestions for each. Mix and match them suit your environment, temperature, time constraints and membership makeup.

The BEGINNING - A good starting scene is a sail by of dressed power cruisers and motoring sail boats. Assemble all past and present flag officers to review the fleet from onshore or a pier, and return the salute of each skipper as he or she passes in review. A prize for best-dressed vessel is sometimes awarded. Limitation to twenty vessels may be prudent to control timing. Allow about fifteen minutes.

The MIDDLE - Let's remember who the stars are - The Commodore and the Flag Officers. Position them centrally, near the flag mast, with the Flag Officers facing the Commodore about ten feet away. Assemble Past Flag Officers in single or double file on one or each side, possibly at an angle, depending on the space available. Again, remember who the stars are - the Commodore and the Flag Officers. Be sure Past Commodores and Past Flag Officers are scenery only.

The Director can begin with short welcoming comments and an introductory preview of the proceedings. Often times this includes a marine prayer and remembrance of past associates, leaders and friends. A guest to lead the prayer may be a desirable option.

This is an opportune time to involve the audience in the program with a singing of "America the Beautiful", or any other appropriate song. The Director, with taped accompaniment, can lead the audience.

The National Anthem and hoisting the American Flag can follow, and oftentimes a good local vocalist with tape accompaniment works magic. Look for one at local music schools, church choirs, and college music departments. Artists always welcome a chance to perform and look forward to an unusual event. The flag should be raised smartly to the National Anthem. No endeavor to have the flag hoisted to its flying position synchronized to the conclusion of the National Anthem should be attempted. It should be raised smartly and allowed to fly while the anthem is continued to conclusion.

The Director introduces the Commodore and smartly issues the order to, "Break the Commodore's flag," and the Commodore's flag is raised to its position on the yard. The Commodore then gives his or her opening "Remarks" for the season. The Commodore orders "Remarks" from each Flag Officer and upon his or her request the Director orders the officer's flag to be broken. Brief department remarks from each officer can conclude this portion.

At this point the Commodore can assume the leadership of the proceedings by introducing guests or speakers invited to the celebration. Be sure their comments are brief, with two minutes as the target time.

An option to have each Past Commodore called one step forward by year could be inserted in the program at this time, depending of the time available.

The ENDING - The stage is set, speeches are over, the audience is part of the celebration, so its time for the COMMISSIONING or OPENING.

The Commodore smartly queries each officer, and returns the officer's hand salute:

"Vice Commodore, are the club facilities prepared for Commissioning?"

"Aye, Aye, sir."

"Rear Commodore, are the club vessels ship-shape for Commissioning?"

"Aye are, sir"

"Fleet Captain, are the Race Committees and Judges ready for Commissioning?"

"Aye, Aye, sir"

"I therefore declare the "Corinthian" Yacht Club In Commission for (the year)."

The ceremony is completed by dressing the flag mast with the club's burgee, accompanied by cannon fire. All retire to champagne, food, and the planned festivities of the day.

Special events are appropriate additions to the program. Skydivers with precision landings, hot air balloon launchings, slow flight aircraft demonstrations, and ultra light fly-bys are a few possibilities to add the unusual to the day.

All, or any part of the program outlined above, is offered as a suggestion for a Chapter Mission. Many thanks to Charles M. Lineberry of the Lake Norman Yacht Club, Ray Prell, Past Commodore of Mission Bay Yacht Club, the San Diego Association of Yacht Clubs, and the Southern California Yachting Association for their contributions.

The Southern California Yachting Association Protocol Manual is available from:

SCYA  
5855 Naples Plaza, Ste. 211  
Long Beach, CA 90803

The contribution of additional procedures of this sort to provide inspiration and guidance to the membership is solicited. The First Vice President is the point of contact.

### **IOBG Memorial Service**

This service is suggested as a way to honor a brother or sister who has crossed over the bar, and gone before us. It could be used as part of a church service, should the family desire and the church agree.

It could also be used either before or after the formal funeral and burial services. In short, it is intended to help with, "what to do or say," in difficult times. Please feel free to modify or borrow from what is presented here. It is not definitive in itself, but is merely a guide to the possible.

Many people have difficulty with knowing the right thing to say, especially at a memorial service. These words may be of help, and should be used as circumstances require:

#### **Memorial Address**

(If we were dealing with a yacht club service, this address would ordinarily be delivered by the Commodore, or perhaps by the senior Past Commodore. In a Blue Gavel setting there is a great deal of latitude on who should deliver it. It is suggested that a Past Commodore who was close to the deceased would be appropriate.)

Our (brother) (sister) N \_\_\_\_\_, a Past Commodore of \_\_\_\_\_ Yacht Club, and a member of \_\_\_\_\_ Yacht Club Chapter of the International Order of the Blue Gavel, has embarked on (his) (her) last voyage. The times of life have ebbed for our shipmate, and we, those left behind, are gathered to honor (his) (her) memory.

N \_\_\_\_\_ served (his) (her) club(s) well, and gave abundantly of (his) (her) time, talent and knowledge and experience to further the interest of (his) (her) club and Blue Gavel, in promotion of good seamanship and of a Corinthian ethic on the water. (He) (She) carried this ethic ashore into our gatherings and deliberations, furthering all the good and proper goals of yachting.

(His) (Her) accomplishments are etched in our hearts and in the annals of our club and chapter. N \_\_\_\_\_ left lofty goals for those of us who would carry on these labors while we are still here.

Now, the Supreme Navigator of the universe has called our shipmate to other duties, and to sail in eternal fair winds and calm waters; forever free from the tempests and travails of mortal life. While we honor and cherish (his) (her) memory, we do not mourn for N \_\_\_\_\_. N \_\_\_\_\_ has found refuge in the great harbor of eternal peace. If we mourn, it is for ourselves, for a good friend has slipped the moorings of this life, and has crossed the bar with the outgoing tide. (He) (She) is no longer among us, and we will miss (his) (her) steady hand on the helm and (his) (her) shoulder next to ours in our labors. Most of all we will miss (his) (her) encouragement and counsel as we continue to meet the storms and strife of this life.

We mourn our loss, but we are consoled by the faith that when the final watch changes, N \_\_\_\_\_ and all our shipmates who have gone before will be waiting to guide us to that great harbor of refuge that awaits us all.

### Chaplain's Prayer

Let us pray. Almighty God, Great Navigator of the Universe, who has taught us that we who mourn shall be comforted, grant that in our grief we may turn to Thee; and because our need is beyond the help of mortal beings, grant us the consolation of Thy peace and the joy of Thy love.

May the Lord bless us and keep us. May the Lord make His face to shine upon us, and be gracious unto us. May the Lord lift up His countenance and give us peace, now and forever more. Amen.

(Other appropriate prayers may be added here depending on the wishes of the family or the practice of the church.)

(For a Burial at Sea the following can be inserted here:)

Unto almighty God we commend the soul of our (brother) (sister) departed, and we commit (his) (her) body to the deep in sure and certain faith of the resurrection unto eternal life.

The service may then conclude with:

May the soul of our departed shipmate, N \_\_\_\_\_, and the souls of the all the faithful departed before us, through the mercy of God, rest in peace. Amen.

Ceremonies conducted before, after, or as part of the service should be conducted with appropriate dignity and reverence, and should complement, not intrude upon, a time of reflection and remembrance. Local custom and usage should be included, particularly, the use of local organizations for presentation of colors, folding of flags, or other assistance or advice which they can render.

## International Order of the Blue Gavel

### INDIVIDUAL MEMBERSHIP APPLICATION

I hereby apply for membership in the International Order of the Blue Gavel.

Chapter: \_\_\_\_\_ District: \_\_\_\_\_

Name: \_\_\_\_\_

—

Spouse or  
Companion: \_\_\_\_\_

Address: \_\_\_\_\_

—



City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Zip/Postal

Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_

Business: \_\_\_\_\_

Fax: \_\_\_\_\_ E-

mail: \_\_\_\_\_

Yacht Club where you were Commodore: \_\_\_\_\_

Year: \_\_\_\_\_

I agree to abide by the Bylaws and Rules of my Chapter, District, and the International Order of the Blue Gavel.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosed is my check for: \_\_\_\_\_ U.S.

Approved:

Chapter: \_\_\_\_\_

District: \_\_\_\_\_

Note: District Members-at-Large should so indicate in the "Chapter" space.

Distribution: Original to International Treasurer, copies for Chapter and District

## International Order of the Blue Gavel CHAPTER APPLICATION

District: \_\_\_\_\_

Date: \_\_\_\_\_

Yacht

Club: \_\_\_\_\_

Address: \_\_\_\_\_

—

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Zip/Postal

Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Location of Club House or Permanent Meeting

Place: \_\_\_\_\_

Years Club Established: \_\_\_\_\_ Number of Members: \_\_\_\_\_ Number of Past Commodores: \_\_\_\_\_

Does the Yacht Club meet the qualifications for membership as defined in the IOBG Bylaws? \_\_

If not, please

explain: \_\_\_\_\_

—

Signature of Chapter President : \_\_\_\_\_

Please attach a list of Charter Member's names, names of spouses or companions, and addresses.

Please include a check for International dues for each charter member.

Recommendation of District

President: \_\_\_\_\_

—

Recommendation of District

Director: \_\_\_\_\_

—

Recommendation of Area Vice

President: \_\_\_\_\_

—

President /s/: \_\_\_\_\_ Director /s/: \_\_\_\_\_

Area V.P. /s/: \_\_\_\_\_

IOBG Executive Committee Approval / Disapproval:

President: \_\_\_\_\_ President Elect: \_\_\_\_\_  
First V.P.: \_\_\_\_\_ Second V.P.: \_\_\_\_\_  
Past President: \_\_\_\_\_ Treasurer: \_\_\_\_\_

## **New Chapter Application Procedure**

- I. Required approvals on Application:
  - A. Established District:
    1. District President
    2. District Director
    3. Area Vice President
  
- II. Required Information about Yacht Club:
  - A. Club name and description of facilities.
    1. Number of members.
    2. Years in existence.
  - B. Chapter President Pro-Tem's name, address and telephone number.
  - C. Activities (Newsletter, etc.).
  - D. Letter(s) of recommendation if waiver of qualification requirements is necessary.
  - E. List of Charter Members:
    1. Name and spouse's name.
    2. Address - City, State, Zip, and Country.
    3. Telephone - Home, Business, and fax numbers.
  
- III. Application routing:
  - A. Area Vice Presidents will:
    1. Forward application, comments, and dues payment to International President-Elect
  - B. President Elect will:
    1. Distribute copies of application and comments to voting members of the Executive Committee.
    2. Conduct telephone poll of Executive Committee members for approval or rejection of application ( if an Executive Committee meeting is not held in a timely manner).
      - a. If rejected, send letter, dues payment, and reason for rejection to Area Vice President
      - b. If approved:
        - (1.) Notify Executive Secretary via telephone/email that application has been approved and mail original application to the Executive Secretary.
        - (2.) Notify, in writing, Area Vice President and District Director.
        - (3.) Mail dues payment to International Treasurer.
  
- IV. Processing of Approved Application:
  - A. Executive Secretary:
    1. Prepare Charter.
    2. Mail Charter to District Director (unless otherwise notified).

3. Mail Charter letter to International Treasurer, President Elect, and Area Vice President
- B. District Director or Appointee:
1. Present Charter to New Chapter.
  2. Provide Bylaws and Policy Manuals to new members.
  3. Send list of new members to District Treasurer.
- C. District Treasurer:
1. Receive roster.
  2. Receive District Dues, if any.
- D. International Treasurer:
1. Receive Dues.
  2. Process Membership Cards.
  3. Notify Editor of the "Log" of the following:
    - a. District number.
    - b. Name of Chapter.
    - c. Names and addresses of new charter members.
- V. New Chapter Procedure:
- A. It shall be the duty of the Executive Secretary to:
1. Maintain this procedure and revise as necessary.
  2. Distribute this procedure to the new District Presidents
- B. It shall be the Duty of the District Presidents and Directors to:
1. Have Charter Application forms and the current procedure available
  2. Abide by this procedure.

### **POLICY REGARDING MEMBERSHIP AFFILIATIONS**

Members may move or relocate to a different geographical area. A member may also affiliate with more than one District or Chapter. From the perspective of the International, a member may only be listed on the master database as affiliated with one Chapter and one District.

The reason for this restriction is that the paid membership of a given District is the determining factor for the number of votes assigned to a District for the Annual Meeting. With the foregoing in mind, the policy of the International, regarding membership affiliations is as follows:

- \* A member must first qualify for membership in accordance with the IOBG bylaws.
- \* A member may affiliate with more than one District or Chapter, but must designate which District and Chapter will be used by the International for purposes of assigning votes and the member's membership card.
- \* The member pays International dues once, but pays District and/or Chapter dues as charged by the respective jurisdictions.

It is the member's responsibility, to notify both the International and the District of his or her affiliation. When differences of data arise and notification has not been received, the last proper registration will be used by the International, for a member's membership card and

assigning votes to a District for the annual meeting.

## CHANGE OF MEMBERSHIP INFORMATION

**Type of change requested** (check all that apply)

Change of address      Change of District or Chapter affiliation

Change other information

**Old information:** Chapter: \_\_\_\_\_ District : \_\_\_\_\_

Name: \_\_\_\_\_

Spouse or Companion: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**New Information:** Chapter: \_\_\_\_\_ District: \_\_\_\_\_

Name: \_\_\_\_\_

Spouse or Companion: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Original to International Treasurer, Copies to District Treasurer