



# International Order of the Blue Gavel

## NEW CHAPTER APPLICATION

Revised 2-2-2015

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: \_\_\_\_\_  
\_\_\_\_\_

On behalf of the proposed [name of chapter] \_\_\_\_\_ (the  
"Chapter"), I and the Charter Members agree, in the event that this application is  
accepted by the International Order of the Blue Gavel ("IOBG"), as follows:

1. IOBG is granting to the Chapter a non-exclusive charter to be a chapter of the IOBG. The Chapter is being granted a limited, revocable, non-exclusive license to use IOBG's trade marks "International Order of the Blue Gavel", the acronym "IOBG", and the IOBG logo (collectively, the "Trademarks") in connection with the Chapter's name and activities. The Chapter warrants that it has the right to use the yacht club's name in connection with its proposed Chapter name and grants to IOBG the limited, non-exclusive use of that yacht club's name in connection with the proposed Chapter's name.
2. The Chapter warrants that it is either incorporated as a nonprofit corporation or that it is an unincorporated association with a not for profit purpose, with its own identity, separate and distinct from that of its yacht club and of IOBG.

3. The term of this agreement shall commence on the date of approval of this Application and shall continue until revoked by IOBG or the charter is surrendered by the Chapter; in such event, the proposed Chapter's name and use of the Trademarks shall revert to IOBG, which, in its sole discretion, may reactivate the Chapter or otherwise re-use its name.

4. The Chapter agrees to follow and govern itself in accordance with the Bylaws, rules, regulations, policies and procedures of IOBG, consistent with the mission and purpose of IOBG, as set forth in its Articles, Bylaws or otherwise established by IOBG's Board of Directors.

5. The Chapter agrees to communicate and cooperate with the IOBG District to which the Chapter may be assigned, and to communicate and cooperate with IOBG as may be requested.

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 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: \_\_\_\_\_

Revised February 2015

## 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

Revised October 2011

#### 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.