

# International Order of the Blue Gavel Auxiliary

## Policy Manual

(5<sup>th</sup> Version - April 2021)

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## ***IOBGA Policy Manual***

Policy is defined as a definite course of action adopted and pursued by an organization. As such, it embodies guiding principles and ethics considered prudent, advantageous, and expedient in service, for the organization.

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

This manual, as with the policies themselves, is more the dynamic representation of growth, than merely a rehash of, ‘this is the way we did it when...’. Thus, the manual can never be complete unto itself, but must constantly be a reflection of the interaction of policy with ‘today’ and the good judgment of our members and leaders. While focused on the guiding principles and practices of the International organization, we have tried to demonstrate how these policies can be applied at the local level.

## ***IOBGA Mission Statement***

The purpose of the Auxiliary shall be to support the activities of the International Order 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.

## ***IOBGA Organization***

The primary work of the International Order of the Blue Gavel Auxiliary is at the Chapter or District level. Each District is encouraged to develop activities and programs that foster fellowship and service to their local community. The IOBGA International Board meets with all IOBGA members present at Regional and Annual Meetings. These meetings allow for the exchange of ideas between the various Districts and Chapters.

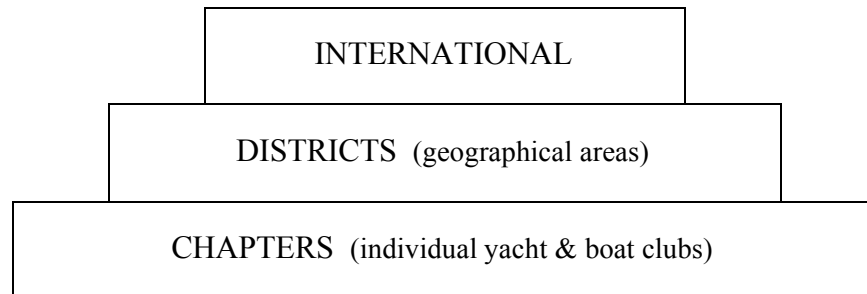
The fiscal year of the organization is from January 1 to December 31.

Should the organization dissolve, all funds will be donated to a 501 (c) 3 organization.

EFFECTIVE: OCT 2000 // 1<sup>ST</sup> AMENDMENT 2007 // 2<sup>ND</sup> AMENDMENT 2014 // 3<sup>RD</sup> AMENDMENT OCT 2016 // 4<sup>TH</sup> AMENDMENT OCT 2019 5 AMENDMENT APRIL 2021

*The feminine pronoun is used throughout this manual for ease of reading, but refers to all genders.*

## ***IOBGA Structure***



The organization has a defined structure. Districts are geographic groupings of Chapters (individual clubs), that are chartered by the IOBG Executive Committee. Several Districts grouped geographically together are represented on our Board of Directors by a Regional Director. The IOBGA regional groupings correspond to the IOBG regional groupings. *(An IOBG District requires a minimum of five Chapters and fifty members. A District may be formed from ‘scratch’ or may ‘split off’ from a larger District with the approval of the IOBG Executive Committee upon application.)*

Where ever there is an IOBG District, there is encouragement to obtain an IOBGA charter. As the IOBGA is not as old as the IOBG, we do not have as many members as the IOBG. While almost every IOBG District now has an IOBGA charter, there are very few IOBGA Chapter charters. Therefore, the majority of our activities center occur at the district level.

Spouses of Past Commodores in Districts without an IOBGA charter, may join the International level, as ‘members at large’.

## ***IOBGA Authority To Function***

**The IOBGA By-laws** as approved by the IOBG Executive Committee, serve as our authority to function, use the Blue Gavel name, and bear our logo. Districts and Chapters can adopt the International By-laws or develop their own in accordance and consistent with, the IOBGA International By-laws.

The International By-laws sections entitled ‘Articles’ serve the following functions:

- I. Define the name of the organization.
- II. Define the organization’s purpose.
- III. Bestow authority to function.
- IV. Define requirements for IOBGA membership.
- V. Define the rules for establishing and paying International dues.
- VI. Describe the officers of the Executive Committee and the members of the Board of Directors including their roles and terms of office for the International organization.
- VII. Describe the Standing Committees of the organization; Nominating, Audit and Historian.
- VIII. Define the rules for holding and conducting meetings of the organization.
- IX. Describe the IOBGA emblem.
- X. Define requirements for amending the By-laws.

Attached to the by-laws are the Standing Rules, which can be amended as required by the Board of Directors, and as approved by a majority of voting members at a regional or the annual meeting.

The Standing Rules currently address membership, dues, voting privileges, charter applications, and committees.

### ***IOBGA International Officers - Elected***

The following descriptions are for the officers at the International level. Districts and Chapters are encouraged to pattern their officers after the International. We highly recommend that you detail recurring duties for each of your officers, including the specific timing, if tied to a particular event or time of year, as is unique to your District.

**The IOBGA Executive Committee** is comprised of the Immediate Past President, the President (who acts as chairman), the President Elect, the (2) Vice President(s), the Secretary, and the Treasurer. The EC conducts the business of the organization. While special meetings of the International Executive Committee may be called by the President or a majority of the Board of Directors, the EC presently meets three times a year, concurrent with the IOBG Meetings.

**The IOBGA Board of Directors** is the governing body of the IOBGA. It is comprised of the IOBGA Executive Committee (as defined above), plus the Regional Directors. International Past Presidents in attendance are each allowed a vote at any International meeting per Article VIII.6 of the By-laws.

Because the IOBGA has not yet grown to the size where we have moved to a representative form of government through District Directors, our Board is invited to meet and vote at each of the Regional Board meetings called by the IOBGA President during the year. The board is empowered to establish bylaws, rules, and regulations as deemed necessary and when consistent with the bylaws, for its administration.

At the District or Chapter level, the Board of Directors may be synonymous with the Executive Committee. Some of the larger Districts choose to elect or appoint Area Vice Presidents within their Districts, each one covering a geographic group of Chapters within the District. These Vice Presidents along with the Executive Committee, comprise the IOBGA Board of Directors for that District. This helps the EC to more effectively communicate with, and coordinate the Chapters.

***IOBGA Organization Chart - International***

President	
President Elect	(2) Vice President(s)    Secretary    Treasurer    Past President
Regional Directors	(Chartered & Active Districts)
North East	12, 20
North Central	3, 7, 9, 25
North West	1, 5
South East	8
South West	10, 11, 14, 15, 16, 19, 21
United Kingdom	70

EFFECTIVE: OCT 2000 // 1<sup>ST</sup> AMENDMENT 2007 // 2<sup>ND</sup> AMENDMENT 2014 // 3<sup>RD</sup> AMENDMENT OCT 2016 // 4<sup>TH</sup> AMENDMENT OCT 2019 5 AMENDMENT APRIL 2021  
*The feminine pronoun is used throughout this manual for ease of reading, but refers to all genders.*

**The IOBGA Line Officers** are the President, and the President Elect, and may include the Vice President(s). They normally progress thru the offices, subject to the approval of the Board of Directors. The slate of nominees is to be presented to the voting members, to vote on, at the annual meeting.

While the terms of succession for the Vice President(s) are not explicitly stated in the By-laws, the general policy is that the Vice President candidates be selected from the Board of Directors or have served as an executive officer at the District or Chapter level. Given the youth of our organization today, this is not an absolute requirement. The duties of the Officers are detailed in the IOBGA Bylaws and also below.

**The President** administers the affairs of the organization and presides over all regular meetings. her primary duties are detailed in Article VI.4 of the By-laws. The Secretary, Treasurer, Vice President(s) and President Elect all report directly to the President. She receives all charter applications, verifies their eligibility, and presents them to the IOBGA Executive Committee for approval. Other duties may include but are not limited to;

- represent the IOBGA organization at the IOBG Executive Committee meetings;
- submit and sign all charter applications approved by the IOBGA board;
- appoint the Audit Committee, chaired by the Immediate IOBGA Past President;
- write quarterly articles for the Blue Gavel Log - Auxiliary report;
- sign all IOBGA membership cards submitted by the Treasurer;
- call and schedule meetings/events as required for her term and secure meeting space;
- serve on the Nominating Committee for the next year's board.
- (optional) obtain thank you gifts for her outgoing board (at her own expense).

**The President Elect** assists the President and, in her absence, acts in her place. Her primary duties are detailed in Article VI.5 of the By-laws. The President Elect automatically advances in office to President.

If the President becomes unable to complete her term as President, the President Elect will, with the consent of the Executive Committee, assume the office of President for the remainder of the term, and then will serve as President for the term which she would normally serve. she is responsible for the maintenance of the By-laws and the Policy Manual. Other duties may include but are not limited to;

- chairmanship of events or projects as assigned by the President or the Board;
- ensure badges and burgees are ordered for incoming officers;
- secure the gift for the out-going President;
- serve on the Nominating Committee to select officers for the next term;
- responsibility for the annual meeting at the end of her term.

**The Vice President(s)** assists the President and the President Elect. Her primary duties are detailed in Article VI.6 of the By-laws. As the primary liaison between the Executive Committee and the Regional Directors, the Vice President is responsible for cultivating leadership at the Regional and District levels and ensuring that the Regional Directors and the District Presidents have the information and tools they need to be successful.

She also serves as liaison with the IOBG Supply Officer, providing a voice from the IOBGA organization into requirements and needs. Other duties may include but are not limited to;

- chairmanship of events or projects as assigned by the President or the Board;
- organization of the workshop held concurrent with the annual meeting at the end of the year she serves as Vice President;
- represent the voice of the regional directors in defining needs for further structure or change in the By-laws, Standing Rules, Policies, Procedures or standard forms of the organization.

**The Secretary and Treasurer** provide the administrative support and backbone of the Board. Often they succeed one another thru the chairs of to the office of Vice President. Their attention to detail and their responsibilities are the key to the success of the organization. Their duties are detailed in Articles VI.7 and VI.8 of the By-laws.

**The duties of the Secretary** may include, but are not limited to;

- distribute meeting minutes to officers at least one week prior to the next meeting;
- keep track of motions, votes, and follow up action items, from both e-board and general meetings;
- notify Board members and appointed officers at least one month prior to each upcoming Board meeting;
- notify the membership of special events or meetings;
- notify the membership in accordance with the By-laws and Standing Rules of proposed by-law changes coming up for vote;
- prepare condolence or thank you correspondence on behalf of the IOBGA when required.

**The duties of the Treasurer** may include but are not limited to;

- submit timely reports to the Blue Gavel Log
- ensure that all membership information including names, addresses and contact information is amended as required.
- the duties as detailed in, and required by the by-laws.

**The Immediate Past President** also serves on the Executive Committee. Her duties are detailed in Article VI.9 and VI.10 of the by-laws.



**The Regional Directors** are the liaison between the Executive Committee and the Districts. The RD's promote attendance at meetings and vote on behalf of their region at the IOBGA Board meetings. They present reports to the Executive Committee, concurrent with meetings, summarizing their activities and communicating their region's position on matters before the board when required. They are also encouraged to submit articles for publication in the Blue Gavel Log.

The Regional Directors are expected to stay in touch with the District Presidents in their region and provide them with support when questions arise over governing their organizations. They provide an escalation point to the Board for issues where the guidelines provided by the By-laws or policy manual are not clear. They assist the Districts, as required, in defining the roles of their offices and ensuring that district organizations have access to policies, procedures and forms.

The RD's are also encouraged to support and stimulate the Districts in their efforts to bring in new members or start new charters. The RD's may also assist the Board, when required, in reminding Districts to submit their dues per Article V of the By-laws. The RD's should attend the Annual Board and General Membership Meetings in October at a minimum, and some of the Regional meetings.

## ***IOBGA Officers - Appointed***

The International level has appointed positions, which change from time to time, in accordance with the organization. At the District/Chapter level, you may establish appointed positions as required by your organization and activities, to be filled by the President on an annual basis. Examples of positions are Supply Officer, Sunshine Officer, etc.

**The Web Master** is appointed by the IOBGA President and is responsible for maintaining and updating the IOBGA web page on the IOBG web site. She is also responsible for;

- ensuring officer information on the web site is correct and current;
- being the point of contact for material to be published on our web page.

**The Membership Chairperson** is appointed by the IOBGA President and is responsible for the maintenance and updating of the membership roster. (This position may be held by the Treasurer.)

### ***Guidelines For All IOBGA Officers***

As a minimum, each individual must be willing and able to;

- attend all meetings as required (for International officers these are the Annual and Regional meetings);
- perform all of the required duties during the term of office;
- uphold and serve the mission of the IOBGA organization;
- assist in organizing new chapters in one's area, or expanding the membership in her district;
- commit herself to partnership with the IOBG and to serving as an ambassador for IOBG and IOBGA within and outside of the organization;
- promote through her actions a gracious, respectful and cooperative atmosphere within her Blue Gavel organization;
- immediately tender her resignation from office if personal or family matters, or health or any other factors create a situation in which she cannot perform her duties.

### ***IOBGA Meetings***

**Regional Meetings** are held two or three times per year, at the same time and in the same location as the IOBG. The goals of the Regional Meetings are to:

- allow the executive committee to meet with the local membership.
- conduct the business of the organization.
- provide the membership with the opportunity to participate in the conduct of the business of the organization.
- enjoy the benefits of camaraderie and social contact.

**The IOBGA Annual Meeting** is held at the same time and in the same location as the IOBG. Old and new business is discussed and any motions requiring a vote by the voting members are put forward. The elections are held at this time, followed by the change of watch. Traditionally, the new officers are sworn in at the IOBG President's Ball, usually by one of the IOBGA Past Presidents.

A workshop is sometimes held in conjunction with the IOBGA Annual meeting. The workshop is intended to be a forum for discussing ideas such as fund raising, soliciting new members, etc. It may range from an informal round-table discussion to an invited guest speaker.

## ***IOBGA Succession***

In the event that any officer, line or elected, is prevented from advancing or completing her term of office, her successor will be appointed by the Executive Committee. Successor replacements of line officers are to be selected from those who are serving or have served on the Board of Directors whenever possible. The Executive Committee should endeavor to avoid having line officers succeed each other from the same district if at all possible.

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

- If a Regional Director is unable to complete her term, the vacancy will be filled by the Board of Directors appointing a member in good standing, to complete the term.
- If an Elected Officer is unable to complete her term, the Executive Committee shall, by a majority vote, appoint a qualified member to complete the term.

## ***IOBGA Elections***

**International** Officers are elected by a majority vote of IOBGA voting members at the annual meeting. They assume their offices upon election, and serve for a term of two years, or until their successors are elected.

**The Nominating Committee** presents a slate of officers to the voting members at the annual meeting. Members in good standing should indicate their interest in being considered for an office, by notifying the Nominating Committee in writing, at least 30 days prior to the Annual Meeting. A motion may be made to ratify the slate as offered by the Nominating Committee and if approved, the vote is taken on the entire slate. Only members in good standing may vote. The Nominating Committee consists of the Immediate Past President who serves as Chairperson, the President, and the President Elect.

**Districts and Chapters** elect their officers in accordance with the by-laws. District bylaws must be in accordance with the International bylaws. Most districts establish a Nominating Committee and submit a slate of officers to their Board for approval prior to presenting it to their general membership for a vote.

### ***How To Obtain An IOBGA Charter***

Spouses within a current active IOBG Chapter or District may apply for an auxiliary charter with a minimum of four members. These members must meet the requirements for membership as set out in the IOBGA By-laws, Article VI. An organization should begin with at least three officers, President, Vice President and Secretary/Treasurer. As the organization grows, the executive board can be patterned after the International organization.

The organizers must complete a charter application, and obtain the signatures of the IOBG District or Chapter President, and the IOBG District Director. It is then submitted along with a cheque for the annual International dues for each member, to the IOBG District Director. The IOBG District Director submits it to the IOBGA International President. (It is recommended that a copy of your application be mailed to the IOBGA Regional Director for your District also.)

Once the application is approved by the IOBGA board and signed by the IOBGA President, it is given to the IOBG Second Vice President to submit to the IOBG Executive Committee for final approval. Once approved, a Charter is sent by the IOBG Executive Secretary to the IOBG District Director to present to the new IOBGA members for signature. The original signed charter is retained by the new IOBGA organization. Copies are to be mailed back to the IOBG Executive Secretary and the IOBGA President.

## ***IOBGA Membership Requirements***

Membership in the IOBGA is by invitation only and should be looked upon as a privilege and as recognition of the candidate's performance. Membership in the IOBGA is extended to spouses or domestic partners/companions of approved members of the IOBG, (IOBG members in good standing), or spouses/domestic partners of deceased IOBG members. As appropriate, invitations may be extended to individuals who are deemed eligible by virtue of their deceased spouses having been qualified to become an IOBG member prior to their death. Districts are encouraged to pursuit and recruit spouses of qualified Past Commodores. Membership application forms are in the back of this manual and may be duplicated for your use. Upon application, prospective new members are must remit International dues plus any additional local dues as determined by the Chapter and/or District.

Qualifications for membership are detailed in Article IV of the IOBGA By-laws. District officers are responsible for ensuring that all applicants meet the required qualifications before forwarding the required information (name, address, telephone number, e-mail address, district #, spouse name, and club name) and dues to the International Treasurer and the International dues for each applicant.

## ***IOBGA Membership Dues***

Dues are the financial obligation a person assumes when she joins the organization. The International dues are set by the Board of Directors. Districts/Chapters may also set dues to finance local activities.

The total annual dues must include both the International and local portions. The Districts are responsible for billing their members for their annual dues. IOBGA Districts/Chapters often bill their members at the same time as the IOBG District/Chapter, combined in a single mailing. Some Districts follow up with a telephone call as a gentle reminder, and to provide an opportunity to personally address reasons why members have chosen not to renew.

Some Districts have IOBGA bank accounts while others share with the IOBG but maintain their own ledgers. It is important that the IOBGA District Treasurer keep accurate records of members including the date of payment, each member's current contact information, and the date when International dues are forwarded to the International Treasurer. Dues should be mailed to the International Treasurer as new members join, or current members renew for the present year.

If you are a member of an organized and active district, you must pay your dues to your District Treasurer, who is responsible for forwarding the International portion to the International Treasurer on your behalf. The local portion of the dues is retained by the IOBGA District Treasurer. If you are in an unorganized or inactive district, you may forward your dues directly to the International Treasurer. (You know who you are.)

International dues are payable by January 1, and are considered delinquent after that date. Receipt of dues by the International Treasurer triggers the issuance of a membership card and inclusion in the roster of members.

### ***IOBGA Membership Cards***

Receipt of dues by the International initiates the process of issuing membership cards. Members receive their cards directly from the International Treasurer.

### ***IOBGA Induction Procedures***

Induction into IOBGA is by the administration of the oath, and may be done at any meeting or event of the organization. No matter who the inducting officer is, the ‘authority of my office’ is the authority derived from the fact that she is the Inducting Officer.

#### **OATH OF OFFICE for IOBGA Officers.**

“Please raise your right hand. Each of you have accepted the duties and responsibilities of the office to which you have been elected or appointed. Do you solemnly swear, that you will perform these duties and responsibilities, and any 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 Auxiliary? If you so agree, say, “I Do”. By the authority of my office, I now declare you duly installed to your respective offices.”

A variety of formats for conducting the induction have been tried and found successful. The Inducting Officer should make the ceremony as genuine and sincere as possible, while still feeling comfortable with the proceedings. Whatever format is used, it should emphasize the importance of the occasion.

## ***IOBGA Attire/Uniforms***

Given that local customs will always prevail, the following attire is considered acceptable and appropriate for all social occasions in the yachting community. It is strongly recommended that name badges be worn at all IOBG/IOBGA events and with the uniform.

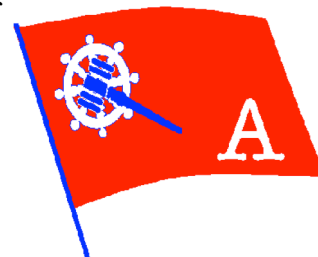
**WINTER** - Navy blue blazer with appropriate insignia and badges of affiliation and rank; white shirt/blouse; IOBGA or yacht club or association tie; gray skirt or pants; appropriate hose/socks and dark shoes.

**SUMMER** - Navy blue blazer with appropriate insignia and badges of affiliation and rank; white shirt/blouse; IOBGA or yacht club or association tie; white skirt, pants or shorts, appropriate hose/socks (if worn) and white or boating shoes.

**FORMAL** - For women, a gown suitable for occasion is appropriate or white dinner jacket; white shirt/blouse; black, red, gold, or appropriate clan or family plaid, or yacht club or yachting association pattern tie and/or cummerbund; black or white long skirt/trousers; appropriate hose; and appropriate foot wear. For men, winter attire (blue blazer/gray slacks or past commodore uniform if applicable) as well as the traditional black tuxedo jacket and pants or white dinner jacket and black pants. IOBGA patches should match the jacket.

## ***IOBGA Insignia***

The official emblem of the IOBGA, per Article IX of the IOBGA by-laws, is a rectangular red flag, upon which is superimposed in the left upper quadrant, a white ship's wheel and superimposed on that, a blue gavel. Superimposed in the lower right quadrant is the white letter 'A'.



IOBGA name and sleeve badges, stars for officers, burgees, etc. may be purchased through the IOBGA/IOBG Supply Officer.

## IOBGA Sleeve Patch

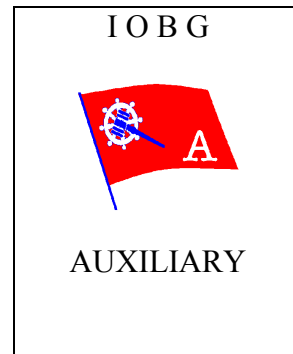
The sleeve patch is the emblem and may have the writing ‘IOBG Auxiliary’ around it. The sleeve patch may only be purchased from the organization. It is worn on the right sleeve of the blazer, midway between the cuff and the elbow, on the outside. The staff of the flag should point towards the cuff. All members are entitled to wear the sleeve patch.

## IOBGA Stars

Officers shall wear gold stars in close proximity to the patch as illustrated.

District Officers	Gold Stars
President	3 stars # 1 - 2 - 3
President Elect	2 stars # 1 - 3
Secretary	1 star # 2
Treasurer	1 star # 2

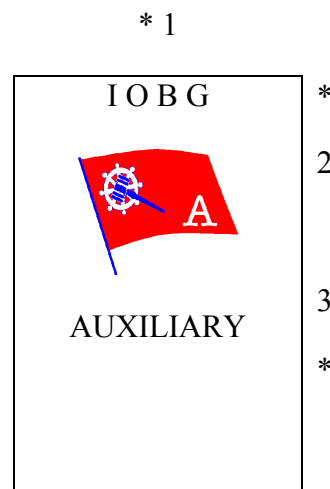
The stars are on the bottom of the patch



\* \* \*  
1 2 3

International Officers	Gold Stars
President	6 stars # 1 - 2 - 3 - 4 - 5 - 6
President Elect	5 stars # 1 - 2 - 3 - 5 - 6
Vice President	5 stars # 2 - 3 - 4 - 5 - 6
Secretary & Treasurer	5 stars # 2 - 3 - 4 - 5 - 6
Appointed Officers	4 stars # 2 - 3 - 5 - 6
Regional Directors	1 star # 1

The stars are circular around the patch



\* 1  
\* 2  
\* 3  
\* 4  
\* 5  
\* 6



**All Past Officers** wear the same stars in silver, of the highest rank attained in the organization. (i.e. Past International Presidents wear 6 silver stars, Past District Presidents wear 3 silver stars.)

## ***IOBGA Supplies/Regalia***

IOBGA supplies are ordered through the District IOBGA or IOBG Supply Officers. The display of items stimulates interest in purchasing. Districts set their own policy regarding when payment for goods ordered is required, that is, a deposit at the time the order is placed, or at the time the order is delivered. Our logos are registered trademarks.

Supplies such as jacket crests, sleeve patches and epaulettes, are available from Commodore Insignia.

## ***Newsletter      Blue Gavel Log***

The IOBG International newsletter, the 'Blue Gavel Log', is available online, usually in December, March/April, July and September. The release date is based on meeting dates. Articles for inclusion should be submitted within 2 weeks of a meeting.

IOBGA Districts should work with the officer designated by the International President for the inclusion of local IOBGA articles in The Log. It is available to all members on the website, [www.iobg.org](http://www.iobg.org). Many districts publish newsletters or maintain web sites also.

## ***Web Site      www.iobga.org***

The IOBGA web site is managed by our own webmaster. The address is [www.iobga.org](http://www.iobga.org). The web site includes the policy manual and bylaws, photos of meetings, and the names and e-mail addresses of officers. The IOBG has its own web site at [www.iobg.org](http://www.iobg.org).

Many districts also have web pages and/or Face Book pages with their local information.

## ***IOBGA Forms***

Standardized forms are available to streamline the collection of information in the organization. Copies are in this manual, or online at our website.. You are encouraged to use them. They are online at [www.iobga.org](http://www.iobga.org) .

## ***Registered Trade Marks***

The insignia for the International Order of the Blue Gavel and the International Order of the Blue Gavel Auxiliary are registered trademarks. This means that they may not be reproduced by any method without written authorization of the International organization. All inquiries should be directed to the International IOBGA President.

## ***IOBGA Awards***

On occasion, individuals who have made significant ongoing contributions to the IOBGA, come to our attention. They may or may not be members. The International E C, may approve providing recognition to these individuals in the form of honorary membership or a service award. Recognition may be at the International or District level, however it must always be approved by the International Executive Committee. A letter with supporting documentation should be sent to the International President for consideration.

## ***IOBG Humanitarian Foundation (IOBG HF)***

The Humanitarian Foundation was established to enable us to contribute to our larger community, as well as to worthwhile causes in local areas. The Foundation is set up to assist the Districts in their work for individual charities and to support a variety of causes. The IOBGHF is established as a ‘501.c.3’, in the United States of America, in accordance with IRS regulations. Memorial or In Memoriam envelopes are available. Their website is [www.iobghf.org](http://www.iobghf.org).

## ***Conclusion***

Participation in IOBGA affairs at all levels is the name of the game, whether through attendance at Chapter, District, or International events or through holding offices at these various levels. What the Blue Gavel Auxiliary does for you is a direct result of what you put in to it. There are friendships to be made and worthwhile purposes to be served with a little creativity, a sincere interest, and a desire to build something good together with others who want to do the same.  
***Remember, it’s up to you.***