

# Bylaws of the Assembly



**Bruce Chadwick SAM Assembly 138  
Alliance of Illusionists**

## 1 - NAME

**1.01 Full Name** - The full name of the Assembly as chartered by the National Council of the Society of American Magicians on April 20, 2002 is the Bruce Chadwick SAM Assembly 138 Alliance of Illusionists.

**1.02 Reference Name** - The Bruce Chadwick SAM Assembly 138 Alliance of Illusionists may also be referred to in these bylaws as the "Assembly."

**1.03 Concurrent** - The Bruce Chadwick SAM Assembly 138 Alliance of Illusionists may meet concurrently with and yet is independent from The Fort Worth Magicians Club Inc, the Ren Clark Ring 15 of the International Brotherhood of Magicians, and the Dallas/Fort Worth chapter of the Fellowship of Christian Magicians.

**1.05 Magic Conventions** - The Bruce Chadwick SAM Assembly 138 Alliance of Illusionists may host an annual convention for and yet is independent from the Texas Association of Magicians Inc.

## 2 - PURPOSE

**2.01 Assembly** - The Assembly operates as an "assembly" of the Society of American Magicians and as such is bound to the directives and mandates of the Society of American Magicians national organization.

**2.02 Activities** - The Assembly organizes activities and promotes educational programs to benefit its members to increase their skills and knowledge regarding the art of magic illusion and sleight-of-hand.

**2.03 Monthly Assembly Meetings** - The Assembly hosts Monthly Assembly Meetings to help fulfill its purpose.

**2.04 Cooperation** - The Assembly cooperates with other magician's clubs to further the art of magic and produce harmony in the magical arts.

**2.05 TAOM Conventions** - The Assembly may host an annual convention of the Texas Association of Magicians in accordance with Appendix B of these Bylaws.

**2.06 Joint Ethics Statement** - The Assembly supports the joint ethics statement of the International Brotherhood of Magicians and the Society of American Magicians:

- Oppose the willful exposure to the public of any principles of the Art of Magic or the method employed in any magic effect or illusion.
- Display ethical behavior in the presentation of magic to the public and in our conduct as magicians, including not interfering with or jeopardizing the performance of another magician, either through personal intervention or the unauthorized use of another's creation.
- Recognize and respect for rights of the creators, inventors, authors and owners of magic concepts, presentations, effect and literature, and their rights to have exclusive use of, or to grant permission for the use of by others of such creations.
- Discourage false and misleading statements in the advertising of effects and literature merchandise or actions pertaining to the magical arts.

- Discourage advertisement in magical publication for any magical apparatus, effect, literature of other materials for which the advertiser does not have commercial rights.
- Promote the humane treatment and care of livestock used in magical performances.

### 3 - STRUCTURE

- 3.01 Offices** - The principal offices of the Assembly are located in Tarrant County, Texas. The Assembly may have such other offices in the State of Texas as the Assembly may determine or as the affairs of the Assembly may require.
- 3.02 Fiscal Year** - The fiscal year of the Assembly begins on the first day of January and ends on the last day of December.
- 3.03 Membership** - The Assembly is comprised of members in good standing of the Society of American Magicians and who have been voted into Assembly membership by the Active and Honorary Life members in good standing of the Bruce Chadwick SAM Assembly 138 Alliance of Illusionists.
- 3.04 Administration** – Seven officers elected annually by the membership form the Executive Committee to administer the business, planning, and administration of the Assembly (7.01).

### 4 - MEMBERSHIP

- 4.01 Types of Membership** - The Assembly has four distinct types of membership.
- 4.01a Active Member - A person eighteen years of age or older, proven active in magic, and who has been accepted by the Assembly. Active Members may vote, hold office, serve on committees, and enjoy all the activities of the Assembly. Active Members must also be members in good standing with the national Society of American Magicians organization.
- 4.01b Associate Member - An individual who is eighteen years of age or older and who has been accepted by the Assembly. Associate Members do not vote or hold office, but may serve on committees and enjoy all the activities of the Assembly. Associate Members do not have to be members of the national Society of American Magicians organization.
- 4.01c Junior Member - A person twelve years old or older and under eighteen years of age who has been accepted by the Assembly. Upon reaching eighteen years of age, Junior Members automatically become Active Members. Junior Members do not vote, hold office, or serve on committees, but enjoy all the activities of the Assembly. Junior Members must be accompanied to Assembly meetings and Assembly sponsored activities by a legal parent who is also a member of the Assembly, or Assembly guardian chosen by the Executive Committee. Junior Members must also be members in good standing with the national Society of American Magicians organization.
- 4.01d Honorary Life Member - A person who has been an Active Member of the Assembly for at least fifteen consecutive years and who has made outstanding contributions to the welfare of the Assembly, or a person who the Assembly considers to have significantly contributed to the advancement of the art of magic. Honorary Life Members have irrevocable lifetime benefits and membership without further dues payments. Although it is recommended, Honorary Life Members do not have to maintain membership in the national Society of American Magicians organization.

**4.02 Honorary Life Nomination** – Any Active or Honorary Life Member of the Assembly may nominate a person for Honorary Life Member status at any regularly scheduled Executive Committee meeting. The officers present at the meeting shall consider the nomination and then vote by secret ballot. If the nomination receives a majority vote, then the Executive Committee shall call a Special Executive Committee Meeting at the next scheduled Monthly Assembly Meeting. If the member being considered for Honorary Life Nomination is present at this Monthly Assembly Meeting, he shall be asked to leave the meeting area. The Executive Committee shall then recommend the member to the Assembly for Honorary Life Member status. Active and Honorary Life members in good standing and in attendance at the Monthly Assembly Meeting will vote by secret ballot. Honorary Life Member status shall be conferred if a majority vote is affirmed.

**4.03 Good Standing** - “Members in good standing” are Assembly members who have paid their yearly Assembly dues and are also members of the national Society of American Magicians organization. The exceptions are Honorary Life Members who may or may not be members in good standing with the national Society of American Magicians organization.

**4.04 Exploitation** - Assembly members agree to exercise an interest in the organization, avoid exploitive use of its name or intention, and regulate their conduct toward the Assembly, fellow members, and the public. Assembly members agree to the code of ethics as prescribed in bylaws section 2.

**4.05 Bylaws Accessibility** - Any Assembly member may have a copy of the Assembly’s bylaws.

## **5 - APPLICATION**

**5.01 Visitors** - Visitors may attend up to three regular Monthly Assembly Meetings. Thereafter visitors must either apply for membership or cease attendance. It is the responsibility of the Sergeant at Arms to keep an attendance record of all visitors, their contact information, and enforce the three meeting maximum visitation limit. Visitors do not vote and may not attend Executive Committee Meetings or Special Executive Committee Meetings.

**5.02 Application Process** - Individuals may apply for Active, Associate, or Junior Assembly membership by making application and paying an application fee, which also covers the applicant’s membership dues through December 31 of the application year. Applications and application fees are received exclusively online through the Assembly’s official website. After submitting application and until an applicant presents his Qualification Demonstration (5.03), applicants may continue to attend Monthly Assembly Meetings. After an applicant presents his Qualification Demonstration, membership is ratified or denied by a vote of the Assembly.

**5.03 National SAM Membership** – All Active and Junior members of the Assembly must be members in good standing with the national SAM organization. If an Active (age 18 and above) or Junior (age 12 through 17) application is ratified, applicants who are already members of the national SAM organization immediately become either Active or Junior members of Assembly 138. Applicants who are not already members of the national SAM organization become Tentative Members of Assembly 138 until they join the national SAM organization. Note that Tentative Members may not vote or hold office.

**5.04 Associate Membership** - National SAM membership is not required for individuals joining the Assembly as Associate members (usually reserved for the spouse or magician's assistant of an Active Assembly member). Therefore after presenting their Qualification Demonstration and being voted into the membership by the Assembly, Associate Assembly membership is immediate.

**5.05 Qualification Demonstration** – A Qualification Demonstration is usually a short magic performance, but it may also be some form of other presentation to demonstrate the candidate’s interest in magic. The demonstration is presented at a Monthly Assembly Meeting within three months of application to join the Assembly. The Vice President is responsible for scheduling all Qualification Demonstrations.

**5.06 Ratification** - Immediately after the conclusion of an applicant’s Qualification Demonstration, the candidate is escorted from the Monthly Assembly Meeting area by the Sergeant at Arms or other designated Assembly representative. The Assembly then discusses the candidate’s application and votes on whether or not to grant membership. If approval is granted, the candidate is escorted back into the meeting room, his membership is conferred, and the new member is presented with his name badge. In the event that an applicant’s membership is not approved, the application fee shall be returned to the applicant. Applicants who are denied membership may reapply for membership after ninety days. Application for membership is an agreement to support the bylaws of the Assembly.

## **6 - MEETINGS**

**6.01 Monthly Assembly Meeting** - The Assembly hosts a Monthly Assembly Meeting at the date, time, and place determined by the Assembly to help fulfill its purpose (2.02).

**6.02 Executive Committee Meeting** - Executive Committee Meetings held monthly outside of normal Monthly Assembly Meetings to manage and conduct the business affairs of the Assembly (8.02).

**6.03 Special Executive Committee Meeting** – Special Executive Committee Meetings are business meetings that are called during any Monthly Assembly Meeting (8.09 and 8.10).

**6.04 Concurrent Magic Club Meeting** – In addition to its normal Monthly Assembly Meetings, the Assembly may also vote to meet concurrently with The Fort Worth Magicians Club Incorporated and/or the Ren Clark Ring 15 of the International Brotherhood of Magicians.

## **7 - OFFICERS**

**7.01 Officer Designations** - The Assembly leadership is comprised of seven officers elected from the Active and Honorary Life Members in good standing of the Assembly. They are designated as the President, Vice President, Administrator, Sergeant at Arms, Communications, Historian, and Member at Large. These seven officers form the Executive Committee (section 8).

**7.02 Duties and Responsibilities** - The duties and responsibilities of each officer are defined in accordance with Appendix A of the Assembly’s bylaws.

**7.03 Changes in Responsibilities** - The duties of any officer can be changed or amended by the Executive Committee for the fiscal year of that officer’s election. Permanent changes in officer duty require bylaws revision.

**7.04 Qualifications** - Except for the position of Member at Large, Assembly members must be members in good standing of the Assembly for at least one year prior to serving as an officer. An Active or Honorary Life member in good standing of the Assembly may serve up to two elected offices simultaneously. If an Assembly member serves two officer roles simultaneously, he also has two votes on the Executive Committee, one vote for each office held (8.05 and 9.04).

**7.05 TAOM Representative** - The Executive Committee shall elect an Active or Honorary Life Assembly member in good standing to represent the Assembly at the Board of Director's Meetings of the Texas Association of Magicians. Said board member shall vote at TAOM Board of Director's meetings as directed by the Assembly Executive Committee. The TAOM representative does not vote during Assembly Executive Committee Meetings. During the period that the Assembly prepares and hosts a TAOM convention, the Assembly shall elect a TAOM President as per the terms of Appendix B of these bylaws and the "Bylaws of the Texas Association of Magicians Inc."

## **8 - EXECUTIVE COMMITTEE**

**8.01 Purpose** - The seven elected officers of the Assembly form the Executive Committee to manage the business, planning, and administration of the Assembly (3.04).

**8.02 Meetings** - The Executive Committee normally meets monthly. Executive Committee Meetings must be held separate from Monthly Assembly Meetings so that the art and performance of magic can be the main focus at Monthly Assembly Meetings.

**8.03 Announcement** - The time and place for all Executive Committee Meetings must be announced to the entire membership of the Assembly at least seven days in advance of each meeting by the Communications officer. The manner in which notifications are made shall include but are not be limited to the SERVANTE monthly Assembly newsletter, email notification, and the Assembly's Internet website.

**8.04 Committees** - The Executive Committee may designate and appoint one or more committees comprised of Active, Associate, and Honorary Life members in good standing to perform or administer defined tasks. However no such committee has authority over the Executive Committee and the Executive Committee can override any decision, action, or suggestion of any designated or appointed committee.

**8.05 Voting** - Only the seven elected officers are eligible to vote during Executive Committee Meetings. Assembly officers may have up to two votes, one vote for each office they serve (7.04 and 9.04). However voting is only required when unanimous agreement cannot be reached. Decisions made by voting are ratified or denied by majority vote. Officers not in attendance during Executive Committee Meetings may vote in absentia by delivering their proxy in writing to another officer.

**8.06 Voting Privileges** - All Elected officers may vote on all matters brought before the Executive Committee. No officer shall be denied voting privileges regardless of issue, topic, or personal interest. Any officer may abstain and choose not to vote on matters of conscience.

**8.07 Meeting Cancellations** - The Executive Committee can decide not to meet during a particular month provided cancellation notice is made available to the entire membership of the Assembly.

**8.08 Quorum and Majority** - Four members of the Executive Committee in attendance at an Executive Committee Meeting constitute a quorum for the transaction of business. One of the four must be the President, Vice President, or Administrator. The decisions of a majority of the officers at an Executive Committee Meeting where there is a quorum present is the act of the Executive Committee, unless the law or these bylaws necessitate a greater number of members for the action.

**8.09 Special Executive Committee Meetings** – Special Executive Committee Meetings are business meetings that are called during any Monthly Assembly Meeting (6.03). Such meetings are normally reserved for the election of officers or for other business matters that require the attention of the entire Assembly. All Active and Honorary Life Assembly members in good standing and present at the meeting may vote and the number of Active and Honorary Life Members in attendance provide quorum. The decisions of Special

Executive Committee Meetings always override the decisions made by the Executive Committee. Visitors may not attend Special Executive Committee Meetings.

**8.10 Calling Special Executive Committee Meetings** – The Executive Committee can call for a Special Executive Committee Meeting at any Monthly Assembly Meeting without a motion. Any Active or Honorary Life member in good standing can also call for a Special Executive Committee Meeting at any Monthly Assembly Meeting by making a motion for the meeting to be held. If the motion is seconded and the majority of Honorary Life and Active members in attendance at the Monthly Assembly Meeting vote for the motion, then the meeting is held. No advance notice is required for Special Executive Committee Meetings.

**8.11 Annual Business and Planning Meeting** - An Annual Business and Planning Meeting of the Executive Committee is held within thirty days after the installation of the new officers at a time and place selected by the new President. All officers are required to attend this meeting. At this meeting, at least the following three topics are discussed:

8.11a Each officer's role, duties, and responsibilities are discussed as described in the bylaws so that all officers have a clear understanding of their duties and responsibilities.

8.11b The President and Administrator provide a tentative budget for the new fiscal year. After discussion and general agreement, the Executive Committee votes to approve the budget.

8.11c After hearing the recommendations of the President, the Executive Committee tentatively plans the main core activities for the year's Monthly Assembly Meetings. At any future Executive Committee Meeting or Special Executive Committee Meeting, the Executive Committee or the Assembly can change any scheduled activity or program.

**8.12 Attendance** - All Assembly members in good standing are encouraged to attend all Executive Committee Meetings and Special Executive Committee Meetings. Visitors may not attend. The Executive Committee cannot lead in secret, and all communications of the Executive Committee, including electronic communications, discussions, and forums must be made accessible to all Assembly members in good standing.

**8.13 Compensation** - Executive Committee officers do not receive salaries or other compensation for their services, but can be reimbursed for any expenses incurred on behalf of the Assembly, as agreed upon by a majority vote at any Executive Committee Meeting or Special Executive Committee Meeting.

**8.14 Reversal** - Decisions of the Executive Committee may be overturned, amended, or dissolved by subsequent vote of the Executive Committee or by the majority vote of Active and Honorary Life members in good standing at any Special Executive Committee Meeting.

**8.15 Parliamentary Authority** - Unless otherwise dictated in these Bylaws, parliamentary authority for all business of the Assembly is Robert's Rules of Order as newly revised.

## 9 - ELECTIONS

**9.01 Nominations** - Before the conclusion of the September Executive Committee Meeting, the Executive Committee shall appoint a Nominating Committee to seek out Active and Honorary Life members in good standing to serve as officers of the Assembly for the next fiscal year. The nomination process begins with the Nominating Committee asking current officers (other than the President 9.04) if they would be interested in continuing their officer role for another year. The Nominating Committee then reports its recommendations to the general membership at the November and December Monthly Assembly

Meetings. Other recommendations can be made from the floor during the November and December Monthly Assembly Meetings.

**9.02 Elections** - Officers of the Assembly are elected by a majority vote of the Active and Honorary Life members in good standing at the December Monthly Assembly Meeting. As an alternative, Active and Honorary Life members in good standing not in attendance at the December meeting may vote in absentia during the thirty days (or other period determined by the Assembly) prior to the official election date. All absentia ballots must be submitted in writing to the Assembly Communications officer prior to the official election tabulation and they must include the submitter's name and contact information. All nominees receiving a majority of all votes are declared elected.

**9.03 Ballots and Tabulation** - A secret ballot is required for the election of an office if there are two or more nominations for a particular office. All balloting is normally tabulated by the Administrator and verified by the Sergeant of Arms. If officers are not elected at the December meeting, the election is held as soon as possible.

**9.04 Term** - All officers are elected yearly. Officers serve for the fiscal year for which they are elected and until their successor is sworn in. All Officers except the President can be re-elected and serve back-to-back terms. Assembly members in good standing may serve up to two elected offices simultaneously during the same fiscal year. As such, Assembly members serving two officer roles simultaneously have two votes on the Executive Committee, one vote for each office they hold (7.04 and 8.05).

**9.05 Installation** - The newly elected officers are installed at the January Monthly Assembly Meeting, which traditionally is an Installation Banquet.

**9.06 Vacancy** - When an elected office becomes vacant, the Assembly shall call for a Special Executive Committee Meeting at the next available Monthly Assembly Meeting and receive nominations from the floor to fill the vacancy. Only Active and Honorary Life members in good standing may be nominated. The members in good standing and in attendance at the meeting then vote and immediately install the new officer to fulfill the remaining unexpired term.

## **10 - DUES**

**10.01 Amounts** – Active, Associate, and Junior members pay Yearly Membership Dues to the Assembly to help it fulfill its purpose. Money amounts for dues are set by the Executive Committee and are payable the first day of January of each fiscal year. So that dues are handled in a consistent manner and current contact information can be maintained for all members, dues and membership information are collected exclusively online through the Assembly's Internet website. A new member's application fee pays his Yearly Membership Dues through December 31 of his application year (5.02).

**10.02 Notifications** - Beginning with the October Monthly Assembly Meeting, the Assembly shall start a campaign to collect Yearly Membership Dues for the following Assembly fiscal year. Notifications can include but are not limited to email and electronic notification, reminders on the Assembly's website, US Mail notifications, verbal notifications at Monthly Assembly Meetings, and notifications in the monthly SERVANTE Assembly newsletter.

**10.03 Delinquency** - Members who fail to pay their Yearly Membership Dues before the first day of March are automatically suspended from the Assembly. Suspended members are no longer members in good standing and their name badge shall be removed from accessibility. Suspended members may not attend Monthly Assembly Meetings or other Assembly sponsored events until past dues are paid. A member whose dues are unpaid for less than two years may pay his back dues and thereby be reinstated



and retain continuous membership. A member in arrears for two years or more must reapply for membership and previous membership is no longer continuous.

## **11 - ASSETS**

**11.01 Contracts** - The Executive Committee may authorize any officer(s) or agent(s) of the Assembly to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Assembly. Such authority may be general or confined to specific instances. Hard copies of all contracts are kept by the Communications officer and they are available for review at any reasonable time by any member in good standing.

**11.02 Signatories** - All checks, drafts, withdrawals, and orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Assembly require two signatures; the Administrator and counter-signed by the President. The Vice President is the alternate signatory in the event that the Administrator or President becomes debilitated, inaccessible, or refuses to act.

**11.03 Gifts** - The Executive Committee may accept on behalf of the Assembly any contribution, gift, or bequest for general purposes or for any special purpose of the Assembly.

**11.04 Operating Account** - The Assembly funds used for the purpose of meeting normal expenses are designated as the Operating Account. Usually a checking account, this account is administered by the Administrator. The total amount in this account shall not exceed one-thousand dollars or the amount determined by the Executive Committee. Any additional funds shall be placed in the Assembly's Reserve Account.

**11.05 Reserve Account** - All funds exceeding the limits set by bylaw 11.04 are put into a Reserve Account. This is normally an account at a financial institution where safety of principle is the primary objective.

**11.06 Convention Checking Account** - Funds from any account or funds received from other sources may be placed into a Convention Checking Account that is formed during the period the Assembly hosts a TAOM convention, as per Appendix B of the bylaws.

**11.07 Disbursement Approvals** - The Executive Committee must review and approve all withdrawals, check disbursements, and transfers between accounts before they are made. No member may commit the Assembly to any financial obligation without the approval of the Executive Committee.

**11.08 Audit** - In order to maintain clarity and integrity of Assembly funds, a financial audit shall be performed at the beginning of each fiscal year by the officer, officers, committee, or independent auditor designated by the Executive Committee. The report from this audit shall be delivered in writing to the Executive Committee. Upon request, any member in good standing may also request and receive a copy of the report. At any time the Executive Committee can perform additional audits as needed.

**11.09 Bond** - If required by the Executive Committee, the President, Vice President, and Administrator shall give a bond for the faithful discharge of his financial duties in such sum and with such surety or sureties as the Executive Committee determines.

## **12 - LOGO**

**12.01 Description** - The Official Logo of the Alliance of Illusionists will be the graphic determined by the Assembly.

**12.02 Purpose** - The purpose of the Official Logo is to provide a consistent and branded pictorial representation of the Bruce Chadwick SAM Assembly 138 Alliance of Illusionists.

**12.03 Use** - When a logo to represent the Bruce Chadwick SAM Assembly 138 Alliance of Illusionists is used in documents, correspondence, communications, newsletters, flyers and other publications generated by the Assembly or its constituents thereof, only the Official Logo shall be used, and it shall not be generally altered, redrawn, or modified in appearance or content, except for size.

**12.04 Permissions** - The Official Logo may be reproduced and used without permission by any individual, Assembly member, SAM Assembly, group, or organization, on websites and in publications, advertisements, flyers, newsletters, books, periodicals, letterheads; electronic or printed, so long as it favorably reflects, promotes, or advertises the Bruce Chadwick SAM Assembly 138 Alliance of Illusionists. The logo shall not be generally altered, redrawn, or modified in appearance or content except for size. The Executive Committee is the final authority to determine use and abuse of the Official Logo.

**12.05 Accessibility** - The Official Logo shall be accessible and available for easy download from the Assembly's official website.

**12.06 Copyright** - The Official Logo is Copyright 2016 by the Bruce Chadwick SAM Assembly 138 Alliance of Illusionists. The logo of the Society of American Magicians is the intellectual property and copyright of the Society of American Magicians, Incorporated.

## **13 - GRIEVANCE**

**13.01 Description** - A member of the Assembly may be suspended, expelled, disciplined, or removed from office for conduct unbecoming, grievous breach of Assembly rules, or violations of bylaws section 2.

13.01a At any regularly scheduled Executive Committee Meeting, any member of the Assembly can submit in writing to the Executive Committee allegations that a member or officer may have offended the Assembly. The Executive Committee shall then discuss whether or not the allegations are valid. If the accused is in attendance at the Executive Committee Meeting, the member shall be asked to leave the meeting before the Executive Committee discusses whether or not the allegations are valid.

13.01b The Executive Committee officers in attendance at the Executive Committee Meeting then vote to determine whether the issue should be addressed further. If the majority vote rules in favor of action, a written copy of the charges is delivered to the accused member along with a written notice to appear before the Executive Committee for a hearing at the date, time and place as determined by the Executive Committee.

13.01c The accused member shall appear in person or in writing before the Executive Committee at the hearing to defend against the allegations. If the Executive Committee concludes the issue resolved, no further action is taken, and the accused member shall be notified in writing that the issue has been resolved. If the accused member does not appear at the hearing as requested or does not respond in writing, the Executive Committee shall once again evaluate the allegations. If one or more officers in attendance believe disciplinary action is warranted, the officers in attendance at the hearing shall vote on whether or not the issue should go before the membership at a Monthly Assembly Meeting. If the Executive Committee votes to sustain the charges, the Executive Committee then decides what disciplinary action it will recommend to the membership.

13.01d At the Monthly Assembly Meeting chosen, a Special Executive Committee Meeting is

called by the Executive Committee. The Assembly members in good standing and in attendance at the meeting then hear the Executive Committee's allegations, conclusions, and recommendations for disciplinary action. Next the Active and Honorary Life Assembly members in good standing and in attendance at the meeting discuss whether the charges are valid and whether the disciplinary action recommended by the Executive Committee should be implemented. The Active and Honorary Life Assembly members in good standing and in attendance at the meeting may also decide on alternate punishment or action other than as recommended by the Executive Committee. A motion for all voting must then be called and seconded, and all voting must be done by secret vote. Only the Active and Honorary Life members in attendance may vote on the action. If the Assembly votes in favor of disciplinary action, the discipline is carried out.

## 14 - AMENDMENTS

**14.01 Submission** - Any Active or Honorary Life Member in good standing may suggest bylaws changes. All suggestions for changes must be submitted in writing to the Executive Committee at any Executive Committee Meeting. For rewording of existing bylaws, the wording of the current bylaw, the proposed replacement wording, and an explanation for the proposed change must be submitted. For a bylaws addition, a copy of the addition along with a written explanation for the addition must be submitted. For a bylaws deletion, the current bylaw to be deleted and a written explanation for the deletion must be submitted.

**14.02 Review** - The Executive Committee shall review all suggestions for bylaw changes and then vote on whether or not to recommend the change to the Assembly. If a majority rules, the Executive Committee shall have the proposed change published in the Assembly's newsletter the SERVANTE. At the subsequent Monthly Assembly Meeting, the Executive Committee shall call a Special Executive Committee Meeting and recommend the bylaw change. The Active and Honorary Life members in attendance shall discuss the recommendation as needed and then vote. If approved by a majority vote, the change becomes immediate.

**14.03 Revisions** - The Executive Committee shall have the Bylaws reviewed for revision at least every five years from the date of the previous revision or adoption.

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## APPENDIX A – ASSEMBLY OFFICER DUTIES

1. **PRESIDENT:** The principal executive officer of the Assembly and emcee for Monthly Assembly Meetings.

1a Presiding Authority The President normally plans and emcees the Monthly Assembly Meetings in accordance to the direction of the Executive Committee (1e), and presides at Executive Committee Meetings and Special Executive Committee Meetings.

1b Signatory The President and Assembly Administrator are the signatories for any checking account, savings account, deeds, mortgages, bonds, contracts or other instruments authorized by the Executive Committee. The Vice President shall be the alternate signatory on the account(s) in the event that the President or Administrator becomes debilitated, inaccessible, or refuses to act. The exceptions are cases where the signing is otherwise expressly delegated by the Executive Committee to some other officer or

agent of the Assembly.

1c Initial Meeting The President shall schedule and administer an Annual Business and Planning Meeting of the Executive Committee within thirty days after the January installation of the new Officers following the directives of bylaw 8.11.

1d Bereavement In the event that a Assembly member becomes deceased, it is the President's responsibility to have condolences on behalf of the Assembly extended to the family of the deceased. The President shall also contact the family of the deceased and offer a "Broken Wand" ceremony to be presented at the funeral or memorial service. The ceremony may be performed by the President or any other Assembly representative. Any appropriate "Broken Wand" ceremony can be used, including ceremonies suggested by the International Brotherhood of Magicians and the Society of American Magicians.

1e Programs The President plans the agenda for Monthly Assembly Meetings following the direction of the Executive Committee's recommendation of Main Core Activities (8.11c). It is the President's duty to line-up presenters for the main core activities of Monthly Assembly Meetings, and schedule additional smaller agenda such as mini-lectures, book reviews, lectures, etc, to cover as wide a range of magic interests of the Assembly members as reasonable. The President usually emcees the Monthly Assembly Meetings or otherwise delegates the responsibility to emcee the meetings to another Assembly member. At any Executive Committee Meeting, the Executive Committee can change the activities and programs scheduled for any Monthly Assembly Meeting.

1f Other Duties The President in collaboration with the Administrator is responsible for the filing of all documents required by law. The President shall perform other duties as directed by the Executive Committee.

**2. VICE PRESIDENT:** Assists the President and acts on behalf of the President when the President is indisposed, debilitated, inaccessible, or refuses to act. The Vice President serves as the alternate financial signatory. The Vice President schedules and administers the Qualification Demonstrations for individuals applying for membership in the Assembly.

2a Qualification Demonstrations The Vice President is responsible for scheduling new member Qualification Demonstrations for presentation at Monthly Assembly Meetings. The Communications officer shall notify the Vice President when an application to join the Assembly has been received and a Qualification Demonstration at a Monthly Assembly Meeting needs to be presented (Bylaws Section 5).

2b Signatory The President and Assembly Administrator are the signatories for any checking account, savings account, deeds, mortgages, bonds, contracts or other instruments authorized by the Executive Committee. The Vice President is the alternate signatory on the account(s) in the event that the Administrator or President becomes debilitated, inaccessible, or refuses to act (11.02). The exceptions are cases where the signing is otherwise expressly delegated by the Executive Committee to some other officer or agent of the Assembly.

2c Other Duties The Vice President shall perform other duties as may be assigned to him by the President or the Executive Committee. In the absence of the President or in the event of the President's inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting has all the powers of and is subject to all the restrictions placed upon the President.

**3. ADMINISTRATOR:** Serves as the chief financial officer of the Assembly.

3a Finances The Administrator is the chief financial officer and custodian of all Assembly funds. The Administrator is responsible for administering the finances as per the bylaws or as determined by the Executive Committee (11.04 and 11.05). In a timely fashion, the Administrator deposits all monies in such bank, trust companies, or other depositories as are selected by the Executive Committee or in accordance with provisions of the bylaws. The Administrator administers all disbursements and transfers. However the Executive Committee must review and approve all disbursements and transfers before they are made. The Administrator should pay particular attention to section 11 of the bylaws.

3b Signatory Two signatures are required for any drafts from the checking account, savings account, deeds, mortgages, bonds, contracts or other instruments authorized by the Executive Committee, normally the Assembly Administrator and President. The Vice President shall be the alternate signatory on the account in the event that either the Administrator or President becomes debilitated, inaccessible, or refuses to act (11.02). The exceptions are cases where the signing is otherwise expressly delegated by the Executive Committee to some other officer or agent of the Assembly, such as in the period that the club may host an annual convention of the Texas Association of Magicians.

3c Budget The Administrator shall work with the President to determine a budget at the beginning of each fiscal year and then present the budget to the Executive Committee at the Annual Business and Planning Meeting (8.11). The Executive Committee shall then approve the budget by majority vote. Additionally the Executive Committee can alter or amend the budget by majority vote at the Annual Business and Planning Meeting or at any Executive Committee Meeting. A balanced budget shall be adopted so that the amount of receipts for a fiscal year will be equal to or greater than the amount of disbursements.

3d Dues Payments So that dues are handled in a consistent manner and current contact information can be maintained for all members, dues and membership information are collected exclusively online through the Assembly's Internet website (10.01). The Administrator shall monitor the Communication officer's transfer of online dues payments, new member application fees, and other monies to the Operating Account.

3e Operating Account Financial Report The Administrator shall present in writing to each officer in attendance at Executive Committee Meetings a report that delineates all activity of the Operating Account since taking office or since the Administrator's last report. Each report designates the previous report balance, the amount of monies received since the previous report, the amount of all disbursements, and the explanation for all disbursements. The reports show the amount designated for each budget item, the amount spent for each budget item, and the balance remaining for each budget item.

3f Reserve Account Financial Report The Administrator shall present in writing to each officer in attendance at Executive Committee Meetings a report that delineates all activity of the Reserve Account since taking office or since the Administrator's last report. Each report designates the previous report balance, the amount of monies received since the previous report, the amount of all disbursements, and the explanation for all disbursements.

3g Other Duties The Administrator may have other duties as determined by the Executive Committee

4. **SERGEANT AT ARMS:** Monitors all persons attending meetings, verifies that attendees meet the criteria for attendance, functions as the official greeter, and is the name badge custodian at Assembly meetings and events.

4a Plenipotentiary The Sergeant at Arms is responsible for greeting all members and guests as they arrive at Monthly Assembly Meetings.

4b Visitors It is the Sergeant at Arms' responsibility to enforce visitor attendance policy as per bylaws 5.01. The Sergeant at Arms is responsible for introducing guests during Monthly Assembly Meetings. The Sergeant at Arms maintains a register that contains guest's names, contact information, and delineates their interest in the Assembly. Immediately after a Monthly Assembly Meeting, the Sergeant at Arms shall forward the name and email address of visitors to the Communications officer so that they may be added to the Assembly's email distribution list, and also so that their names can be included in the next edition of the SERVANTE.

4b Recognition As appropriate, within seven days of a Monthly Assembly Meeting, the Sergeant at Arms shall deliver a note of appreciation to first time visitors via email, phone call, or other method and thank them for their attendance. As appropriate, the Sergeant at Arms shall notify potential first time visitors that they can apply for Assembly membership on the Assembly's website.

4c Badges The Sergeant at Arms is in charge of the care, upkeep, and handling of all Assembly name badges and visitor's badges. The officer is responsible to have badges available at all Monthly Assembly Meetings at least fifteen minutes before each meeting. The officer is responsible to make sure no person is admitted to Monthly Assembly Meetings without wearing his membership badge or a visitor's badge. The Sergeant at Arms is responsible for keeping Assembly members from inadvertently taking their badges with them when leaving meetings. The Sergeant at Arms oversees the production of badges for new members, and verifies that new members receive their badges as soon as possible after the presentation of their Qualification Demonstration and membership acceptance. The Sergeant at Arms removes the name badges of delinquent Assembly members who fail to pay their dues before the beginning of the March Monthly Assembly Meeting and keep them in hidden reserve. The badge of a dues delinquent member is made available once again after he pays his delinquent dues and is returned to member in good standing status.

**5. COMMUNICATIONS:** Responsible for the publication and distribution to all Assembly members the monthly Assembly newsletter called the SERVANTE. The officer is responsible for the administration of all matters attendant to the Assembly's Internet website, social media, and communications. The officer is responsible for making all notices for upcoming meetings, lectures, shows, and maintaining general correspondence. The officer is responsible for keeping accurate written records and correspondence related to the business matters of the Assembly

5a Roster The Communications officer shall maintain the roster of all members in good standing. At minimum the roster shall contain the names of Assembly members, their type of Assembly membership, phone numbers, email addresses, and other contact information. The Communications officer shall have a list of dues paid up members available at each Monthly Assembly Meeting and Executive Committee meeting. He shall also provide this list to the Sergeant at Arms so that he can properly monitor admission to the Monthly Assembly Meetings.

5b Executive Committee Minutes The Communications officer shall record in writing the minutes of each Executive Committee Meeting and Special Executive Committee Meeting. The Communications officer shall provide to each officer in attendance at Executive Committee Meetings a printed copy of the minutes of the previous Executive Committee Meeting and Special Executive Committee Meetings. The Communications officer shall also publish the meeting's minutes in the next issue of the SERVANTE monthly Assembly newsletter.

5c Records The Administrator is in charge of the official records of the Assembly. All books and records of the Assembly may be inspected by any member of the Executive Committee for any proper purpose at any reasonable time.

5d Meeting Notifications The Communications officer is responsible for sending all notifications and announcements regarding Assembly meetings, Executive Committee Meetings, Special Executive Committee Meetings (if possible), activities, events, news, and other correspondence.

5e Newsletter Content The SERVANTE shall contain tasteful articles, photos, graphics, and news information related to the art of magic. Each issue shall also include:

- the SERVANTE artwork at the top of the first page of the newsletter, with the Monthly Assembly Meeting date, time, and place clearly fixed immediately below
- an overview of the agenda for the upcoming Monthly Assembly Meeting
- minutes of the most recent Executive Committee Meeting
- the most recent Monthly Assembly Meeting report submitted to the SAM for publication in the M-U-M monthly periodical
- the most recent minutes of the Executive Committee Meeting and Special Executive Committee Meeting (if any)
- the name, phone number, and email address for each officer of the Executive Committee
- the names of visitors and new members

5f Website Content The website may include and is not limited to information on the history of the Assembly, a listing of the past presidents, a calendar of upcoming magic events, downloadable copies of the Bylaws, officer contact information, downloadable copies of the Assembly's logo and SERVANTE artwork, and provide information on how visitors may attend Monthly Assembly Meetings.

5g Dues Notices The Communications officer announces dues notifications. At least the October, November, December, January, and February issues of the SERVANTE shall contain notices that annual Assembly dues are due on the first day of January of each fiscal Assembly year. Notifications should also be sent by email and delivered via verbal announcements at Monthly Assembly Meetings. Other notifications such as those sent through US Mail may be used. In the event that a member has not paid his dues by the conclusion of the February Monthly Assembly Meeting, the Communications officers shall deliver notice to the member that dues are past due. With this notice shall be a reminder that the Bylaws state that "Suspended members may not attend Monthly Assembly Meetings or other Assembly sponsored meetings and activities" (10.03).

5h Newsletter Distribution The SERVANTE newsletter is normally produced monthly no later than one week prior to Monthly Assembly Meetings. The newsletter is primarily disbursed electronically and made available for download from the Assembly's official website no later than one week prior to Monthly Assembly Meetings. At least some printed copies of the SERVANTE shall also be made available to members at Monthly Assembly Meetings.

5i Website Updates At minimum the website should be updated immediately after every Monthly Assembly Meeting with the meeting information including date, time, and place about the next Monthly Assembly and Executive Committee Meeting. Other updates on the website shall be made in a timely fashion.

5j Website Dues Payments The Communications officer shall maintain the system whereby Assembly members pay their annual dues online through the official Assembly website and new member applications and payments can be received. If it is not done automatically, on a monthly basis the Communications officer shall transfer all monies received to the Operating Account and immediately notify the Administrator about said transfers.

5k New Members The Communications officer shall notify the Vice President when an application to join the Assembly has been received so that the Vice President can schedule the candidate's Qualification Demonstration at a Monthly Assembly Meeting within three months of the submission date of the online Membership Application. The Administrator shall notify the Sergeant at Arms to prepare a name badge for the candidate.

5l M-U-M Reports Within seven days after each Monthly Assembly Meeting, the Communications officer is responsible for submitting a written report about the meeting to the Society of American Magicians for publication in the organization's M-U-M periodical.

5m Correspondence The Communications officer shall maintain the Assembly's official US Mail address and email address. The Administrator shall respond to all communications in a timely fashion.

5n Other Duties The Communications officer may have other duties as determined by the Executive Committee. The corporate seal is maintained in the possession of the Communications officer.

6. **HISTORIAN:** Collects documents, publications, articles, photographs, newspapers, tapes, videos, DVD's, media, or other physical and virtual items that lend themselves to establishing a record of the Assembly's history and corporate memory. The Historian shall verify the proper storage and protection of the archives.

7. **MEMBER AT LARGE:** A member in good standing who serves as a general representative from the membership of the Assembly. The officer is available to give opinions, provide extra perspectives to the Executive Committee, and function as liaisons between the Assembly at large and the Executive Committee. The intent of the office is groom a person for future service as an officer of the Assembly. As such this officer position is reserved only for Assembly members who have never served as an officer of the Assembly. Also a person may serve the Member at Large office only once.

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## APPENDIX B – TEXAS ASSOCIATION OF MAGICIANS CONVENTIONS

### I. CONVENTION HOSTING

- A. As a member club of the Texas Association of Magicians (TAOM), the Bruce Chadwick SAM Assembly 138 Alliance of Illusionists (Assembly) may periodically submit a bid to the TAOM Board of Directors and request the privilege of hosting one of the annual TAOM conventions.
- B. If a bid is approved by the TAOM Board of Directors, the Assembly will host the convention in accordance with the Bylaws of the Texas Association of Magicians, the bylaws of the Bruce Chadwick SAM Assembly 138 Alliance of Illusionists, and the TAOM CONVENTION PLANNING GUIDE.
- C. The TAOM organization's bylaws and rules regarding convention hosting will always take precedence over the bylaws of the Assembly.
- D. The Assembly may vote to host a TAOM convention independently from or in tandem with the IBM Ren Clark Ring 15 and/or other Fort Worth based magic clubs approved by the Board of Directors of the TAOM.
- E. The Assembly may host TAOM conventions at a maximum interval of every five years.

### II. TAOM PRESIDENT



- A. The Assembly elects one of its club members in good standing to serve the TAOM for the two years immediately preceding a convention; the first year as TAOM Vice President and the subsequent second year as TAOM President, or as otherwise prescribed by the bylaws of the Texas Association of Magicians. Hereinafter in this appendix this club member is referred to simply as the "TAOM President."
- B. The TAOM President obeys the bylaws of the Texas Association of Magicians Incorporated and faithfully serves the organization according to its protocols, directives, and requirements.
- C. For the two years that the TAOM President serves the Texas Association of Magicians and the Assembly, the TAOM President also serves as the chair of the TAOM Convention Planning Committee (see III below).
- D. After the TAOM President becomes the immediate past president of the TAOM, the individual shall continue to serve the Assembly as chair of the TAOM Convention Planning Committee until such a time as the committee settles all its post-convention business affairs and the Assembly votes to officially dissolve the committee. This period should not exceed six months after the convention.

### III. CONVENTION PLANNING COMMITTEE

- A. TAOM conventions are fully planned and implemented by the TAOM Convention Planning Committee. All convention planning decisions including those suggested by the TAOM President must be reviewed and approved by the committee before they are made or implemented.
- B. The TAOM Convention Planning Committee consists of the TAOM President and the TAOM Convention Planning Committee Chairs elected by the Assembly from the Active and Honorary Life Members in good standing of the Assembly.
  - 1. Required Chairs include the TAOM President, Secretary, Treasurer, Registration Chair, Talent Chair, Dealer Chair, and Promotions Chair. Assembly members chairing one of these required committees cannot chair any other committee. They can however serve on any number of other committees.
  - 2. Other Assembly members in good standing can also be elected to serve as Auxiliary Chairs on the TAOM Convention Planning Committee. These may include and are not limited to the Webmaster, Hospitality Chair, House Chair, Backstage Chair, Lecture Chair, Souvenir Program Chair, Close-Up Shows Chair, Contest Chair, Transportation Chair, Youth Activities Chair, and other titles and functions as needed. Active and Honorary Life Members of the Assembly not serving one of the seven "Required Chairs" (IIIB1) may chair up to two Auxiliary Chair positions. They can however serve on any number of other committees.
  - 3. Each committee chair can enlist help from any number of Active and Honorary Life members in good standing of the Assembly to help fulfill the committee's function.
- C. TAOM Convention Planning Committee meetings are normally called by the TAOM President. In cases where the TAOM President becomes debilitated, inaccessible, or refuses to act, meetings can also be called by the TAOM Convention Planning Committee Secretary or by the President of the Assembly.
- D. The TAOM Convention Planning Committee meets periodically at the date, time, and place selected by the committee to plan and implement the convention. For the twelve months immediately preceding the convention, the committee meets in person at least bi-monthly. Additional meetings may be called if needed. Good and continual communication by email and letters, telephone calls, or other effective methods of communication is encouraged to facilitate and make TAOM Convention Planning Committee

meetings efficient.

- E. At each TAOM Convention Planning Committee Meeting, each chair shall report his progress and submits written reports to the convention Secretary and the TAOM President.
- F. All TAOM Convention Planning Committee meetings and Committee Chair Meetings are open to all members in good standing of the Assembly.
- G. Committees may meet separately from TAOM Convention Planning Committee Meetings to help facilitate their purpose. Called Committee Planning Meetings, these meetings are normally called by committee chairs at the date, time, and place selected by the committee and/or the committee chair. Advance notification of Committee Planning Meetings shall be announced to the entire TAOM Convention Planning Committee so that any Assembly member in good standing may attend.
- H. The Convention Planning Committee shall use the TAOM CONVENTION PLANNING GUIDE where appropriate.
- I. The decisions of the Assembly always take precedence over the decisions made by the TAOM Convention Planning Committee.
- J. When the TAOM Convention Planning Committee makes decisions by voting, voting is done only by TAOM Convention Planning Committee chairs. All voting shall place only at TAOM Convention Planning Committee meetings. A quorum consisting of at least seven TAOM Convention Planning Committee chairmen in physical attendance is required for TAOM Convention Planning Committee voting to commence. In the event that a club member chairs more than one position on the committee, that person's vote is counted only once. TAOM Convention Planning Committee chairs not in physical attendance may not vote. All voting and business conducted by the TAOM Convention Planning Committee is first ruled by this appendix, followed by Robert's Rules of Order as newly revised.
- K. The Assembly may vote to remove any Convention Planning Committee chair or committee member including the President, in the event that the Assembly determines the person has become debilitated, inaccessible, dictatorial, unmanageable, unbecoming, or refuses to act.

#### IV. FINANCES

- A. As per Bylaw 11.06 the Assembly shall establish and maintain a Convention Checking Account to handle all funds during the period the Assembly hosts a TAOM convention. In preparation for an upcoming Assembly planned TAOM convention, the Assembly Executive Committee dispenses a specified amount of money from the Assembly accounts to seed and establish the TAOM Convention Checking Account. It is expected that after the convention, this seed money will be returned to the Assembly.
- B. The TAOM Convention Checking Account is maintained by the Convention Treasurer. All checks, drafts, withdrawals, and orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Assembly Convention Account are signed by the Treasurer and counter-signed by the President. The Registration chair shall be the alternate signatory on the account in the event that the Secretary or President becomes debilitated, inaccessible, or refuses to act.
- C. The convention Treasurer provides the most up-to-date financial report at each TAOM Convention Planning Committee meeting. Financial reports shall delineate all activity of the Convention Account since the Treasurer took office or since the Treasurer's last report. Written copies of this report are presented to all elected TAOM Convention Planning Committee Chairs in attendance at TAOM Convention Planning Committee meetings. Each report designates the previous report balance, the amount of monies received

since the previous report, the amount of all disbursements, and the explanation for all disbursements. The report shows the amount designated for each budget item, the amount spent for each budget item, and the balance remaining for each budget item.

- D. All convention payments and other dividends received from registrations or other revenue sources are promptly deposited into the TAOM Convention Checking Account.
- E. All disbursements from the TAOM Convention Checking Account require prior approval by the TAOM Convention Planning Committee. All disbursements are made by checks or similar bank drafts.
- F. One of the first tasks of the TAOM Convention Planning Committee is to determine a budget for the convention. After discussion and general agreement, the TAOM Convention Planning Committee votes to approve the budget. Thereafter the TAOM Convention Planning Committee can vote to alter the budget at any TAOM Convention Planning Committee meeting.
- G. It is expected that all Assembly hosted TAOM conventions will be profitable.
- H. TAOM annual dues collected as part of convention registrations are transferred from the TAOM Convention Checking Account to the Texas Association of Magicians immediately after the convention and in accordance with TAOM Bylaws.
- I. The amount of profit from the convention that is due the TAOM organization according to the directives of the TAOM Bylaws is promptly paid to the TAOM.
- J. Within six months after the convention, all payments, debts, and other convention financial obligations shall be settled, the TAOM Convention Checking Account is terminated, the Convention Treasurer makes a comprehensive final written financial report to the Executive Committee of the Assembly, and all money from the TAOM Convention Checking Account or other sources is returned to the Assembly.
- K. The convention Webmaster may establish a way to process online registration payments on the convention website. If it is not done automatically, on a monthly basis the Webmaster officer shall transfer all monies received to the Convention Checking Account and immediately notify the convention Treasurer and Registration Chairman about said transfers.

#### V. TRANSPARENCY

- A. All contracts, legal documents, and agreements entered into by the TAOM Convention Planning Committee are made in writing.
- B. The Convention Secretary maintains hard copies of all written reports, contracts including talent contracts, legal documents, agreements, and financial reports. The Convention Secretary has these documents for review at all TAOM Convention Planning Meetings. The TAOM President is encouraged to maintain duplicate copies of these files.
  - 1. The Convention Secretary makes written minutes for each TAOM Convention Planning Meeting. The Secretary compiles and distributes written copies of the most previous TAOM Convention Planning Meeting minutes to each convention chairman in attendance at TAOM Convention Planning Meetings.
  - 2. All written reports, contracts, legal documents, agreements, and convention Treasurer reports are available for examination at TAOM Convention Planning Meetings by any duly elected TAOM Convention Planning Committee chair.

3. At the conclusion of the convention, the Secretary deposits all written reports, contracts, legal documents, agreements, and convention Treasurer reports with the Historian of the Assembly for legal, historical, and posterity purposes.
  4. The Secretary provides the Historian of the Texas Association of Magicians with copies of the souvenir program and other public documents for preservation in the historical archives of the TAOM.
- C. The Registration Chairman provides a written report to all duly elected TAOM Convention Planning Committee chairman in attendance at each TAOM Convention Planning Committee meeting indicating the progress of convention registrations including the total number of registrations received to date.

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