

BYLAWS



Alliance of Illusionists

Bruce Chadwick SAM Assembly 138

BYLAWS OF THE ALLIANCE OF ILLUSIONISTS AND BRUCE CHADWICK SAM ASSEMBLY 138

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1 - NAME

1.01 Club Names

- The name of the Assembly is the “Bruce Chadwick SAM Assembly 138.”
- The name of the Alliance of Illusionists is the “Alliance of Illusionists.”

1.02 SAM Assembly Ratification - The National Council of the Society of American Magicians chartered the “Bruce Chadwick SAM Assembly 138 Alliance of Illusionists” on April 20, 2002.

1.03 Bylaws Names -

- Bruce Chadwick SAM Assembly 138 may be referred to in these Bylaws as the **Assembly**.
- Alliance of Illusionists may be referred to in these Bylaws as the **AOI**.
- The Assembly and the AOI may be referred to together in these Bylaws as the **Clubs**.

2 – POLARITY

2.01 SAM Assembly 138 - The Bruce Chadwick SAM Assembly 138 operates as an Assembly of the national Society of American Magicians (SAM) and is bound to the SAM directives and mandates. SAM Assembly 138 members must maintain membership in the national SAM organization. SAM Assembly 138 members automatically also become members of the AOI.

2.02 Alliance of Illusionists – The AOI magic club does not require membership in any national magic organization including the national Society of American Magicians or SAM Assembly 138.

2.03 Camaraderie – The SAM Assembly 138 and the AOI clubs remain separate from each other and yet meet concurrently to organize activities as delineated in BYLAW 3 – OBJECTIVES.

2.04 Membership Affiliation - Individuals can join Assembly 138 and automatically also become club members of the Alliance of Illusionists (2.01), or individuals can join just the Alliance of Illusionists without national SAM or SAM Assembly 138 affiliation (2.02).

3 - OBJECTIVES

3.01 Purpose - The Clubs organize activities for individuals interested in the practice and promotion of magic tricks, illusions, sleight-of-hand, and promote fellowship for the advancement of the art of magical entertainment.

- The Clubs organize and members may associate regardless of race, color, creed, sex, religion, marital status, political affiliation, or ethnic origin.
- The Clubs endorse religious freedom of all club members as conveyed by the First Amendment of the US Constitution Bill of Rights.
- Members of the Clubs are not required to adopt, accept, or support religious, sociological, ideological, or sexual agenda that goes against their convictions, morality, and core beliefs.

3.02 Cooperation - The Clubs may cooperate with other magician's clubs and magic organizations to further the art of magic and produce harmony in the magical arts.

3.03 TAOM Conventions - The Clubs may host an annual convention for and yet remain independent from the Texas Association of Magicians Inc (TAOM). Conventions are planned and hosted in

accordance with APPENDIX B – TEXAS ASSOCIATION OF MAGICIANS of these Bylaws, and the Bylaws of the TAOM.

3.04 Joint Ethics Statement - The Clubs support 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.

4 - ORGANIZATION

4.01 Offices - The principal offices of the Clubs are located in Tarrant County, Texas. The Clubs may have such other offices in the State of Texas as the Clubs determine or as the affairs the Clubs require.

4.02 Fiscal Year - The fiscal year of the Clubs begins on the first day of January and ends on the last day of December.

4.03 Bylaws - The Clubs are governed by the most current Bylaws adopted by the Clubs. All Club members may have access to the Bylaws.

4.04 Administration - Seven Officers elected annually by the membership form the Executive Committee to administer the business, planning, and administration of the Clubs (8.01 and 9.01).

4.05 Exploitation - Clubs members agree to exercise an interest in the organization, avoid exploitive use of its name or intention, and regulate their conduct toward the Clubs, fellow members, and the public. Members agree to the Joint Ethics Statement (3.04).

5 – MEMBERSHIP

5.01 Member Distinctions - The Clubs are comprised of elected members. Members who have paid their annual dues are Members in Good Standing. Honorary Life and Dean members represent both Clubs, but they do not have to be members of the national Society of American Magicians organization (5.02).

5.02 Membership Designations - The Clubs have three distinct types of membership:

Active Member – Members in Good Standing (5.01), eighteen years of age or older, and who are elected by the Clubs. Active Members may vote, hold office, serve on committees, and enjoy all the activities of the Clubs.

Junior Member - Members in Good Standing (5.01), twelve years old or older and under eighteen years of age, and who are elected by the Clubs. Upon reaching eighteen years of age, Junior Members automatically become Active Members. Junior Members enjoy all the activities of the Clubs. However they do not vote, hold offices, or serve on committees. Junior members must be chaperoned at Monthly Clubs Meetings and other Clubs activities by a legal parent or guardian who is also a member of the Clubs. Otherwise Junior Members must be chaperoned at Monthly Clubs Meetings and other Clubs activities by an Active Member of the Clubs agreeable to the Executive Committee.

Honorary Life Member - A person who is an Active Member of the one or both of the Clubs for at least fifteen consecutive years and who has made outstanding contributions to the welfare of the Clubs, or a person who the Clubs consider having significantly contributed to the advancement of the art of magic. Except in the case of removal from membership due to Grievance (14 – GRIEVANCE), Honorary Life Members have irrevocable lifetime benefits and Clubs membership without further dues local Clubs dues payments. Honorary Life Members may vote as regular members, hold office, and maintain all the other benefits of Active Membership. Honorary Life Members do not have to be members of the national Society of American Magicians organization.

5.03 Honorary Life Confirmation – Any Active or Honorary Life Member of the Clubs may nominate a Member in Good Standing for Honorary Life Member status at any regularly scheduled Executive Committee meeting. If the member being considered is present at this Executive Committee Meeting, the member is asked to leave the meeting area prior to any deliberations. The Officers present at the meeting consider and discuss the nomination, and then vote by secret ballot.

If the nomination receives a majority vote, then the Executive Committee calls a Special Executive Committee Meeting at the next scheduled Monthly Clubs Meeting and recommends the candidate to the Clubs for Honorary Life Member status. If the member being considered for Honorary Life Nomination is present at the meeting, the candidate is asked to leave the meeting area prior to any discussion or vote. Honorary Life Membership is ratified by a majority vote of the members of the Clubs in attendance during this Special Executive Committee Meeting.

5.04 Dean of the Clubs - The Clubs may elect a person who has demonstrated exceptional service and dedication to the Clubs to serve as an ambassador with the title Dean of the Clubs. Once conferred as the Dean of the Clubs, the member automatically becomes an Honorary Life Member of the Clubs and holds all the rank and privileges of the designation. Except in the case of removal from membership due to Grievance (14 – GRIEVANCE), the Dean of the Clubs is a lifetime designation until the person resigns the title.

The Dean holds a permanent non-voting position on the Executive Committee, although the Dean may also serve simultaneously as an elected Officer of the Clubs and have voting privileges while an elected as an Officer. Only one person may serve as Dean of the Clubs at any given time. The Executive Committee recommends to the Clubs at a Special Executive Committee Meeting the person to serve as the Dean of the Clubs. The Members in Good Standing at that meeting vote whether or not to confer the designation.

6 – APPLICATION

- 6.01 Visitors** - Visitors may attend up to three regular Monthly Club Meetings. Thereafter visitors must either apply for membership or cease attendance. The Sergeant at Arms keeps an attendance record of all visitors, their contact information, and enforces the three meeting visitation limit. Visitors may not vote or attend Executive Committee Meetings. At the discretion of the Executive Committee, they may attend Special Executive Committee Meetings called during Monthly Club Meetings, but they do not vote or express opinion.
- 6.02 Application Process** - Individuals apply for Active or Junior membership by paying annual local club dues and member application through the Club's website. After submitting application and until an applicant presents their New Member Introduction (6.03), applicants can continue to attend Monthly Club Meetings. After an applicant presents their New Member Introduction, their membership is ratified or denied by a vote of the Clubs (6.04). Applicants may not vote or attend Executive Committee Meetings until their membership is ratified by the Clubs. If membership is granted, the dues submitted cover membership through December 31 of the application year. If an individual applies for Clubs membership and pays Yearly Membership Dues during the months of October, November, or December, the dues paid will also cover the next physical year (11.03).
- 6.03 New Member Introduction** – After paying annual Club dues, applicants petitioning to join one or both of the Clubs introduce themselves at a Monthly Club Meeting and present a New Member Introduction. This is usually a short magic performance, but it can also be some form of other presentation to demonstrate the applicant's interest in magic. The demonstration is presented at a Monthly Club Meeting within three months of application to join the Clubs. The Vice President is responsible for scheduling all New Member Introductions.
- 6.04 Ratification** - Immediately after the conclusion of an applicant's New Member Introduction, the applicant is escorted from the Monthly Club Meeting area by the Sergeant at Arms or other designated Clubs representative. The Clubs discuss the applicant's application and vote on whether to grant membership. If approval is granted, the applicant is escorted back into the meeting room, membership is conferred, and the new member is presented with their name badge. In the event that an applicant's membership is not approved, the applicant's application fee is returned to the applicant. Applicants who are denied membership may re-apply for membership after ninety days of the denial. Application for membership is an agreement to support the Bylaws of the Clubs.

7 - MEETINGS

- 7.01 Monthly Club Meeting** - The Clubs host consistent Monthly Club Meetings at the date, time, and place determined by the Executive Committee to help fulfill the Clubs' purpose (3 – OBJECTIVES).
- 7.02 Other Club Meetings** - In addition to the Monthly Club Meeting, the Clubs also host other meetings, events, and activities to help fulfill Clubs purpose (3 – OBJECTIVES).
- 7.03 Executive Committee Meeting** - Executive Committee Meetings are held monthly outside of normal Monthly Club Meetings to manage and conduct the business affairs of the Clubs (9.02).
- 7.04 Special Executive Committee Meeting** – Special Executive Committee Meetings are business meetings called during any Monthly Club Meeting (9.09 and 9.10).

- 7.05 Annual Business and Planning Meeting** – An annual business and planning meeting held within thirty days after the installation of new Officers (9.11). All duly elected Officers must attend this meeting.
- 7.06 Meeting Concurrently With Other Clubs** – The Clubs may vote to meet concurrently with other magic clubs and magic organizations as approved by the Clubs (3.02).

8 - OFFICERS

- 8.01 Officer Designations** - Seven Members in Good Standing are elected annually by the membership to serve as the Officers for both the Assembly and the AOI. The Officers are designated as the President, Vice President, Secretary, Treasurer, Sergeant at Arms, Historian, and Member at Large. These Officers form the Executive Committee (9 - EXECUTIVE COMMITTEE).
- 8.02 Duties and Responsibilities** - The duties and responsibilities of each Officer are defined in accordance with Appendix A of the Clubs's Bylaws. 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 duties require changes in the Bylaws.
- 8.03 Term** - All Officers except the President can be re-elected. All Officers including the President can serve multiple times, but the President cannot serve two consecutive years (10.04).
- 8.04 Qualifications** - Officers must be Members in Good Standing (5.01). Officers must either be combined members of both the SAM Assembly 138 and the AOI, or just the AOI (2.01 and 2.02). Except for the position of Member at Large, a person must have been a member of one or both Clubs for at least one year prior to service.
- 8.05 Serving Dual Offices** – A member may serve up to two elected offices simultaneously, and as such, the officer has two votes on the Executive Committee (one vote for each office the Member serves). Also the individual is counted as two Officers in attendance at Executive Committee Meetings to validate quorum (9.08 and 10.04).
- 8.06 TAOM Representative** - The Executive Committee elects a Member in Good Standing to represent the Clubs as the TAOM Member Club Representative. The Representative attends all scheduled TAOM Board of Director's Meetings. If the Executive Committee so designates, the TAOM Member Club Representative votes at TAOM Board of Director's meetings according to the direction of the Executive Committee. The TAOM Representative does not vote during Clubs Executive Committee Meetings, unless the Representative is also an elected Officer of the Clubs. During the period that the Clubs prepare and host a TAOM convention, the Clubs elect a Member in Good Standing as their candidate for TAOM Vice President and President as per the terms of APPENDIX B – TEXAS ASSOCIATION OF MAGICIANS CONVENTIONS and the Bylaws of the Texas Association of Magicians Inc. The representative must be ratified by the TAOM Board of Directors.

9 - EXECUTIVE COMMITTEE

- 9.01 Purpose** - The seven elected Officers of the Clubs form the Executive Committee to manage the business, planning, and administration of the Clubs (4.04 and 8.01).
- 9.02 Meetings** - The Executive Committee normally meets monthly (7.03). Executive Committee Meetings must be held separately from Monthly Clubs Meetings so that the art and performance of magic can be the main focus at Monthly Clubs Meetings. The committee may meet in person,

by telecommunications, teleconferencing, or other method agreed to by the Executive Committee.

- 9.03 Announcement** - The time and place for all Executive Committee Meetings must be announced to the entire membership of the Clubs at least three days in advance of each meeting. Notifications can be made by any reasonable method of communication including direct communication, phone calls, texting, social media, the SERVANTE monthly Clubs newsletter, email, the Clubs's Internet website, or any combination thereof.
- 9.04 Committees** - The Executive Committee can appoint one or more committees comprised of Members in Good Standing (5.01) to perform or administer defined tasks. However no such committee has authority over the Executive Committee. Also the Executive Committee can override any decision, action, or suggestion of any committee.
- 9.05 Voting** - Only the seven elected Officers are eligible to vote during Executive Committee Meetings. Officers have one vote for each office they serve (8.05). Voting is only required when unanimous agreement cannot be reached. Decisions made by voting are ratified or denied by majority vote. Officers not in physical attendance during Executive Committee Meetings may vote via telecommunications, teleconferencing, or by delivering their proxy and voting intention in writing to the Secretary.
- 9.06 Voting Privileges** - All Elected Officers may vote on all matters brought before the Executive Committee. Officers can choose to recuse themselves from voting on any particular issue regardless of topic, personal interest, grievance (14 – GRIEVANCE), accusation, or matter of conscience.
- 9.07 Meeting Cancellations** – If no agenda is warranted, the Executive Committee can decide not to call a Monthly Executive Committee meeting. Notification of cancelled meetings must immediately be made to all Clubs Members in Good Standing.
- 9.08 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 Secretary. 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.
- 9.09 Special Executive Committee Meetings** – Special Executive Committee Meetings are business meetings that are called during any Monthly Club Meeting (7.01). Special Executive Committee Meetings are reserved for the election of Officers or other business matters that require the attention of the entire membership. All Members in Good Standing, present for Special Executive Committee Meetings, may vote. Visitors attending Special Executive Committee Meetings do not voice opinion or vote. The number of Active, Honorary Life, and Dean of the Clubs Members in attendance at Special Executive Committee Meetings constitute a quorum. The decisions of Special Executive Committee Meetings override any decision made by the Executive Committee.
- 9.10 Calling Special Executive Committee Meetings** – The Executive Committee can call for a Special Executive Committee Meeting at any Monthly Clubs Meeting without a motion. Any Active Member in Good Standing, Honorary Life Member, or the Dean of the Clubs, may motion for a Special Executive Committee Meeting at any Monthly Clubs Meeting and, if the motion is seconded, the members in good standing in attendance vote on whether or not to call the Special Executive Committee Meeting. No advance notice is required for Special Executive Committee Meetings unless Grievance is a matter to be discussed (14 - GRIEVANCE).

9.11 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:

9.11a Each Officer's role is discussed as described in the Bylaws, and particularly as described in APPENDIX A – OFFICER DUTIES, so that all Officers have a clear understanding of each other's duties and responsibilities.

9.11b The President and Treasurer provide a tentative budget for the new fiscal year. After discussion, consideration for budget modifications, and consensus, the Executive Committee votes to approve the budget.

9.11c The Executive Committee plans the main core activities for the year's Monthly Clubs Meetings. At any future Executive Committee Meeting or Special Executive Committee Meeting, the Officers can change any scheduled main core activity.

9.12 Attendance – Part of officer commitment is to regularly attend Executive Committee Meetings and Monthly Clubs Meetings. Officers may attend Executive Committee Meetings in person, or by telecommunications, or teleconferencing. All other Members in Good Standing of the Clubs may also attend Executive Committee Meetings in person, or by telecommunications or teleconferencing. Visitors do not attend Executive Committee Meetings.

9.13 Prohibition Against Secret Meetings – The Executive Committee does not meet in secret. All meetings of the Executive Committee must be announced to the entire Clubs as per 9.03. Upon request, all recorded business of the Executive Committee, including and not limited to all correspondence, emails, discussions, forums, and other communication are accessible to any Active Member in Good Standing of the Clubs.

9.14 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 Clubs, as approved by unanimous agreement or majority vote of the Executive Committee.

9.15 Reversal - Decisions of the Executive Committee may be overturned, amended, or dissolved by a majority vote of the Members in Good Standing at any Special Executive Committee Meeting.

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

10 - ELECTIONS

10.01 Nominations - Before the conclusion of the September Executive Committee Meeting, the Executive Committee appoints a Nominating Committee to seek out Active and Honorary Life Members in Good Standing to serve as Officers of the Clubs for the next fiscal year. The nomination process begins with the Nominating Committee asking current Officers other than the President (8.03 and 10.04) if they would be interested in continuing their Officer role(s) for another year. The Nominating Committee reports its recommendations to the general membership at the November and December Monthly Clubs Meetings. Also other recommendations can be made from the floor during these meetings.

10.02 Elections - Officers are elected by a majority vote of the Active, Honorary Life, and Dean of the Clubs Members in Good Standing at the December Monthly Club Meeting. Active, Honorary Life, and Dean of the Clubs Members in Good Standing not in attendance at the December meeting

can vote in absentia during the thirty days prior to the official election date. All absentia ballots must be submitted in writing to the Club Secretary prior to the December election. Absentia votes must include the submitter's name and basic contact information. All nominees receiving a majority of all votes are declared elected. If there is a tie vote between two or more Officers, a second vote is taken and the candidate with the majority of votes is declared elected. If a tie vote occurs a second time, the President chooses one of the candidates to serve the office.

- 10.03 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 Sergeant of Arms and verified by the Secretary. If Officers are not elected at the December meeting, the election is held as soon as possible.
- 10.04 Term** - All Officers positions 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 (8.03).
- 10.05 Installation** - The newly elected Officers are installed at the January Monthly Club Meeting, which is usually an Installation Banquet.
- 10.06 Vacancy** – If an elected office becomes vacant, the Clubs call for a Special Executive Committee Meeting at the next available Monthly Clubs Meeting and receive nominations from the floor to fill the vacancy. Only Active, Honorary Life, and Dean of the Clubs Members in Good Standing may be nominated. Only Active, Honorary Life, and Dean of the Clubs Members in Good Standing and in attendance at the meeting may vote. If elected, the person is automatically installed and immediately begins fulfilling the remaining unexpired term.

11 – DUES

- 11.01 Dues** – All Members, whether they are combined SAM Assembly 138 and AOI members, or if they are just members of the AOI, pay annual club dues on or before the first day of January of each fiscal year. Honorary Life Members are excluded from paying yearly dues.
- 11.02 National SAM Membership** – Assembly 138 members must be Members in Good Standing with the national Society of American Magicians (2.01), and are fully responsible for paying their national Society of American Magicians dues directly to the organization as they become payable. As per 2.02, the AOI magic club does not require membership in any national magic organization including the national Society of American Magicians or SAM Assembly 138.
- 11.03 Amounts** – Active and Junior members pay Yearly Membership Dues to the Clubs. Money amounts for dues are set by the Executive Committee and are payable on or before the first day of January of each fiscal year. So that dues are handled in a consistent manner and so that current member contact information is maintained, dues and membership information are collected exclusively online through the Club's Internet website. New applicants may apply for Active or Junior membership by also paying the Yearly Membership Dues. If an individual applies for Clubs membership and pays Yearly Membership Dues during the months of October, November, or December, dues paid will also cover the next physical year.
- 11.04 Notifications** - Beginning no later than the November Monthly Clubs Meeting, the Clubs start a campaign to collect Yearly Membership Dues for the following Clubs fiscal year. Dues notifications include but are not limited to email and other electronic notification, reminders on the Clubs's website, US Mail notifications, verbal notifications at Monthly Clubs Meetings, direct contact, and notifications in the monthly Club's SERVANTE newsletters.

- 11.05 Delinquency** – Members who fail to pay their Yearly Membership Dues before the first day of March are automatically suspended. Suspended members are no longer Members in Good Standing, and their name badges are removed from accessibility. Suspended members may not attend Monthly Clubs Meetings or other club sponsored events until dues are paid. A member whose dues are unpaid for less than two years may pay their back dues to retain continuous membership. A member in arrears for two years or more must reapply for membership, and previous membership is not considered continuous.

12 - ASSETS

- 12.01 Ownership** – The Members of the Clubs jointly own all financial assets.

- 12.02 Financial Accounts** - The Clubs may maintain four types of financial accounts:

12.02a Operating Account - The Clubs use a checking account under the name of the Alliance of Illusionists. This Operating Account is administered by the Secretary and Treasurer for the purpose of meeting normal Clubs expenses.

12.02b Electronic Account – The Clubs use an electronic account to collect and disburse monies (i.e. such as PayPal, Venmo, Square, or equivalent).

12.02c Reserve Account - The Clubs use an interest bearing financial account under the name of the Alliance of Illusionists where safety of principle is the primary objective.

12.02d Convention Account - During the period the Clubs hosts and prepares to host a TAOM convention, the Clubs use a Convention Account that is formed as per APPENDIX B – TEXAS ASSOCIATION OF MAGICIANS CONVENTIONS, IV. FINANCES of the Bylaws. After the conclusion of conventions and all settlements are made, any remaining funds are moved to either the Operating Account or the Reserve Account as directed by the Executive Committee. Thereafter the Convention Account is either dissolved or made dormant.

- 12.03 Signatories** - At least two signatories are assigned to all financial accounts. The Secretary and Treasurer are normally the signatories for Operating, Electronic, and Reserve accounts. A signatory may be removed from any of these accounts by a majority vote of the Executive Committee if the committee determines such removal is in the best interest of the Clubs.

- 12.03 Contracts and Commitments** - The Executive Committee may authorize any Officer(s) or agent(s) of the Clubs to enter into any contract, legal document, or execute and deliver any instrument in the name of, or on behalf of the Clubs. Such authority may be general or confined to specific instances. However, no member or Officer may commit the Clubs to any financial obligation without the approval of the Executive Committee. Copies of all contracts and commitments are kept by the Secretary and are made available for review at any reasonable time by any Member in Good Standing.

- 12.04 Gifts** - The Executive Committee accepts on behalf of the Clubs non-tax deductible contributions and gifts.

- 12.05 Audit** - In order to maintain clarity and integrity of Clubs funds, the Executive Committee may request that a financial audit be performed at the beginning of each fiscal year by an Officer, Officers, committee, or independent auditor designated by the Executive Committee. The report from this audit is delivered in writing to the Executive Committee. Upon request, any Member in

Good Standing can request and receive a copy of this report. At any time the Executive Committee can administer additional audits.

- 12.06 Bond** - If required by the Executive Committee, financial account signatories give a bond for the faithful discharge of their financial duties.

13 - LOGO

- 12.01 Description** - The Official Logo of the Clubs is the graphic determined by the Clubs.
- 13.02 Purpose** - The purpose of the Official Logo is to provide a consistent and branded pictorial representation of the Clubs.
- 13.03 Use** - When a logo is used to represent the Clubs in documents, correspondence, newsletters, flyers and other publications generated by the Clubs or its constituents thereof, only the Official Logo is used, and it is not to be generally altered, redrawn, or modified in appearance or content, except for size.
- 13.04 Permissions** - The Official Logo can be reproduced and used without permission by any individual or club member on or in social media, websites, in publications, advertisements, flyers, newsletters, books, periodicals, letterheads; electronic or printed, so long as use favorably reflects, promotes, or advertises the Clubs. The logo must not be generally altered, redrawn, or modified in appearance or content except for size. The Executive Committee is the final authority to determine acceptable use or abuse of the Official Logo.
- 13.05 Accessibility** - The Official Logo is accessible and available for easy download from the Clubs' official website.
- 13.06 Copyright** - The Official Logo of the Clubs is copyrighted during the year the logo is approved for use by the Clubs. The logo of the Society of American Magicians is the intellectual property of the national Society of American Magicians.

14 - GRIEVANCE

- 14.01 Description** - All Members of the Clubs can be disciplined, suspended, expelled, or permanently removed from membership for conduct unbecoming or for grievous breach of Bylaws.
- 14.02 Grievance Notification and Initial Deliberation** - At any regularly scheduled Executive Committee Meeting, any member of the Clubs can submit in writing to the Executive Committee, allegations that a member or Officer has committed conduct unbecoming or grievously breached Bylaws.
- 14.03 Grievance Dismissal or Continuance** - The Executive Committee Officers in attendance at the Executive Committee Meeting when the Grievance in writing is submitted, discuss and deliberate the allegations. If the accused attends the Executive Committee Meeting where the allegations are deliberated, the member can remain in attendance for the deliberations. The Executive Committee then vote by secret ballot. If the majority of vote is to dismiss the matter, no further action is taken. If the majority votes that the investigation should move forward, a written copy of the charges are delivered to the accused member along with a written notice for a hearing at the date, time and place as determined by the Executive Committee. The notice is delivered to the accused at least ten days in advance of the hearing. If so determined, the proposed penalty may be included in the written charges.

- 14.04 Grievance Defense** - The accused member may provide defense at the 14.03 hearing, either in person or in writing. The accused member can be in attendance for the entire hearing. The Executive Committee deliberates on the matter and then votes on whether or not the issue should go before the Clubs membership at a Special Executive Committee Meeting. If the member is absolved, no further action is taken, and the accused member is notified in writing of the absolution.
- 14.05 Grievance Presentation to Clubs Members** – If the Executive Committee determines that the Grievance should go before the entire Clubs membership, the committee calls a Special Executive Committee Meeting at a Monthly Club Meeting chosen by the Executive Committee. At least ten days of advance notification to all members is required (9.10). The Clubs Members in Good Standing and in attendance at the meeting then hear the Executive Committee’s allegations, conclusions, and recommendations. If the accused attends the Special Executive Committee Meeting where the allegations are voiced, the member must leave the meeting before the Clubs deliberate the allegations.
- 14.06 Grievance Deliberations by Clubs Members** - Active and Honorary Life Clubs Members in Good Standing and in attendance at the Special Executive Committee Meeting where the Grievance is heard, discuss whether the charges are valid, and whether the disciplinary actions recommended by the Executive Committee are to be implemented. Clubs members in attendance at the meeting may also decide on alternate punishment or action other than as recommended by the Executive Committee.
- 14.07 Grievance Voting and Implementation** - All voting at a Special Executive Committee Meeting where Grievance is heard, must be administered by secret ballot and then tallied by two or more Officers or other Clubs members designated by the Executive Committee. All Active and Honorary Life members physically in attendance at the meeting, or in attendance by telecommunications or teleconferencing, may vote on the action. If the Clubs vote against the disciplinary action, the matter is dismissed. If the Clubs vote in favor of disciplinary action, the action is implemented.

15 – BYLAWS

- 15.01 Polity** – The Bylaws administrate both Clubs simultaneously and without prejudice to either club.
- 15.02 Revisions** – The Executive Committee reviews the Bylaws for adjustment at least every five years from the date of the previous revision or adoption.
- 15.03 Bylaws Change Submissions** – Any Active, Honorary Life, or Dean of the Clubs Member in Good Standing (5.01) may suggest Bylaws changes, additions, deletions, or re-wording of a current bylaw. Explanation for any suggestions must be submitted in writing to the Secretary.
- 15.04 Bylaws Change Protocols** – The Secretary brings to the attention of the Executive Committee at any Executive Committee Meeting, any suggestions received for Bylaws changes, additions, deletions, or re-wording of a current bylaw. The Executive Committee deliberates the suggestions and then vote on whether or not to accept the changes. If the Executive Committee majority so rules, the changes become immediate. The Secretary notifies the members of the Clubs of any Bylaws changes or revisions approved by the Executive Committee.

APPENDIX A – OFFICER DUTIES

1. PRESIDENT:

Acts as the principal executive Officer of the Clubs and administrator for Monthly Clubs Meetings.

- A. **Presiding Authority** - The President normally presides at the Monthly Clubs Meetings, Executive Committee Meetings, Special Executive Committee Meetings, and other Clubs activities.
- B. **Programs** - The President works with the Executive Committee to plan the Main Core Activities (9.11c). It is the President's duty to schedule presenters and performers for the Main Core Activities at Monthly Clubs Meetings. The President also schedules smaller agenda such as mini-lectures, book reviews, teach-a-trick segments, lectures, and so forth, to cover as wide a range of magic interests of the Clubs members as reasonable. The President usually emceeds the Monthly Clubs Meetings or otherwise delegates the responsibility to another Clubs member. At any Executive Committee Meeting, the Executive Committee can change the activities and programs scheduled for any future Monthly Clubs Meeting.
- C. **Initial Meeting** - The President schedules and administers 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 9.11.
- D. **Bereavement** - In the event that a Clubs member becomes deceased, it is the President's responsibility to have condolences on behalf of the Clubs extended to the family of the deceased. The President also contacts 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 on behalf of the Clubs by the President or any other representative designated by the Executive Committee. Any appropriate "Broken Wand" ceremony can be used, including ceremonies offered by the International Brotherhood of Magicians and the Society of American Magicians.
- E. **Other Duties** - The President in collaboration with the Secretary is responsible for the filing of all documents required by law. The President performs other duties as directed by the Executive Committee.

2. VICE PRESIDENT:

Assists the President to administrate the Clubs. In the absence of the President or in the event the President becomes indisposed, inaccessible, debilitated, dictatorial, or refuses to act, at the will of the Executive Committee, the Vice President performs the duties of the President, and when so acting has all the powers of the President.

- A. **New Member Introductions** - The Vice President is responsible for scheduling New Member Introductions at Monthly Clubs Meetings. The Secretary notifies the Vice President when an application to join the Clubs has been received, and when a New Member Introduction at a Monthly Clubs Meeting needs to be presented (6 – APPLICATION).
- B. **Other Duties** - The Vice President performs other duties assigned by the Executive Committee.

3. SECRETARY:

The Secretary is responsible for keeping accurate written records and correspondence related to the business matters of the Clubs. The Secretary is responsible for the administration of all matters attendant to the Clubs's communications including the Internet website and social media. The Officer is responsible for making all notices for upcoming meetings, lectures, shows, and maintaining general correspondence. The Secretary is also responsible for the publication and distribution to all Clubs members the Monthly Clubs Newsletter called the SERVANTE.

- A. **Roster** - The Secretary Officer maintains the roster of all Members in Good Standing. At minimum the roster contains the names of Clubs members, their type of Clubs membership, phone numbers, and email addresses. The Secretary Officer has a list of dues paid up members available at each Executive Committee meeting and also provides this list to the Sergeant at Arms so the Officer can properly monitor admission to the Monthly Clubs Meetings.
- B. **Executive Committee Minutes** - The Secretary Officer records in writing the minutes of each Executive Committee Meeting and Special Executive Committee Meeting. The Secretary Officer publishes the meeting's minutes in the next available issue of the SERVANTE monthly Clubs newsletter.
- C. **Records** - The Secretary is in charge of keeping the official records of the Clubs including copies of all records required and reported by the President and Secretary regarding the Clubs's corporation status, if any (Appendix 1f). All books and records of the Clubs may be inspected by any member of the Executive Committee for any proper purpose at any reasonable time.
- D. **Meeting Notifications** - The Secretary Officer is responsible for sending all notifications and announcements regarding Clubs meetings, Executive Committee Meetings, Special Executive Committee Meetings (if possible), activities, events, news, and other correspondence.
- E. **Newsletter Content** - The SERVANTE monthly clubs newsletter contains articles, photos, graphics, and news information related to the art of magic. Each issue may also include:
 - the SERVANTE artwork at the top of the first page of the newsletter, with the Monthly Clubs Meeting date, time, and place clearly fixed immediately below
 - an overview of the agenda for the upcoming Monthly Clubs Meeting
 - minutes of the most recent Executive Committee Meeting
 - the most recent Monthly Clubs Meeting report
 - the most recent minutes of Special Executive Committee Meetings as applicable
 - the name, phone number, and email address for each Officer of the Executive Committee
 - the names of visitors and new members
- F. **Website Content** - The website may include and is not limited to information on the history of the Clubs, a listing of the past presidents, a calendar of upcoming magic events, downloadable copies of the Bylaws, Officer contact information, downloadable copies of the Clubs's logo and SERVANTE artwork, provide information on how visitors may attend Monthly Clubs Meetings, and provide the portal for Clubs members to pay their annual dues.
- G. **Dues Notices** - The Secretary announces dues notifications. Beginning with at least the November issue of the SERVANTE monthly Clubs newsletter, the newsletter contains notices that annual Clubs dues are due on the first day of January of each fiscal Clubs year. Notifications are also sent by email and also delivered via verbal announcements at Monthly Clubs Meetings. Other notifications such as those sent through US Mail may be used. In the event that a member

has not paid dues by the conclusion of the March Monthly Clubs Meeting, the Secretary or other Officer designated for the role delivers notice to the member that dues are past due. A reminder is sent with the notice that the Bylaws state that members whose dues are not paid before the first day of March are automatically suspended, and that "Suspended members may not attend Monthly Clubs Meetings or other Clubs sponsored meetings and activities" (11.05).

- H. **Newsletter Distribution** - The SERVANTE newsletter is normally produced monthly no later than three days prior to Monthly Clubs Meetings. The newsletter is primarily disbursed electronically and made available for download from the Clubs's official website no later than three days prior to Monthly Clubs Meetings. If the Executive Committee requests them, copies of the SERVANTE may be made available at cost to members at Monthly Clubs Meetings.
- I. **Website Updates** - The website should be constantly updated about the date, time, and place of upcoming Clubs meetings.
- J. **Website Dues Payments** - The Secretary maintains the system whereby Clubs members pay their annual dues online through the official Clubs website (F), and whereby new member applications and payments are received. If it is not done automatically and unless the Executive Committee directs otherwise, on a monthly basis the Secretary transfers all monies received from website dues payments to the Operating Account. The Secretary notifies the Treasurer that transfer has been made.
- K. **New Members** - The Secretary Officer notifies the Vice President when an application to join the Clubs has been received so that the Vice President can schedule the applicant's New Member Introduction at a Monthly Clubs Meeting within three months of the application date.
- L. **M-U-M Reports** - Within seven days after each Monthly Clubs Meeting, the Secretary is responsible for submitting a written report about the SAM Assembly 138 meeting to the Society of American Magicians for publication in the organization's M-U-M periodical.
- M. **Correspondence** - The Secretary Officer maintains the Clubs's official US Mail address and email address. The Secretary responds to all communications in a timely fashion.
- N. **Signatory** - The Secretary has signatory duties on any financial accounts as per 12.03.
- O. **Other Duties** - The Secretary Officer may have other duties as determined by the Executive Committee.

4. TREASURER:

Serves as the chief financial Officer of the Clubs.

- A. **Finances** - The Treasurer is the chief financial Officer and custodian of all Clubs funds. The Treasurer is responsible for administering the finances as per the Bylaws or as determined by the Executive Committee. In a timely fashion, the Secretary or Treasurer 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.
- B. **Signatory** - Along with the Secretary, the Treasurer has signatory duties on any financial accounts as per 12.03.

- C. **Budget** - The Treasurer works with the President and Secretary to help determine a budget at the beginning of each fiscal year and then presents the budget to the Executive Committee at the Annual Business and Planning Meeting (9.11) for approval 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 is always adopted with the expectation that the amount of receipts will be equal to or greater than the amount of disbursements for a fiscal year.
- D. **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 Clubs's Internet website (11.01). The Treasurer works closely with the Secretary to ensure smooth dues collections.
- E. **Financial Reports** - The Treasurer collaborates with the Secretary to produce a written financial report and delivers it to the Executive Committee at Executive Committee Meetings. Reports delineate all financial activity since taking office or since the Treasurer'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. A financial report template is made available on the Clubs website.
- F. **Other Duties** - The Treasurer may have other duties as determined by the Executive Committee

5. SERGEANT AT ARMS:

Supervises all persons attending meetings, verifies that attendees meet the criteria for attendance, functions as the official greeter, and is the name badge custodian at Clubs meetings and events.

- A. **Plenipotentiary** - The Sergeant at Arms is responsible for greeting all members and guests as they arrive at Monthly Clubs Meetings.
- B. **Visitors** - The Sergeant at Arms enforces the Club's visitor attendance policy as per Bylaws 6.01. The Sergeant at Arms is responsible for introducing guests during Monthly Clubs Meetings. The Sergeant at Arms maintains a register that contains guest's names, contact information, and delineates their interest in the Clubs. Immediately after a Monthly Clubs Meeting, the Sergeant at Arms forwards the name and email address of visitors to the Secretary Officer so that they may be added to the Clubs's email distribution list and recognized in an upcoming issue of the SERVANTE monthly Clubs newsletter.
- C. **Recognition** - As appropriate, within seven days of a Monthly Clubs Meeting, the Sergeant at Arms contacts first time visitors via email, phone call, or other method, thanks them for their attendance, and makes sure they understand the Club's membership application process.
- D. **Badges** - The Sergeant at Arms is in charge of the care, upkeep, and handling of all Clubs name badges and visitor's badges. The Officer is responsible for having badges available at all Monthly Clubs Meetings at least twenty minutes before each meeting. The Officer is responsible for making sure no person is admitted to Monthly Clubs Meetings without members wearing their Membership Badge and visitors wearing a Visitor's Badge. The Sergeant at Arms is responsible for keeping Clubs 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 New Member Introduction and membership acceptance. The Sergeant at Arms removes the name badges of delinquent Clubs members who fail to pay their dues before the beginning of the March Monthly Clubs Meeting and keep them in hidden reserve. The badge of delinquent dues

members are again made available after the individual pays delinquent dues and is returned to Member in Good Standing status.

6. HISTORIAN:

Collects documents, publications, articles, photos, newspapers, audio recordings, videos, media, or other physical and virtual items that lend themselves to establishing a record of the Clubs's history and corporate memory. The Historian verifies the proper storage and protection of the archives.

7. MEMBER AT LARGE:

The Member in Good Standing serves as a general representative of the membership of the Clubs. The Officer is available to give opinions, provide extra perspectives to the Executive Committee, and functions as a liaison between the Clubs at large and the Executive Committee. The intent of the office is to groom a person for future service as an Officer of the Clubs. The Member at Large Officer position is reserved for Clubs members who have never served as an Officer.

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APPENDIX B – TEXAS ASSOCIATION OF MAGICIANS CONVENTIONS

I. CONVENTION HOSTING

- E. **Offer** - As a member club of the Texas Association of Magicians (TAOM), the Clubs may periodically submit an offer to the TAOM Board of Directors and request the privilege of hosting an annual TAOM convention.
- F. **Approval** - If an offer is approved by the TAOM Board of Directors, the Clubs will host the convention in accordance with the Bylaws of the Texas Association of Magicians, the Bylaws of the Bruce Chadwick SAM Assembly 138, the Alliance of Illusionists, and reference the TAOM CONVENTION PLANNING GUIDE as appropriate.
- G. **Administration** – The convention will be planned by a Convention Planning Committee (III. CONVENTION PLANNING COMMITTEE) led by the TAOM President (II. TAOM PRESIDENT) or General Chairman. The Executive Committee of the Clubs always has authority over the Convention Planning Committee and its decisions.
- H. **Hosting Interval** - The Clubs may host a TAOM convention at a maximum interval of every five years.

II. TAOM PRESIDENT

- E. **Term and Election** - The Clubs elect one of its Members in Good Standing as a candidate to serve as an officer of the TAOM for the two years immediately preceding a convention it is given permission to host; 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 or determined by the TAOM Board of Directors. Candidates must be ratified by the TAOM Board of Directors. Hereinafter in this appendix, this club member is referred to simply as the “TAOM President.”
- F. **Authorization** - The TAOM President obeys the Bylaws of the Texas Association of Magicians Incorporated and faithfully serves the TAOM according to the organization’s protocols, directives, and requirements.
- G. **Service** - The TAOM President either serves as the chair of the TAOM Convention Planning Committee or assigns the role of General Chairman to another Member in Good Standing. (APPENDIX B – TEXAS ASSOCIATION OF MAGICIANS CONVENTIONS, III. CONVENTION PLANNING COMMITTEE).
- H. **Post Convention** – At the TAOM Convention, the President becomes the Immediate Past President. The Immediate Past President or General Chairman continues to lead the TAOM Convention Planning Committee until such a time as the committee settles all its post-convention business affairs and the Clubs officially dissolve the committee. This period is normally done within six months or less after the convention, and may not exceed twelve months after the convention.

III. CONVENTION PLANNING COMMITTEE

- J. **Authority** - 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. The TAOM President may make suggestions to the Convention Planning Committee, but has no authority to make unilateral convention planning decisions without unanimous Convention Planning Committee approval. The Clubs Executive Committee may override any decision made by the TAOM Convention Planning Committee.

- K. **Chairs and Constituents** - The TAOM Convention Planning Committee consists of the TAOM President or General Chairman and the TAOM Convention Planning Committee Chairs elected by the Clubs from the Active and Honorary Life Members in Good Standing of the Clubs. Committee Chairs should call regular committee planning meetings to accomplish the tasks of their committees.
1. **Required Chairs** – Required Chairs include the TAOM President, the General Chairman (if the TAOM President is not serving as the General Chairman, Secretary, Treasurer, Registrar, Talent Chairman, Dealer Chairman, and Promotions Chairman. Clubs members chairing one of these required committees cannot chair other committees. However they can serve as members of other committees.
 2. **Auxiliary Chairs** - Other Clubs 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 Chairman, House Chairman, Stage Manager, Lecture Chairman, Souvenir Program Chairman, Close-Up Shows Chairman, Contest Chairman, Transportation Chairman, Youth Activities Chairman, and other titles and functions as needed. Active and Honorary Life Members of the Clubs not serving one of the seven “Required Chairs” (IIIB1) may chair up to two Auxiliary Chair positions, and serve on any number of other committees.
 3. **Committee Members** - Each committee chair can enlist help from any number of Active and Honorary Life Members in Good Standing of the Clubs to help fulfill the committee’s function.
- L. **Calling Meetings** - TAOM Convention Planning Committee meetings may be called by either the TAOM President or General Chair, or any three chairs of the Convention Planning Committee. In cases where the TAOM President or General Chair becomes indisposed, inaccessible, debilitated, dictatorial, or refuses to act, at the will of the Clubs Executive Committee, TAOM Convention Planning Committee meetings can also be called by the President of the Clubs.
- M. **Meeting Frequency** - The TAOM Convention Planning Committee meets periodically at the date, time, and place selected. For the twelve months immediately preceding the convention, the committee meets at least monthly either in person, by telecommunications, by teleconferencing, or combination thereof. Additional meetings may be called if needed. Clear and continual communication is encouraged to facilitate and make TAOM Convention Planning Committee meetings efficient.
- N. **Progress Reports** - At each TAOM Convention Planning Committee Meeting, each chair reports their progress.
- O. **Attendance** - All TAOM Convention Planning Committee Chairs regularly attend TAOM Convention Planning Committee meetings. Also Committee Chair Meetings are open to all Members in Good Standing of the Clubs.
- P. **Chair Committee Meetings** - Required Chair and Auxiliary Chair Committees may meet separately from TAOM Convention Planning Committee Meetings to help facilitate their purposes. Called Committee Planning Meetings, these meetings are normally called by their respective Chair at the date, time, and place selected by the Chair. Meetings take place in person, by telecommunications, teleconferencing, or combination thereof.
- Q. **Guide** - All Chairs of the Convention Planning Committee consults the TAOM CONVENTION PLANNING GUIDE as appropriate.
- R. **Voting** - When the TAOM Convention Planning Committee makes decisions by voting, voting is done only by TAOM Convention Planning Committee chairs at TAOM Convention Planning Committee meetings. A quorum consisting of at least seven TAOM Convention Planning Committee chairmen in physical attendance, or in attendance by telecommunications or teleconferencing, is required for voting. In the

event that a club member chairs more than one position on the committee, that person's vote is counted only once. All voting and business conducted by the TAOM Convention Planning Committee is ruled by this appendix. Meetings follow Robert's Rules of Order as newly revised.

5. **Removal** - Clubs may vote to remove any Convention Planning Committee chair or committee member including the President or General Chairman, if the Clubs determine the person fails to follow the decisions of the TAOM Convention Planning Committee, or becomes debilitated, inaccessible, dictatorial, unmanageable, unbecoming, or refuses to act. Such action must follow the 14 - GRIEVANCE section of these Bylaws.

IV. FINANCES

2. **Convention Checking Account** - As per Bylaw 12.02d, the Clubs establish and maintain a Convention Checking Account to handle all funds during the period the Clubs hosts a TAOM convention. In preparation for an upcoming Clubs planned TAOM convention, the Clubs Executive Committee may dispense a specified amount of money from the Clubs accounts to seed and establish the TAOM Convention Checking Account. It is expected that after the convention, this seed money and reasonable profit will be returned to the Clubs.
3. **Account Maintenance and Signatories** - 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 Clubs Convention Account are signed by the Treasurer. The Convention Secretary is a signatory on the account and acts if the Treasurer becomes debilitated, inaccessible, refuses to act, or for convenience in assisting the Treasurer.
4. **Financial Reports** - The convention Treasurer provides the most up-to-date financial report at each TAOM Convention Planning Committee meeting. Financial reports 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.
5. **Deposits** - All convention payments and other dividends received from registrations or other revenue sources are promptly deposited into the TAOM Convention Checking Account.
6. **Disbursements** - All disbursements from the TAOM Convention Checking Account require prior approval by the TAOM Convention Planning Committee. All disbursements are made by debit card, checks, or similar bank drafts.
7. **Budget** - 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.
8. **Profitability and Expenses** - It is expected that the Clubs hosted TAOM convention will be profitable. Expenditures should be made only as money becomes available to cover expenditures.
9. **Annual TAOM Dues** - In accordance with the Bylaws of the Texas Association of Magicians, the Convention Host Club collects annual TAOM membership dues as part of each convention registration and are transferred to the Treasurer of the Texas Association of Magicians immediately after the convention or otherwise in accordance with TAOM Bylaws.

10. **Profit to the TAOM** - The amount of profit from the convention that is due to the TAOM organization is promptly paid according to the directives of the TAOM Bylaws.
11. **Closure** - Within six months after the convention, all payments, debts, and other convention financial obligations are settled, the TAOM Convention Checking Account is terminated, the Convention Treasurer makes a comprehensive final written financial report to the Executive Committee of the Clubs, and all money from the TAOM Convention Checking Account or other sources is returned to the Clubs treasury.
12. **Online Registrations** - The convention Webmaster establishes a way to process online registration payments on the convention website. If it is not done automatically, on a monthly basis the Convention Webmaster transfers all monies received to the Convention Checking Account and immediately notifies the Convention Treasurer and Registration Chairman about said transfers.

V. TRANSPARENCY

2. **Writing Requirements** - All contracts, legal documents, and agreements entered into by the TAOM Convention Planning Committee are made in writing.
3. **Preservation** - The Convention Secretary maintains hard copies of all written reports, contracts, legal documents, agreements, and financial reports. The Convention Secretary keeps 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 distributes copies of the previous Convention Planning Meeting minutes to each person in attendance at the subsequent TAOM Convention Planning Meeting.
 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, convention Treasurer reports, and related documents with the Historian of the Clubs for legal, historical, and posterity purposes.
 4. The Secretary provides the Historian of the Texas Association of Magicians with at least three copies of the souvenir program and other convention swag for preservation in the historical archives of the TAOM.
4. **Progress Reports** – All chairmen report at each TAOM Convention Planning Committee meeting so that all the entire Convention Planning Committee will know each committee’s progress.

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