

Bylaws of the Assembly



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

1 - NAME

1.01 Charter Name - The "Bruce Chadwick SAM Assembly 138 Alliance of Illusionists" was chartered by the National Council of the Society of American Magicians on April 20, 2002.

1.02 Corporate Name - The 501(c)6 legal corporate name is the "Bruce Chadwick SAM Assembly 138 Alliance of Illusionists Incorporated."

1.03 Bylaws Reference - The Bruce Chadwick SAM Assembly 138 Alliance of Illusionists Incorporated may be referred to in these Bylaws as the "Assembly."

2 - PURPOSE

2.01 Assembly - The Assembly operates as an "Assembly" of the Society of American Magicians. As such, it is bound to the directives and mandates of the Society of American Magicians.

2.02 Activities - The Assembly organizes activities and promotes educational programs to benefit its members and 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 and other related activities to help fulfill its purpose.

2.04 Cooperation - The Assembly may cooperate 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 for and yet shall remain independent from the Texas Association of Magicians Inc. Conventions are planned and hosted 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 Bylaws - The Assembly is governed by the most current Bylaws adopted by the Assembly. Any Assembly member may have a copy of the Assembly's Bylaws.

3.04 Membership - The Assembly is comprised of elected Active, Associate, Junior, Honorary Life, and Dean of the Assembly members (4.01). "Members in good standing" are defined as Active, Junior, Associate members who have paid their current Assembly dues, and Honorary Life and Dean of the Assembly members. Active and Junior members must also be members of the national Society of American Magicians. Associate, Honorary Life and Dean of the Assembly members do not have to be members of the national Society of American Magicians organization (4.01d).

3.05 Administration - Seven officers elected annually by the membership form the Executive Committee to administer the business, planning, and administration of the Assembly (7.01 and 8.01).

3.06 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 (2.06).

4 - MEMBERSHIP

4.01 Types of Membership - The Assembly has five 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 pay yearly Assembly dues and maintain membership in the national Society of American Magicians organization.

4.01b Associate Member - This membership is usually reserved for the spouse or magician's assistant of an Active Assembly member. Associate Members must be at least eighteen years of age or older. Associate Members do not vote or hold office, but may serve on committees and enjoy all the activities of the Assembly. Associate Members pay yearly Assembly dues but 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. Upon reaching eighteen years of age, Junior Members automatically become either Active or Associate Members. Junior Members may enjoy all the activities of the Assembly and serve on committees. However they may not vote or hold office. Junior members must be accompanied to Monthly Assembly Meetings and other Assembly activities by a legal parent who is also a member of the Assembly. Otherwise Junior Members must be accompanied by an adult Assembly guardian chosen by the Executive Committee. Junior Members must pay yearly

Assembly dues and maintain membership in 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 Assembly membership without further dues payments. Honorary Life Members may vote, hold office and maintain all the other benefits of Active Membership. Although it is recommended, Honorary Life Members do not have to maintain membership in the national Society of American Magicians organization.

Honorary Life Confirmation – 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. If the member being considered for Honorary Life Nomination is present at this Executive Committee Meeting, he shall be asked to leave the meeting area prior to any discussion or nomination. 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 prior to any discussion or vote. The Executive Committee shall then recommend the member to the Assembly for Honorary Life Member status. Honorary Life Membership is ratified by a secret ballot by the all members of the Assembly in attendance during this Special Executive Committee Meeting. Honorary Life Member status shall be conferred if a majority vote is affirmed.

4.01e Dean of the Assembly - The Assembly may elect a person to serve as “Dean of the Assembly” to function as an ambassador of the Assembly. The title is a lifetime position held by an individual who has demonstrated exceptional service and dedication to the Assembly. Upon election to the title “Dean of the Assembly,” the member shall automatically become an Honorary Life Member of the Assembly (4.01d) and hold all the rank and privileges of the designation. He shall also hold a permanent non-voting position on the Executive Committee, although the Dean may also serve simultaneously as an elected and voting officer the Assembly. The club shall also have only one person serving as Dean of the Assembly at any given time and the Dean of the Assembly may resign the title at any time. The Executive Committee shall recommend to the Assembly at a Special Executive Committee Meeting the person to serve as the Dean of the Assembly. The members in good standing at that meeting shall vote whether or not to confer the designation.

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 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 that may be called during Monthly Assembly Meetings, but they shall not vote or express opinion unless the Executive Committee dictates otherwise.

5.02 Application Process - Individuals may apply for Active, Associate, or Junior Assembly membership by making online application through the Assembly’s website and paying the application fee,

which also covers the applicant's membership dues through December 31 of the application year. After submitting application and until an applicant presents his New Member Introduction (5.05), applicants may continue to attend Monthly Assembly Meetings. After an applicant presents his New Member Introduction (5.04), membership is ratified or denied by a vote of the Assembly (5.05). Applicants may not vote or attend Executive Committee Meetings until their membership is ratified by the Assembly.

5.03 National SAM Membership – All Active and Junior members of the Assembly must maintain membership in the national SAM organization.

5.04 New Member Introduction – Applicants petitioning to join the Assembly shall introduce themselves at a Monthly Assembly Meeting. Called a New Member Introduction, this is usually a short magic performance, but it may also be some form of other presentation to demonstrate the applicant'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 New Member Introductions.

5.05 Ratification - Immediately after the conclusion of an applicant's New Member Introduction, the applicant is escorted from the Monthly Assembly Meeting area by the Sergeant at Arms or other designated Assembly representative. The Assembly then discusses the applicant's application and votes on whether or not 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 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 normally hosts a Monthly Assembly Meeting at the date, time, and place determined by the Assembly to help fulfill its purpose (Section 2).

6.02 Other Assembly Meetings - In addition to the Monthly Assembly Meeting, the Assembly may also host other meetings, events, and activities to help fulfill its purpose.

6.03 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).

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

6.05 Annual Business and Planning Meeting – An annual business and planning meeting held within thirty days after the installation new officers (8.11).

6.06 Concurrent Magic Club Meeting – The Assembly may vote to meet concurrently with other magic clubs and magic organizations as approved by the Assembly (2.04).

7 - OFFICERS

7.01 Officer Designations - The Assembly leadership is comprised of seven officers elected from the Active, Honorary Life, and Dean of the Assembly members in good standing. They are designated as the

President, Vice President, Secretary, Treasurer, Sergeant at Arms, 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 Term - All Officers except the President can be re-elected and serve back-to-back terms (9.04).

7.05 Qualifications - Except for the position of Member at Large, officers must be members in good standing of the Assembly for at least one year prior to serving as an officer. Officers must also be members in good standing with the national Society of American Magicians organization. Active, Honorary Life, and Dean of the Assembly members in good standing of the Assembly may serve up to two elected offices simultaneously. If an Assembly member does serve two officer roles simultaneously, the officer has two votes on the Executive Committee, one vote for each office held (8.05 and 9.04).

7.06 TAOM Representative - The Executive Committee shall elect an Active, Honorary Life Assembly, or Dean of the 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.

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 (3.05 and 7.01).

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 three days in advance of each meeting. Notifications can be made by direct communication, texting, social media, the SERVANTE monthly Assembly newsletter, email, the Assembly's Internet website, any current technology, or combination thereof.

8.04 Committees - The Executive Committee may designate and appoint one or more committees comprised of Active, Associate, Honorary Life, and Dean of the Assembly 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 (7.05 and 9.04). However voting is only required when unanimous agreement cannot otherwise 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 the Secretary.

8.06 Voting Privileges - All Elected officers may vote on all matters brought before the Executive Committee. Officers do not have to recuse themselves from voting regardless of issue, topic, personal interest, grievance, or accusation (Section 13). However any officer may abstain from voting on matters of conscience.

8.07 Meeting Cancellations – If no agenda is warranted, the Executive Committee can decide not to call a particular Monthly Executive Committee meeting. Notification should be made to all Assembly members in good standing.

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 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.

8.09 Special Executive Committee Meetings – Special Executive Committee Meetings are business meetings that are called during any Monthly Assembly Meeting (6.03). Special Executive Committee Meetings are normally reserved for the election of officers or other business matters that require the attention of the entire Assembly. All Active, Honorary Life Assembly members, and Dean of the Assembly in good standing, present for Special Executive Committee Meetings, may vote. The number of Active, Honorary Life, and Dean of the Assembly Members in attendance constitutes a quorum. The decisions of Special Executive Committee Meetings always override the decisions made by the Executive Committee. Visitors may attend Special Executive Committee Meetings, but they may not voice opinion or vote.

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, or the Dean of the Assembly, may also motion for a Special Executive Committee Meeting at any Monthly Assembly Meeting. If the motion made by a member is seconded, the members in good stand in attendance shall vote on whether to call the Special Executive Committee Meeting. 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 Secretary 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 officers should regularly attend Executive Committee Meetings and Monthly Assembly Meetings. All Assembly members in good standing are also encouraged to attend Executive Committee Meetings. Visitors may not attend Executive Committee Meetings.

8.13 Prohibition Against Secret Meetings – The Executive Committee may not meet in secret. All meetings of the Executive Committee must be announced to the entire Assembly as per 8.03. All business of the Executive Committee, including all correspondence, emails, discussions, forums, and other communication must be made accessible to any Active and Associate Assembly member in good standing.

8.14 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 Assembly, as agreed upon by a majority vote at any Executive Committee Meeting or Special Executive Committee Meeting.

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

8.16 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, Honorary Life, and Dean of the Assembly members in good standing at the December Monthly Assembly Meeting. Active, Honorary Life, and Dean of the Assembly members in good standing not in attendance at the December meeting may vote in absentia during the thirty days prior to the official election date. All absentia ballots must be submitted in writing to the Assembly Secretary prior to the December election tabulation. 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 shall be taken and the candidate with the majority of votes is declared elected. If a tie vote occurs a second time, the President shall choose one of the candidates to serve the office.

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 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.

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. Active, Honorary Life, and Dean of the Assembly members in good standing may serve up to two elected offices simultaneously during the same fiscal year. Assembly members serving two officer

roles simultaneously have two votes on the Executive Committee, one vote for each office they hold (7.05 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, Honorary Life, and Dean of the Assembly members in good standing may be nominated. Only Only Active, Honorary Life, and Dean of the Assembly members in good standing and in attendance at the meeting may vote. The person elected is automatically installed and immediately begins fulfilling 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 no later than the December 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 dues are paid. A member whose dues are unpaid for less than two years may pay his 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.

11 - ASSETS

11.01 Financial Accounts - The Assembly may maintain various financial accounts for the administration of Assembly funds.

11.01a Operating Account - The financial account used for the purpose of meeting normal expenses. The account is normally administered by the Treasurer.

11.01b Electronic Account - The financial account where by electronic finances are paid via credit and debit card (i.e. such as PayPal).

11.01c Reserve Account - All funds exceeding the amounts set by the Executive Committee may be put into a Reserve Account. This is normally an account at a financial institution where safety of principle is the primary objective.

11.01d Convention Account - During the period the Assembly hosts and prepares to host a TAOM convention, funds may be placed into a Convention–Account that is formed as per Appendix B of the Bylaws. After the conclusion of conventions and all settlements are made, any remaining funds shall be moved to either the Operating Account or the Reserve Account as directed by the Executive Committee. Thereafter the Convention Account shall be dissolved or made dormant.

11.02 Signatories - Unless otherwise dictated by the banking institution or instrument, two signatures are required for any checking account, savings account, deeds, mortgages, bonds, contracts or other instruments authorized by the Executive Committee. The President, Secretary, and Treasurer are normally the signatories. A signatory’s access to account(s) may be removed by a majority vote of the Executive Committee if the committee determines it is in the best interest of the Assembly for said action.

11.03 Disbursements - The Executive Committee must review and approve all withdrawals, 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.

11.04 Contracts - The Executive Committee may authorize any officer(s) or agent(s) of the Assembly to enter into any contract, legal document, 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 documents are kept by the Secretary and made available for review at any reasonable time by any member in good standing.

11.05 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. Gifts are not income tax deductible as per the Assembly’s 501(c)6 non-profit corporation status and the Internal Revenue Service.

11.06 Audit - In order to maintain clarity and integrity of Assembly funds, a financial audit may 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.

11.07 Bond - If required by the Executive Committee, the President, Vice President, and Treasurer 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 Incorporated is used in documents, correspondence, Secretary, 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 Incorporated. 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 copyrighted during the year the logo is approved for use by the Assembly. 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 the allegations.

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 of officers vote in favor of action, a written copy of the charges is 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.

13.01c The accused member may appear in person or in writing before the Executive Committee at the hearing to defend himself 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 respond to the hearing in person or in writing, the Executive Committee shall vote on whether or not the issue should go before the membership at a Monthly Assembly Meeting. The Executive Committee must also decide what disciplinary action it will recommend to the membership at the Monthly Assembly Meeting.

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. Voting is then done by secret written vote and tallied by the Sergeant at Arms or other Assembly officer designated by the Executive Committee. 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 implemented.

14 – BYLAW REVISIONS

14.01 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.

14.02 Bylaws Change Submissions – Any Active, Honorary Life, or Dean of the Assembly Member in good standing may suggest Bylaws changes. Submissions must be made in writing and delivered to the Executive Committee. 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.

14.03 Bylaws Change Protocols – The Executive Committee shall review all suggestions for Bylaws changes and then vote on whether or not to recommend the change to the Assembly. If the Executive Committee majority rules in favor, the Secretary shall notify members that the Executive Committee has recommended Bylaw changes. All proposed changes must be made accessible to Assembly members prior to a Special Executive Committee Meeting where the changes will be considered. The Active and Honorary Life members in attendance shall discuss the changes as needed and then vote. If approved by a majority vote, the changes become immediate.

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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, and presides at Executive Committee Meetings and Special Executive Committee Meetings.

1b 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.

1c Signatory The President shall have signatory duties on financial accounts as per 11.02.

1d 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.

1e 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 on behalf of the Assembly by the President or any other representative designated by the Executive Committee. Any appropriate "Broken Wand" ceremony can be used, including ceremonies suggested by the International Brotherhood of Magicians and the Society of American Magicians.

1f Other Duties The President in collaboration with the Secretary 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 New Member Introductions for individuals applying for membership in the Assembly.

2a New Member Introductions The Vice President is responsible for scheduling New Member Introductions for presentation at Monthly Assembly Meetings. The Secretary shall notify the Vice President when an application to join the Assembly has been received and a New Member Introduction at a Monthly Assembly Meeting needs to be presented (Bylaws Section 5).

2b Other Duties 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 the President. The Vice President shall perform other duties as may be assigned to him by the President or the Executive Committee.

3. SECRETARY: 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 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 officer is responsible for keeping accurate written records and correspondence related to the business matters of the Assembly

3a Roster The Secretary 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, and email addresses. The Secretary 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 the officer can properly monitor admission to the Monthly Assembly Meetings.

3b Executive Committee Minutes The Secretary officer shall record in writing the minutes of each Executive Committee Meeting and Special Executive Committee Meeting. The Secretary 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 Secretary officer shall also publish the meeting's minutes in the next available issue of the SERVANTE monthly Assembly newsletter.

3c Records The Secretary is in charge of keeping the official records of the Assembly including copies of all records required and reported by the President and Secretary regarding the Assembly's 501(c)6 corporation status (Appendix 1f). 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.

3d Meeting Notifications The Secretary 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.

3e 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

3f 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.

3g Dues Notices The Secretary announces dues notifications. Beginning with at least the December issue of the SERVANTE monthly Assembly newsletter, the newsletter 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 March Monthly Assembly Meeting, the Secretary or other officer designated for the role shall deliver notice to the member that dues are past due. With this notice shall be a reminder 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 Assembly Meetings or other Assembly sponsored meetings and activities" (10.03).

3h Newsletter Distribution The SERVANTE newsletter is normally produced monthly no later than three days 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 three days prior to Monthly Assembly Meetings. At least some printed copies of the SERVANTE may be made available at cost to members at Monthly Assembly Meetings.

3i Website Updates The website should be constantly updated about the date, time, and place of upcoming Assembly meetings.

3j Website Dues Payments The Secretary shall maintain the system whereby Assembly members pay their annual dues online through the official Assembly website, and whereby new member applications and payments can also be received. If it is not done automatically and unless the Executive Committee directs otherwise, on a monthly basis the Secretary shall transfer all monies received from

website dues payments to the Operating Account. He shall immediately notify the Treasurer that transfer has been made.

3k New Members The Secretary officer shall notify the Vice President when an application to join the Assembly has been received so that the Vice President can schedule the applicant's New Member Introduction at a Monthly Assembly Meeting within three months of the application date.

3l M-U-M Reports Within seven days after each Monthly Assembly Meeting, the Secretary 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.

3m Correspondence The Secretary officer shall maintain the Assembly's official US Mail address and email address. The Secretary shall respond to all communications in a timely fashion.

3n Signatory The Secretary shall have signatory duties on any financial accounts as per 11.02.

3o 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 Assembly.

4a Finances The Treasurer is the chief financial officer and custodian of all Assembly funds (11.01). The Treasurer is responsible for administering the finances as per the Bylaws or as determined by the Executive Committee. In a timely fashion, the 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.

4b Signatory The Treasurer shall have signatory duties on any financial accounts as per 11.02.

4c Budget The Treasurer 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.

4d 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 Treasurer shall work closely with the Secretary to assure smooth dues collections.

4e Financial Reports The Treasurer shall present in writing to each officer in attendance at Executive Committee Meetings a report that delineates all activity of all finances 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. 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.

4f Other Duties The Treasurer may have other duties as determined by the Executive Committee

5. **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.

5a Plenipotentiary The Sergeant at Arms is responsible for greeting all members and guests as they arrive at Monthly Assembly Meetings.

5b 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 Secretary 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.

5c 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.

5d 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 New Member Introduction 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.

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.