

Policy and Program Manual

Guidelines

- The purpose of the Policy and Program Manual is to provide working guidelines to our Ring's Executive and Members in order to maintain a consistent direction and focus to Ring activities. The Policies outline a history of thoughtful decisions made by the Ring's Executives to delegate responsibilities and create actions. They should be helpful in guiding the Ring in future decisions.
- The Guidelines supplement and help interpret specific working actions to be taken as well as policies that are more broadly outlined in the Constitution and Bylaws. They are not substitutions for either.
- The Executive shall review the minutes of actions taken by the Executive at the end of each year and incorporate in this manual changes and additions that may be useful to future decisions and actions.

Auction

- The annual auction is generally held in April. The sale of auction items is limited to Ring members; however, non-Ring members may purchase items.
- Individuals are not limited to the number of items they may sell. Items may be single effects or a number of effects grouped together and sold as a single package.
- Each item must be accompanied by an Auction Bid Sheet, which includes a description of the item, and a minimum bid (optional).
- Auctioneers will attempt to display and describe all items in an equitable fashion. Modus operandi of effects will not be exposed. Sellers may demonstrate items if time permits.
- Items submitted for auction will be assigned a random lot number.
- The first part of the auction will be silent; potential buyers can write their name and bid on an Auction Bid Sheet for each item. After 30 minutes, the traditional auction will begin, working through the lots in numerical order. Bidding for each item begins with the highest bid from the silent auction or the minimum bid if no bids were made during the silent auction.
- At the conclusion of the auction, settlements will be made in cash. All items are to be paid for before any disbursements of funds are made to sellers. Further, all items are to be paid for before being removed from the auction room.
- London Magicians Guild receives 10% of each item's final selling price.
- The treasurer should provide sufficient funds to make change at the end of the auction.

Audition

- Guests are expected to audition on their third visit, where they will be considered candidates for membership.
- Candidates for membership are required to present a five to ten minute initiation performance at a Regular meeting.
- Guests auditioning should demonstrate enthusiasm and an acceptable degree of skill and knowledge of magic.
- A majority vote by secret ballot by members in attendance is required to pass the audition.

Awards

- The Ring will recognize contributors to the Ring and to the Magical Arts by the following Awards: Al Munro Memorial Magician of the Year Award, Trick of the Month. See the appendix for more information.
- It is important that the standards of excellence for each of the awards be maintained. Giving awards to individuals who do not meet the criteria of the award undermines the award's basis and reduces the significance and honor of awards previously made. The Executive is responsible for maintaining the integrity of the awards.

Budget, Annual

- The Executive will create an annual budget in the summer. The budget will be submitted to the new Executive for approval at its first meeting after assuming office. Actual expenses vs. budgeted will be shown in reports in the Newsletter annually.

Calendars

- The Executive will maintain two Calendars. A Calendar of projected Ring events for the year will be developed by the Executive prior to the September meeting and periodically updated throughout the year. Appropriate segments of the current Calendar of upcoming events will be published in every Ring Newsletter.
- The second Calendar is the Executive Action Calendar. This will note key activities that the Executive (or Ring) should be executing each month. This Calendar will be updated annually when the Policy and Program Manual is revised and will be published in it. See the appendix for more information.

Committees and Appointments

- Each year, the President, in consultation with the Executive, names the following standing committees and appointments by the first meeting of the year unless otherwise specifically noted: Historian, Web Developer.
- Appointments can be revoked without notice at any time with a majority vote of the Executive.

Constitution and Bylaws

- The Constitution and Bylaws will be reviewed on an annual basis at the end of each Ring calendar year. It is the responsibility of the Executive to recommend to the membership any changes that will enhance the Ring's objectives and the ability to achieve these.

Contests

- The following contest will be held annually: Card Throwing Contest.
- See the appendix for more information.

Dues

- Dues structure and rate will be reviewed annually as part of the budgetary process. Dues rate will be finalized in the summer, and the first dues notice sent in September. A general reminder will be included in the appropriate issues of the Ring Newsletters.
- The Secretary or a designated substitute will send a written reminder to members who have not paid their dues by one month past their due date. After two months, the Executive will contact each delinquent member and solicit their continued membership.
- Full dues are payable for the entire fiscal year (September through June).
- Dues rate until further notice will be: Regular Member, annual dues, \$30; Guest dues, \$5 per meeting for two meetings, balance of Annual dues (pro-rated for remaining months) due upon successful audition at third meeting; Honorary Members pay no dues.
- It is the responsibility of the Sergeant at Arms to collect Guest dues and submit them to the Treasurer.
- Dues records may be checked at the discretion of the President before individuals are admitted to meetings.

Elections

- It is generally desirable that for each office, more than one candidate be running.
- A call for persons willing to serve as Officers of the Ring will be made at the February meeting. Nominations will be made at the April meeting, with the election being held during the May meeting. Proxy votes will be accepted up to the May meeting.
- If nominees are uncontested for office, they shall be elected without balloting.
- The Vice President will count votes. If the Vice President is a candidate for election, the President will appoint a Teller to count the votes.
- The results will be announced at the May meeting.
- Officers will be installed at the June banquet.

Executive Meetings

- Executive Meetings are at the call of the President; however, it is desirable during the normal meeting year to meet once a month, 30 minutes before the Ring meeting. The President is responsible for notifying all Executive members and any others who have business before the Executive of such meetings.
- Executive Meetings are open to any member who wishes to bring items to the attention of the Executive. Those who wish to become further involved in the Ring leadership should be specifically invited and encouraged to attend.
- An agenda should be prepared and followed for the meeting and notes of actions and discussion recorded by the Secretary or his designate and published in the minutes of the meeting. Items that reflect policy and program issues should be included in the Policy and Program Manual at its next revision.
- The executive shall meet in the summer to discuss the following items: Annual Budget, Dues, Calendar of Ring Events (including Meeting themes), Executive Action Calendar, amendments to the Policy and Program Manual, and amendments to the Constitution.

Guests

- Guests may attend three Meetings. Guests are expected to audition at their third meeting.
- Guest dues are stated in the Dues section. No guest dues are payable for the third meeting.
- Guests are welcome to attend any Meeting. However, Guest fees may be charged for a special Meeting (lecture, etc.)
- Guests are welcome to perform and buy items in the Auction, but may not sell items in the auction or participate in any voting.

Historian

- The Historian is appointed annually by the President. For a broad description of general responsibilities of a historian, see the International Brotherhood of Magicians brochure, *History & Historians, A Guide for Rings*.
- The Historian will maintain the archives and critical permanent records of the Ring. This material includes but is not limited to the Ring scrapbook and other memorabilia that record the activities and recognition of the Ring and its members.
- The Historian is responsible for the binder containing such items as original or copies of: Ring Charter, Constitution and Bylaws; Policy and Program Manual; Permanent artwork (e.g. Ring logos, letterheads).
- The Historian will also maintain any other material deemed desirable either as matter of interest as part of the historical record of the Ring or that which may be useful in long term administration of the Ring's activities.
- The Historian will on appropriate occasions, place on display the historical information and memorabilia which the Ring possesses to illustrate the rich magical heritage of the Ring.

Induction of New Members

- All guests who successfully audition will be granted membership in the London Magicians Guild.
- The Induction Ceremony will be held at the June Banquet (see the Induction Ceremony in the I.B.M. Brochure on this subject).

Installation of Officers & Ceremony

- The newly elected officers of Ring 265 will officially assume their positions in the summer. They will be formally sworn in to their offices at the June Banquet.
- The Installation Ceremony will be a dignified ceremony that reflects the solemn commitment of the officers to their responsibilities (see the Installation Ceremony in the I.B.M. Brochure on this subject).

June Banquet

- The June Banquet will include the Installation of Officers, Induction of New Members, and an Awards ceremony (see Awards, Induction of New Members and Installation of Officers/Ceremony).

Lectures

- Lectures will be open to the public. Guests may attend but will be charged a lecture fee, typically \$15 per person. This amount may be applied to membership dues to the Ring if the guest joins the Ring within the next three Regular Meetings.

Membership

- For those persons who have not joined the International Brotherhood of Magicians (because of, for example, limited funds), the Executive will review each situation and take appropriate action. If those persons do not join after being asked to do so, they will be dropped from membership of the Ring.

Meetings

- Regular meetings will be held the second Wednesday of each month, September through June. When meeting dates are in conflict with holidays or other significant events, the Executive will decide on an alternate date and provide sufficient notice to Members. Also, the meeting night may be changed to accommodate special lectures or events.
- Special meetings may also be called for lectures or other purposes. Such extra meeting dates, purposes, and locations will be publicized well in advance to the membership.
- Until further notice, and unless otherwise noted, meetings will take place in H.B. Beal Secondary School, room 225, from 7:00 pm to 10:00 pm. The formal portion of the meeting should close by 9:00 pm (lectures excluded) to allow time for members to informally meet and socialize.

President

- The President acts as the chief executive and a proactive administrative leader of the Ring. The President presides at Executive and Ring meetings unless he has designated a substitute.
- The President appoints persons to Ring responsibilities in consultation with the Executive.
- The President is responsible for keeping the membership informed of Executive decisions and Ring plans.
- The President will be the main contact person for the Ring.
- The President is responsible for checking the Ring's email account regularly and responding to/forwarding emails as necessary.
- The President will handle correspondence appropriate to the office in a timely manner and bring to the attention of the Executive those items requiring its action and input.
- The President should be a positive force for the Ring, encouraging full membership involvement in Ring activities, preventing and resolving conflicts, and encouraging growth of the Ring and the knowledge and skills of the membership in the magical arts.
- The President has specific responsibilities outlined elsewhere in this manual.

Roster

- A roster of members in good standing will be published on or before the January meeting. It will include the names and contact numbers of the Officers.
- An updated roster will be provided to all Executive members at other times as needed.

Scribe

- The Secretary will assume the duties of the Ring Scribe.

Secretary

- The Secretary will maintain and distribute a true record of the proceedings of all Executive and Ring meetings.
- The Secretary will maintain a record of all members of the Ring and assist in publication of an accurate Roster of paid members. He will process all applications to the Ring and the International Brotherhood of Magicians and be the lead person in answering questions by Ring members and the Executive about membership qualifications and dues (see Dues).
- The Secretary will assume the duties of the Ring Scribe. See the general procedures outlined in the International Brotherhood of Magicians' Brochure, *Ring Scribes' Guidelines For the Linking Ring*.
- The Secretary is responsible for submitting a monthly Ring report of activities to *The Linking Ring* by the deadlines established in that publication. If the Secretary cannot personally submit a report, he will find a suitable substitute who will fulfill these duties.

- The Secretary will also submit to *The Linking Ring* articles on those major Ring activities and events that are acceptable under *The Linking Ring* editorial guidelines.
- The Secretary will create and distribute the Ring Newsletter. For a useful description of suggestions for quality newsletters, see the International Brotherhood of Magicians' Brochure, *Ring Newsletters, Tips and Guidelines*.

Sergeant at Arms

- The Sergeant at Arms is responsible for collecting Guest fees and submitting them to the treasurer.
- The Sergeant at Arms will collect personal information from Guests and submit it to the secretary.
- The Sergeant at Arms introducing guests at each meeting and keeps track of each guest's number of visits.
- The Sergeant at Arms manages guest auditions.
- The Sergeant at Arms is responsible for distributing and collecting name tags.
- The Sergeant at Arms invites new members to the Induction Ceremony at the June Banquet.

Treasurer

- The Treasurer will maintain a record of income and expenses and submit an update to the Executive when requested.
- The Treasurer publishes the budget on an annual basis.
- The Treasurer handles all financial transactions unless another person is designated to do so.
- The Treasurer provides Timbits.

Treasury, Reserves

- The Ring will strive to maintain the minimum of one half year's operating expenses as a reserve. The reserve funds will be increased whenever income starts to routinely exceed annual operating expenses.

Vice-President

- The Vice-President serves as the presiding Ring officer in the absence of the President.
- The Vice-President is responsible for providing and counting ballots.

Web Developer

- The Web Developer is appointed annually by the president.
- The Web Developer maintains and updates the Ring's website on a regular basis.

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Award Criteria

- 1) Al Munro Memorial Magician of the Year Award:
 - 1) Demonstrated love of magic/performing
 - 2) Active participant in club meetings
 - 3) Willingness to help with club events and activities
 - 4) Patient teacher / mentor to others
 - 5) Welcoming to new members and guests
 - 6) All around pleasant person

Nominations, by secret ballot, will be made at the May meeting. Members may nominate up to two Members for this award. The three Members with the most nominations will be the candidates for this award.

Voting, by secret ballot, will also take place at the May meeting. Members may vote for one candidate. Proxy votes will be accepted until the June meeting. The member receiving the highest number of votes will be the winner. The results will be revealed at the June Banquet.

- 2) Trick of the Month:

Awarded monthly to the Member who performs the best trick that fits the theme of the meeting. Members may vote, by secret ballot, for one Member for this award.

This award is not presented at special Meetings (e.g. lectures).

Contest Rules

- 1) Card Throwing Contest:

This contest will typically be held in October. Members and Guests are eligible to compete. Each contestant will be given three playing cards, on which they will write their name. Contestants will take turns throwing their cards from a fixed point. Prizes will be awarded to the three contestants who throw their card(s) the furthest distance.

Ring Executive Action Calendar

This calendar lists major events or activities for the Ring. It also lists, by month, critical decisions that must be made and/or actions that must be taken as well as who is responsible for them. Thus this calendar helps assure that important actions will not be missed or plans will not be made.

<u>Month</u>	<u>Action</u>	<u>Responsibility</u>
Summer	Make Budget, set dues	Executive
	Update Calendar of Ring Events	Executive
	Review/Revise Executive Action Calendar	Executive
	Review/Revise Policy and Program Manual	Executive
	Review Constitution and By-Laws	Executive

Sept.	Collect Dues Update Roster Collect Member Personal Information	Treasurer Secretary Secretary
Oct.	Outstanding dues - send written reminder Card Throwing Contest – get prizes	Secretary
Nov.	Outstanding dues – contact Members	Executive
Dec.		
Jan.	Publish Roster	Secretary
Feb.	Call for Executive Officers	
Mar.	Distribute Auction Lot Sheets	
Apr.	Auction Nominations for Executive	
May	Election for Executive Reserve Room for Banquet	
Jun.	Banquet Installation of Officers Induction of New Members Awards Ceremony	

Ring Installation Ceremony

The Ring officers will be installed at the June Banquet. The person installing the officers should be as high an official in the I.B.M. organization as possible. It may be an I.B.M. officer, the Territorial Vice President, or a senior member of the Ring.

The Ring will use the “Dedication and Commitment” Ceremony found in the International Brotherhood of Magicians’ Brochure, *Installation & Induction Ceremonies For Rings*. The program should be executed with dignity and reflect the commitment of the officers to their position and to the Ring.

Induction Ceremony Arrangements

New members are formally inducted into the Ring at the June Banquet. Every effort will be made to induct every new member of the Ring. The Ring Sergeant at Arms will track all new members and issue a special invitation for them to attend their induction.

The ceremony used is the one that is found in the International Brotherhood of Magicians' Brochure, *Installation & Induction Ceremonies For Rings*. It should be read by the Ring's President or other senior officer.

The ceremony should be presented with formality and dignity. It should reflect the formal commitment of the Ring to the new members as well as the commitment of the new members to support the Ring.