

RING POLICY AND PROGRAM MANUAL, PURPOSE AND DEVELOPMENT

A Policy and Program Manual complements a Ring's Bylaws, recording important Ring decisions, protocols followed, and documentation of activities. It provides the Ring a consistent direction and focus, and eliminates officers and members from having to repeatedly make decisions on the same subjects and recreate protocols and procedures.

This Policy and Program Manual supplements and helps interpret specific procedures and that are more broadly outlined in the Constitution and Bylaws. It is not a substitution for either; however, the Policy and Program Manual does help keep excessive detail from being placed in the Bylaws.

A Ring may also wish to keep additional administrative items in their Policy and Program Manual. These include such items as: Ring Ceremonies (officer installation and new member induction); contest rules; award qualifications; Board and/or Ring Calendars. job descriptions and responsibilities for officers and committees can also be recorded here so that persons assuming responsibilities quickly have a guide and understanding of expectations of the offices or positions they hold.

There are several ways of developing a Policy and Program Manual. First if the Ring has a historical record of its minutes, key management motions can be compiled and referenced by the minutes of the meeting when they were approved. A second method is to choose key categories where action is required and utilize a description of the historical precedent as the base and add applicable changes made by subsequent Ring or Board motions (referencing them if desired). Finally, protocols of activities such as contests, job descriptions and ceremonies can be added.

It may take some time before the Policy and Program Manual covers all the areas the Ring desires. Usually with just brief experience the Ring will see the value of the Manual and will insist on its annual updating, an exercise that is very important. It is suggested that the Secretary and the Vice President, with the Ring or Board's approval, incorporate into the Manual annually, changes and additions useful to future decisions and actions. This is recommended since Vice Presidents should become well versed in the Manual's content, (they usually become the President), and the Secretary is the individual who has the minutes to guide the review process.

Each Ring must choose how it is administered and develop policies and programs that meet their needs and are in agreement with their concepts of Ring administration and their Constitution and Bylaws. It is not the purpose of this example Policy and Program Manual to be followed literally. It shows how one Ring, (administered primarily by a Board of Directors) has developed its Manual.

Small Rings, where the membership is involved in most decisions, will still benefit by such a Manual that documents these decisions. This brochure can act as a guide suggesting areas a Ring might include in their Manual either in its initial development and/or annual review.

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POLICY AND PROGRAM GUIDELINES

- The purpose of the Policy and Program Manual is to provide working guidelines to our Ring's Board 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 Boards 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 Vice President and the Secretary shall review the minutes of actions taken by the Board 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 November. The sale of auction items is limited to Ring members; however, the meeting is "Open" and non-Ring members may purchase items.
- Individuals will be limited to the sale of five "items." The "items" may be single effects or a number of effects grouped together and sold as a single package.
- Auctioneers will attempt to display and describe all items in an equitable fashion. Modus operandi of effects will not be exposed.
- At the conclusion of the auction settlements will be made in cash or checks. All items are to be paid for before any disbursement of funds are made to sellers. Further, all items are to be paid for before being removed from the auction room.
- The treasurer should provide sufficient funds to the clerks to make change at the end of the auction.

AWARDS

- The Ring will recognize contributors to the Ring and to the Magical Arts by the following Awards: Ring Activity Certificates; Outstanding Youth; Special Appreciation; a Leadership Recognition Award and an Heritage Awards.
- 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 Officers/Board are responsible for maintaining the integrity of the awards.
- **Ring Activity Certificates:** These awards will be presented annually at the President's Banquet to members who have significantly contributed to the Ring during the previous year. The member's contributions may take a variety of forms

and the award may be based on one or two major contributions or combinations of these and/or many smaller activities and contributions. The key determining factor for the award to be made is that the person must have made a real difference in the success of the Ring's activities the last year. The President and the Vice President of the Ring will recommend to the Officers/Board a potential list of recipients utilizing a guideline of number recipients to be usually under 10% of the membership. Appropriate certificates will be developed by the President for presentation to the recipients.

- **Achievement Award:** This award is made annually at the President's Banquet if a suitable recipient is available. The incoming President should as part of the routine naming of the annual standing committees, designate an Achievement Committee and Chair (See Committees and also the award's criteria in the Appendix). A suitable plaque should be presented to the recipient.
- **Youth Award:** This award is made annually at the President's Banquet if a suitable recipient is available. The incoming President should as part of the routine naming of the annual standing committees, name a Youth Award Committee and Chair (See Committees and the awards criteria in the Appendix). A suitable plaque should be presented to the recipient.
- **Magical Heritage Award:** The award is made at a special event to be determined by the Ring. See the criteria and procedures for the award found in the Appendix.
- **Special Appreciation Recognition:** Periodically the Ring may wish to recognize individuals that have conscientiously performed some task, usually but not necessarily over a number of years, but for whom one of the other awards would not be appropriate. If approved by the Board, an inscribed plaque, certificate of appreciation or other recognition should be presented to such an individual at an appropriate event. Note, this special recognition may be recommended by any member but it is at the will of the Board. They never should be given lightly.

BOARD MEETINGS

- Board Meetings are at the call of the President; however, it is desirable during the normal meeting year to meet once a month. The President is responsible for notifying all Board members, and any others who have business before the Board, of such meetings.
- The meetings are open to any member who wishes bring items to the attention of the Board. 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/her 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.

BUDGET, ANNUAL

- A Budget Committee will create an annual budget. The Treasurer will chair the Budget Committee and in conjunction with its members consisting of the President and Vice President submit a budget for approval to the new Board (*or Ring*) at its first meeting after assuming office. Actual expenses vs. budgeted will be shown in reports in the Newsletter twice a year and to the Board at least bimonthly.

CALENDARS

- The Board will maintain two Calendars. A Calendar of projected Ring events for the year will be developed by the Board by two months after assuming office and periodically updated through the year. Appropriate segments of the current calendar of up coming events will be published in every Ring Newsletter. (See example Calendar in Appendix)
- The second Calendar is the Board Action Calendar. This will note key activities that the Board (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 Appendix for example)

COMMITTEES AND APPOINTMENTS

- Each year the President in consultation with the Board names the following standing committees and appointments by September 1st unless otherwise specifically noted:
- Audit Committee: This Committee will consist of three members, none of whom have had power to withdraw funds from the treasury during the current year (see Treasury Audit). If the above criterion were met, desired members on this committee would be those with accounting experience, followed secondly by the President-Elect and Treasurer-Elect.
- Budget Committee: This Committee will consist of the Treasurer as Chair, the President and Vice President (see Budget, Annual).
- Contests: A Chair for the Close-up and Stage Contests will be appointed by the President a minimum of four months prior to the Contests.
- Youth Award: This Committee consists of three to four individuals with the Chair usually a Board member (see Award in Appendix).
- Editor, Ring Newsletter: The President appoints The Editor of the Ring Newsletter on an annual basis.
- Mentoring: Two members will serve on the Mentoring Committee with Chair serving as its director and the other as an assistant (see Mentoring).
- Nominating Committee: This Committee will be appointed five months before the annual election and will consist of a minimum of three individuals (see Elections).
- Healing of Magic: Two members will serve on the Healing of Magic Committee with Chair serving as its director and the other as an assistant (see Healing of Magic).

- Property Manager: The Board will appoint annually a Property Manager who will be one of the Directors (see Property Accountability).
- Public Show: The Public Show Committee will consist of three individuals who will coordinate subcommittees on: Talent Coordination; Publicity and Ticket Sales; and Stage and Theater Management. One of these individuals will serve as General Public Show Chair. The subcommittee chairs are responsible for naming their own members (Also see Shows, Fund Raising).
- Magical Heritage Award: The Board makes Appointments for a two-year period, with the Committee consisting of five senior magicians (see Award in Appendix).
- Achievement Award: This Committee consists of five immediate past recipients (if still active in the Ring). Other individuals may be appointed by the President to fill out the committee as needed. The last recipient of the Award usually serves as Chair (see Award in Appendix).
- Youth Show: The President will appoint one or more Junior members to Chair or Co-Chair the Youth Show. In addition the President will appoint a senior member to advise the Chair(s) and develop a staff to help execute the show including show promotion and theater management (also see Shows).

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 Board to recommend to the membership any changes that will enhance the Ring's objectives and the ability to achieve these.

CONTESTS

- The close-up and stage contests are a vital part of the Ring's activities in improving the skills of its members. Every effort should be made to assure that the contestants have a suitable venue in which to compete and that their efforts be suitably and consistently judged with appropriate feedback so that knowledge is gained to improve.
- The Board will also make every effort to promote the contests and to attract contestants and audiences. They will review after each contest the net results, rules and procedures and improve these if possible. They will provide feedback to all contestants who so desire it.
- The Contest Chairs will be appointed by the Board four months prior to the contests. The Board will modify any rules of the up coming contests and publicize the rules to the contestants. The current guidelines and further details of the contest procedures are in the Appendix.

DUES

- Dues structure and rate will be reviewed annually as part of the budgetary process. Dues rate will be finalized four months before the start of the new fiscal year and the first dues notice sent in the two months prior to beginning of new Ring fiscal year. A general dues 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, Board members will phone each delinquent member and solicit their continued membership.
- A “Multi-Member/Household” dues rate will be available to households of two or more members at the same house, if only one copy of the Ring Newsletter is desired. The second member of the household will have a dues rate that is established on an annual basis. It is up to the individual members to ask for this rate.
- Full dues are payable for the period from the start of the fiscal year through six months. Half the annual dues rate will be paid until the first annual dues notice is sent, when anyone paying the next year’s dues will be permitted full membership in the Ring for the rest of the current year.
- Dues rate until further notice will be: Annual dues, \$20; Half year dues \$10; Multi Family, first member of household, \$20 and each additional member \$10 or half these amounts for the half year dues. Honorary Members pay no dues.
- Membership cards and dues records may be checked at the discretion of the President before individuals are admitted to closed meetings.
- A roster of paid up members will be published and distributed immediately after the annual election.

ELECTIONS

- In January the President will appoint a Nominating Committee consisting of a minimum of three persons who will recommend (three months before the election) to the Board a slate of individuals who are willing to run for each elected office. It is generally desirable that for each office more than one candidate be nominated. The Board at its discretion may add additional candidates to the Nominating Committee’s recommendations.
- In the Ring Newsletter (four months before the election a call for persons willing to serve as officers of the Ring will be made with the suggestion that they advise the Nominating Committee of their interest.
- In addition to those nominated by the Nominating Committee, any person nominated for an office by petition 1.5% or more members will have, with their consent, their name placed on the election ballot. The letter of nomination of the individual, to a

specific office, with the appropriate members' signatures must be received by the President by March 1st.

- Election Ballots with a return envelope (marked ballot) will be mailed with the March the Ring Newsletter with all Ballots to be returned to the Secretary by the date of regular May meeting (first Friday in May). If nominees are un-contested for office they shall be elected without balloting
- The President will appoint Tellers to count the votes. Notice of the newly elected officers will be posted as soon as possible in the Ring Newsletter.

HEALING OF MAGIC

- Ring magicians will conduct the Healing of Magic activities on the third Thursday of the month at Children's Hospital. The Healing of Magic Chair and Assistant Chair are responsible for organizing the talent and seeing that the activity meets its mission and reflects favorably on the Ring. A budget will be established for this activity that will include expenses for a Holiday party and supplies.

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's office will be the repository of such items as original or copies of: Ring Charter, Constitution and Bylaws; Policy and Program Manual; Tax Exempt Information; Permanent artwork, (e.g. Ring logos, newsletter mastheads and 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.
- The Historian will maintain an inventory of Ring items that are in his possession and provide this to the Property Manager as described under the Property Accountability section of this manual.

INSTALLATION OF OFFICERS & CEREMONY

- The newly elected officers of the Ring will officially assume their positions immediately after the final regular meeting of the Ring calendar year. They will be formally sworn in to their offices at a ceremony at the President's 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).

LECTURES

- Lectures will be Closed Meetings. Guest magicians and prospective members may attend but will be charged a lecture fee of \$10 per person. This amount may be applied to membership dues to the Ring if the guest joins the Ring within the next month.
- The Sergeant of Arms or his/her substitute will be present to check for Ring membership cards at the entrance to the lecture.

MEMBERSHIP

- The classifications of membership as outlined in the Constitution and Bylaws are: Regular Member (over 18 years of age); Junior Member (at least 12 & under 18 years of age); Associate Member (over 18 years of age and an Assistant or Spouse of a Regular member); and Honorary Member.
- Applicants for any class of Membership (except Honorary) must be approved by two members and pay appropriate membership dues and fees as determined by the Board of Directors. They must be members of the International Brotherhood of Magicians in good standing and also pledge to abide by the International Brotherhood of Magicians Code of Ethics.
- Honorary Memberships are conferred by a unanimous vote of the membership at any Regular, Closed Meeting following: 1) an unanimous recommendation by the full Board and 2) the publication in the Ring Newsletter of the meeting date and action that is to take place on the prospective Honorary Member's selection.
- All members in good standing can vote and hold office except Junior Members.
- Members who allow their dues to lapse may, within a three year period, become members in good standing by paying current dues. After three years in arrears individuals must reapply for membership.
- For those person's who have not joined the International Brotherhood of Magicians, because of for example limited funds, the Board will review each situation and take appropriate action. Twice a year the Ring will evaluate its membership list and

assure that all members are also members of the International Brotherhood of Magicians. If they do not join after being asked to do so, they will be dropped from membership of the Ring.

- Members will be formally inducted into the Ring at a Welcome Night (the last meeting of the year) using the ceremony found in the Appendix.

MENTORING

- Mentoring sessions may be scheduled thirty minutes before each regular meeting if not in conflict with the regular meeting activities. The Mentoring Chair or his/her assistant will develop the program theme and arrange for the mentors. The mentoring session will be "Closed."
- Proprietary effects will not be taught but may be demonstrated in mentoring sessions.

MEETINGS

- Regular meetings will be held the first Friday of each month. When meeting dates are in conflict with holidays or other significant events, the regular meeting will be moved to the following Friday night. Also on very rare occasions and only with approval of the Board and full notification of the members, the meeting night may be shifted to accommodate special lectures or other 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.
- Meeting locations may vary to accommodate lectures, etc. However, until further notice the Community Center will be used for Regular Meeting nights and sponsored shows.
- Meetings may be designated "Open or Closed." The calendar section of the Ring Newsletter should always reflect whether the meetings are Open or Closed. Open meetings may be attended by anyone. Closed meetings are open to Ring members, and approved guests and potential members who are the Ring's guests. However, these last two groups may be charged fees for special events such as lectures. Further a section of the meeting may also be "Closed," for example the Mentoring session, with attendance limited to members and special guests only.
- The Sgt. At Arms or his/her designate will monitor the door at Closed meetings and allow only members or approved guests into the meeting.

NEWSLETTER PUBLICATION AND EDITOR'S RESPONSIBILITIES

- For a useful description of general responsibilities of a Ring Editor and suggestions for quality newsletter, see the International Brotherhood of Magicians brochure, *Ring Newsletters, Tips And Guideline*.

- The Ring Editor will be appointed annually and is responsible for the publication of the Ring Newsletter. However, the final editorial policies are the responsibility of the Board.
- A Publications Committee appointed by the Board will guide and assist the Editor in both the production of the material for the Ring Newsletter and its publication and distribution if needed.
- The Ring Newsletter will be published monthly; however, at the discretion of the Board of Directors, summer issues may be dropped.
- The Ring Newsletter's publication date and mailing will be no earlier than three and no later two weeks before each Regular Meeting. The deadline for submission of items to the Editor will be the 15th of each month.
- Editor will submit an annual budget to the Treasurer by June 15th.
- Each issue of the Ring Newsletter will contain comments from the President and a Calendar section. The Ring Newsletter will publish information on future magic shows of members, adjacent Rings and Assemblies and magic shows for charitable causes, magical events of dealers and other events of interest to the Ring members if space permits.
- The Ring Newsletter, if space is available, will publish advertisements at no charge to Ring members of items that they have for sale.
- Three free editions of the Ring Newsletter may be sent to any prospective member at the request of an Officer. The Ring Newsletter Editor will cancel the mailings at the end of that period unless notified by the Secretary of receipt of dues and membership application. Free annual subscriptions of the Ring Newsletter may be sent at the discretion of the President to the Editor of *The Linking Ring*, the Territorial Vice-President and selected others. The appropriateness of the list will be reviewed annually in September.

PRESIDENT'S BANQUET

- The President's Banquet will be held in (*name month*) and will include the Installation of Officers and an Awards Ceremony (see Awards and Installation of Officers/Ceremony).
- The Chair of the Banquet is the immediate Past President who will be assisted by the Current President. Other Committee members will be appointed by the Board to help these individuals execute the Banquet activities such as shows, decorations and Installation Ceremony. Whenever possible a National or Regional Officer or Director will be asked to execute the actual Installation Ceremony.
- The President will recommend a site for the Banquet to the Board for their approval no later than nine months before the scheduled date.

PRESIDENT'S RESPONSIBILITIES

- The President acts as the chief executive and a proactive administrative leader of the Ring. The President presides at Board and at Ring meetings unless he/she has designated a substitute.
- The President appoints Ring committees (except where otherwise specified in this manual) and persons to Ring responsibilities in consultation with the Board. The President has specific responsibilities outlined elsewhere in this manual for the Ring Newsletter, annual Ring budget, President's Banquet and liaison with the International Brotherhood of Magicians and the Territorial Vice-President.
- The President is responsible for keeping the membership informed of Board decisions and Ring plans. 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.

PROPERTY ACCOUNTABILITY

- The President shall appoint annually one of the Director's as Property Manager who will be responsible for an accounting and maintaining a record of the location of the Ring's property.
- Property Manager will maintain an inventory of all of the Ring's property at the start and end of the Ring's fiscal year, its location, and the person to whom it is assigned. This inventory will include losses and gains of property during the year. The inventory will be given to the incoming President and the Property Manger for the next fiscal year.
- Individuals assigned property (the backdrops, banner, etc.) will be responsible to see that the property is returned to them after their use.
- Any shifts in assignment of property or additions or losses will be reported to the Property Manager.

ROSTER

- A roster of paid members will be published annually and distributed immediately after the election. It will include the names and contact numbers for the new officers.
- An updated roster will be provided to the Sergeant at Arms, the Secretary, President and other Board members at other times as needed.

SCRIBE

- The President will appoint the Ring Scribe annually. The Scribe should follow the general procedures outlined in the International Brotherhood of Magicians' Brochure, *Ring Scribes' Guidelines For The Linking Ring*.
- The Scribe is responsible for submitting a monthly Ring report of activities to *The*

Linking Ring by the deadlines established in that publication. If the Scribe cannot personally submit a report he/she will find a suitable substitute who will fulfill these duties.

- The Scribe will also submit to *The Linking Ring* articles on those major Ring activities and events that are acceptable under *The Linking Ring* editorial guidelines.

SECRETARY'S RESPONSIBILITIES

- The Secretary will maintain and distribute a true record of the proceedings of all Board and Ring meetings. He/she will in conjunction with the Vice-President update the Policy and Program manual at the end of each Ring calendar year.
- The Secretary will maintain a record of all members of the Ring and assist in publication of an accurate Roster of paid members. He/she 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 Board about membership qualifications and dues (See Dues). The Secretary will inform the Editor of the Ring Newsletter on a timely basis of all new members of the Ring and also provide to the President a list of members joining since the previous years.
- The Secretary will handle correspondence appropriate to the office in a timely manner and bring to the attention of the Board those items requiring its action and input.

SERGEANT AT ARMS

- The Sgt. at Arms will admit only paid members or approved guests to Closed Ring meetings or sections of meetings. If he/she cannot attend a meeting where the Closed Meeting policy is in force he/she will find a substitute and/or advise the President so that a substitute can be found.

SHOWS

- The Ring's shows are organized to both develop and showcase talent (Youth Show and Stage Contest Show) for which no admittance fee is charged or to generate income to support Ring activities (Haunted Hayloft and Spring Public Show). In addition shows not routinely scheduled may be performed to assist charitable organizations or to increase funds available for Ring activities. While the opportunities to do additional income generating shows are welcome, the Ring should not over extend members' time or its organizational abilities. Each opportunity should be addressed by the Board based on current situations.
- It is a Ring policy that members are not paid to perform in Ring shows. Where shows are held some distance from Ring Headquarters, travel and meal expenses may be paid at the discretion of the Board.

- The Ring should avoid having conflicting and overlapping shows with Assembly No. 8. A periodic review of club calendars and activities by the current Presidents should be done to prevent this.
- See Contests and Youth Show for more details on these two shows. Information on other shows appears below.
- Haunted Hayloft: This event is held the last two weekends in October and will be guided by a Chair and Assistant Chair (see Committees for details). The Chair should contact the corporation sponsoring the event in June to verify that there will be a Haunted Hayloft in the current year and obtain the dates. The Chair should confirm the Ring's participation and the financial agreement by letter. By September the current Chair should contact the previous year's Chair for procedures of organizing the talent. In September and early October the Chair and Assistant Chair should gain commitment of performers.
- The Chair should confirm performers' commitment with a letter to them and include maps and show timetables as well, for the first time performers, a description of the type of performing arena and audience expected. Voids in show performers should be filled so a complete show is always given. After the shows, a thank you letter to corporation sponsoring the event and an invoice for whatever the amount that is agreed upon for the shows should be sent. Thank you letters to the performers should be sent and the Ring President and the Ring Newsletter Editor advised of who performed so that their contributions can be acknowledged.
- Spring Parade of Magic: This event will normally be scheduled in the months of March or April and usually is held in the Community Center Theater. Whether matinee and evening performances can be both held will depend on the availability of dates that are established in October (See Meetings).
- The Spring Show Committee should be named in December and will be coordinated by three members who will head subcommittees on: Talent Coordination; Publicity and Ticket Sales; and Stage and Theater Management. One of these individuals will be selected as General Spring Show Chair. The subcommittee chairs are responsible for naming their own members.
- The Talent Subcommittee will select all the talent for the shows obtaining appropriate input from the Board and others prior to their selection. Where possible winners of the current year's Stage contests should be on the show. Generally only Ring members should be used for the talent; however, when deemed desirable by the Talent committee, non members may be used to add variety to the show or take advantage of unique available talent. No members will be paid for performing in this show. Non-members can be paid only with prior approval of the Board.
- The Publicity and Ticket Subcommittee will have the tickets printed and maintain a record of all sales. Where possible names of ticket purchasers will be recorded for a mailing for the following year's performance. The Publicity committee will promote the shows by assuring that information about the shows appear in the City papers Calendar sections and on the Community Center Marquee and their other publicity outlets. The Committee will make available flyers to all members and encourage member tickets sales. Additional publicity releases will be made as appropriate. This

Committee is also responsible to provide personnel for ticket sales at the door at the day of the show. The show program is also their responsibility.

- The Stage and Theater Management Subcommittee will assure there is sufficient and competent staff to handle sound, lights, curtains and other stage crew activities. They will provide an experienced stage manager. The committee is responsible to assure that there are sufficient ushers to take tickets and seat the house. It is mandatory that all those assigned theater activities be proactive in working with the performers to assure that the show produced is of high caliber and appears professionally done. This Subcommittee is also responsible for the house clean up after the show.
- The success of this show is important to the treasury and every effort should be placed on having full membership involvement from selling of tickets and promotion of the event, to theater management and securing excellent performers and performances.
- Each of the Subcommittee Chairs should develop a calendar of activities and examples of their execution to be placed in a Spring Show file that can be shared with future show planners. They should also send thank you notes to all those who helped. Their responsibility is not ended until this is accomplished.

TREASURER'S RESPONSIBILITIES

- The Treasurer will maintain a record of income and disbursements and submit at least a bimonthly update of the income and disbursements against the annual budget to the Ring Board and to the Editor of the Ring Newsletter twice a year for publication in the Ring Newsletter.
- The Treasurer will submit to a Board designated officer or director the monthly bank statements of deposits and disbursements for his verification and reconciliation of balances.
- The Treasurer will attempt to recover all bank service charges from member's who have checks returned for insufficient funds.
- The Treasurer will submit the annual reports required that maintains the Ring's Corporate Charter and Not for Profit Status. See Board Action Calendar.
- The Treasurer will chair the Budget Committee and in conjunction with its members consisting of the President and Vice President submit an annual budget to the Board at its first meeting after the election. This budget will be finalized by the Treasurer after appropriate review by the Board. Actual expenses vs. budgeted will be shown in reports in the Ring Newsletter at least twice a year.
- The Treasurer will periodically review bank and investment results and recommend alternative arrangements of the Ring's funds when appropriate.

TREASURER, SECURITY BOND

- A security bond, equivalent to the maximum, annual amount in the treasury will be carried on the Treasurer and any other individual with the capacity to write checks or withdraw funds from the Ring's accounts. The cost of the security bond will be the responsibility of the Ring.

TREASURY, AUDIT

- An Audit Committee appointed by the President shall audit the books at the close of the fiscal year (date). This Committee will consist of three members, none of whom have had power to withdraw funds from the treasury during the current year. If the above criterion is met, desired members on this committee would be those with accounting experience, followed secondly by the President-Elect and Treasurer-Elect and then others who are acquainted with Ring expenditures.
- The results of the audit should be reported by letter to the Board within a month of its completion. Any errors or corrections to the Treasury should be rectified within one month of this report (specific date).
- The duties of the Audit Committee should not be taken lightly and there should be a conscientious effort to verify balances and accountability for expenditures.

TREASURY, RESERVES

- The Ring will have as a goal to maintain at the minimum one half year's operating expenses as a reserve. The reserve funds will be increased whenever income starts to routinely exceed annual operating expenses.
- Reserve funds will be invested in higher interest generating accounts. If reserve funds fall below the minimum, the Board will execute a conservative spending plan and/or generate additional funds by raising dues or increasing fund-generating shows.
- Funds will be transferred from the checking account to the reserve accounts expeditiously when the former starts to exceed amounts needed for annual expenses.

VICE-PRESIDENT

- The Vice-President in addition to serving as the presiding Ring officer in the absence of the President has the following specific responsibilities: updates the Policy and Program Manual each June in conjunction with the Secretary; serves on the Budget Committee; jointly with the President recommends to the Board recipients of Ring Activity Certificates and verifies and reconciles each month Ring bank accounts.

YOUTH SHOW

- The Youth Show will be held on an available weekend theater date in sometime between May and September.
- The President will appoint one or more Junior members to Chair or Co-Chair the Show. In addition the President will appoint a Senior member to advise the Chair(s) and develop a staff to help execute the show including show promotion and theater management. The show should have strong leadership by the Senior Ring Advisor to be sure that a successful show is planned and held.
- Youth magicians must be members of the Ring (assistants do not have to be) and must be under 20 years of age.
- A critique of the show will be held with members of the Board and the Youth show performers and organizers with the goal of improving their performance as well as organizational skills.
- At the discretion of the Board donations may be asked from the Youth audience to assist a worthy charitable group.

**Policy and
Program Manual
Appendix**

RING ACHIEVEMENT AWARD

Objective:

- To recognize a member of Ring who has given outstanding leadership to the Ring and significantly contributed to its success.

Criteria:

- Recipient must be a current member of the Ring.
- No member will receive the award more than once.
- Contributions and leadership of the total life membership of the individual shall be considered with emphasis weighted more heavily on the last five years. The award can be based on the accumulative effect of past year' s contributions but also may focus strongly on a single outstanding year.
- The contributions and leadership shall be significantly above the normal duties or responsibilities of a single office or committee chair which the individual may have held.

Method of Selection:

- A panel of the last five recipients shall serve as the selection committee. In the event these former recipients are no longer active members, the Ring President shall appoint additional Ring members to fill the committee.
- The President will charge the committee to recommend to the Ring Board by June 1 a suitable recipient.
- The Board will approve the recommendation of the selection committee or resolve differences in recommendations by July 1.
- If in the opinion of either the Board or the Committee no suitable recipient is available, no award will be presented.

Name of Award and Presentation:

- The award shall be known as the *(name)* Achievement Award in recognition of his long-term leadership and contributions to the Ring. The award shall be presented at the annual President' s Banquet

RING YOUTH AWARD

Objective:

To recognize a young member of the Ring for their development of skills and knowledge in the magical arts and for their contributions to Ring activities and goals.

Criteria:

The following criteria should be followed for consistent administration of the Awards

- The recipient must have be an active member of the Ring.
- The award will be presented only once to any member.
- The member must be under twenty years of age prior to June 1 the year the award is presented.
- They should exhibit superior skills in stage and /or close up magic.
- They should contribute significantly to Ring activities and events.
- The recipient should have utilized their skills and magical interests for the betterment of the community such as participation in charitable causes and Project Magic.

Method of Selection:

The President will appoint by [*specify date*] a Selection Committee of active members of the Ring to solicit recommendations from Ring members and to review candidates. The Selection Committee will furnish their recommendations for a suitable recipient to the Board by [*specify date*].

The Board will review the recommendation and act on the report by [*specify date*]

A single recipient may be selected annually; however, if in the judgment of the Selection Committee and the Ring Board of Directors, no suitable recipients are available, then no award will be given in that year.

Name of Award and Presentation:

The award shall be known as the [*optional name*] Youth Award, in recognition of his/her long-term contributions to the young members of the Ring.

The award shall consist of an appropriately engraved plaque and letter of recognition and shall be presented at the Ring President's Banquet and the individual also recognized at the annual youth show.

MAGICAL HERITAGE AWARD

Objective: This award was created to recognize magicians who have through their outstanding contribution to the magical arts brought significant recognition to the Ring and the greater [].

Administration: The award is sponsored by the Ring [*and possibly other local magic club or variety arts organization*] The selection process is administered by a Committee consisting of a total of five senior members appointed to a two-year term by the Ring.

Criteria: Recipients must have made excellent contributions to the magical arts and brought significant recognition to the Ring's geographical area and its magic community. The award recognizes that such contributions may be in a variety of ways including, but not limited to: performance excellence; originality of magical thought and effects; historical collection and knowledge; teaching or lecturing; and organizational and or administrative skills in enhancing and promoting magic.

Recipients must have lived in the Ring's geographical area for at least five years and if not currently a resident, be recognized in the magical community as having been once based in the area. Recipients' contributions to magic should be clearly self evident outside as well as within the community. The recipient does not have to be or have been a member of the Ring.

Method of Selection: The Selection Committee, will select a recipient annually; however, if in the judgment of the Selection Committee, no suitable recipients are available, then no award will be given in a particular year.

Award Presentation: The Ring will choose a fitting special occasion for the presentation of the award and recognition of the recipients. The recipients shall have their names inscribed on an appropriate plaque containing names of previous winners. In addition, an individual award of recognition will be given to each living recipient.

Posthumous Awards: In order to recognize those who have contributed significantly to the Ring's geographical area and its magic community but are deceased, either before the award was initiated or before it could be bestowed upon them, a special award mechanism is created. In the initial year of the Magical Heritage Award, the Selection Committee shall name select magicians to receive posthumous recognitions of the Award. Each year thereafter a maximum of one additional posthumous award can be made to qualified individuals.

Historical Record: The Historian of the Ring will maintain master lists of recipients along with their biographical sketches and details of their contributions to magic. At appropriate occasions, the contributions of these recipients will be acknowledged.

RING BOARD ACTION CALENDAR [EXAMPLE]

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.

Month	Action	Responsibility (Chair)
Jun.	Meeting, Welcome Night Theme	President
	Audit Books	Audit Committee (Presid. Elect)
	Property Manager Report Due	Property Manager
	New Officers Assume Office	President
	Appoint Standing Committees	Board (New President)
	Develop Budget	Budget Committee (Treasurer)
	Revise Policy & Program Manual	Past Vice President & Past Secretary
	Update Security Bond	President
	Awards Committees Report Due	Committee Chairs
Jul.	Regular Meeting with Theme	Board Decision
	Finalize Budget	Board (Treasurer)
	Register Meeting Rooms	President or Designate
Aug.	Picnic?	Committee (Board)
	Develop Ring Activity Calendar	Board
Sep.	Meeting, Regular	Board
	President's Banquet	Committee (Past President)
	Youth Show	Youth Chair (s) & Advisor
	Reaffirm next year Meeting Rooms	President or Designate
Oct.	Meeting, Regular	Board
	Contests Chairs Appointed	Board (President)
	Finalize Dues Rate	Board
	Mail First Dues Notice	Publications Committee (Editor)
	Haunted Hayloft	Committee (Chair)
	Dues Notice in the Ring Newsletter	Publications Committee (Editor)
Nov.	Meeting, Regular	Board
	Dues Notice in the Ring Newsletter	Publications Committee(Editor)
Dec.	Holiday Party	Board
	Dues Notice in the Ring Newsletter	Publications Committee (Editor)
	Promote Contests in the Ring Newsletter	Publications Committee (Editor)
	Submit Not for Profit Statement	Treasurer

Month	Action	Responsibility (Chair)
Jan.	Meeting, Regular	Board
	Dues Notice in the Ring Newsletter	Publications Committee (Editor)
	Promote Contest in the Ring Newsletter	Publications Committee (Editor)
	Appoint Nominating Committee	President
	Election Info to the Ring Newsletter	President
	Heritage Award Event	Heritage Committee & Board
Feb.	Stage Contest	Committee (Chair)
	Confirm Slate of Candidates	Nominating Committee
	Finalize Ballot	Board (President)
	Letter/calls to Delinquent Members	Board or specific officers
	Establish Pres. Banquet Locat.	President
Mar.	Meeting, Regular	Board
	Election Ballot in the Ring Newsletter	Publications Committee (Editor)
	Promote Contest in the Ring Newsletter	Publications Committee (Editor)
Apr.	Meeting, Regular	Board
	Ring Public Show	Show Committee (Chair)
	Promote Contest in the Ring Newsletter	Publications Committee (Editor)
May	Meeting Close up Contest	Committee (Chair)
	Count Ballots	Teller Committee
	Announce New Officers	President
	Welcome Night Invitation sent to New Members	President
	Publish Roster	Secretary, Editor & Publit. Com.
	Review Constitution and Bylaws	Board

Annual Ring Activities Calendar Example

Month	Day	Event	Location	In Charge
August	First Friday	Picnic	Community Center	Board
September	First Friday	Performance Night	Community Center	Member's name
September	Second Saturday	President's Banquet	Selected Hotel	Past President
September	Second Sunday	Public Show	Washington	TBA
September	Fourth Friday	Youth Show	Community Theater	Member's name
October	First Friday	Teach In	Community Center	Member's name
October	Friday-Sunday	Haunted Hayloft	Corporate Sponsor	Member's name
November	First Friday	Theme Magic Night	Community Center	Member's name
December	First Friday	Holiday Magic Party	Community Center	Member's name
January	First Friday	Originality Night	Community Center	Member's name
January	Third Saturday	Magical Heritage Banquet	To Be Determined	Member's name
February	First Friday	Stage Contest	Community Center	Member's name
March	First Friday	Lecture	Community Center	Member's name
March	Second Saturday	Magic Auction	Community Center	Auction Chair
April	First Friday	All Perform Night Mentoring	Community Center	Member's name
April	Second Saturday	Spring Magic Show	Community Center	Committee
May	First Friday	Close Up Contest Mentoring; Election	Community Center	Member's name
May	Open	Lecture	Community Center	Member's name
June	First Friday	Welcome Night Mentoring	Community Center	President
Every Month	Third Thurs.	Magic of Healing	Children' s Hospital	Magic of Healing, Chair

RING CONTEST JUDGING CRITERIA

General criteria and administration:

- Contest chairs will be appointed four months before the events.
- Contests will have two categories, junior (less than 18 years) and senior divisions.
- Contestants must be members of Ring in good standing with dues paid for the current year. Performer's assistants need not be members of the Ring.
- The first place winners of the previous year's contest are not eligible to compete within the same division the following year; however, they may perform an act at the contest show and have their performance evaluated by the judges if time permits. This option is at the discretion of the Contest Chair.
- Judging criteria outlined will be applicable to both stage as well as to close up contests.
- The minimum number of judges required to constitute an official judging panel is three. The panel will be guided by a Chair appointed from within the panel. The judges will evaluate the performance/s on the basis of criteria and the form that follow.
- There will be a timer who is responsible for timing each performer and establishing that the performance did not exceed the maximum of 10 minutes. Penalties will apply if such was the case.
- There must be a minimum of two performers in a category in order to hold a contest. Should there be less than two performers for a contest, no plaque will be awarded for ranking, instead entrants will receive a certificate of merit for participation. However, if the minimum number of performers are not present, those who are present will be given the opportunity to perform. In order for plaques to be awarded, there must be a minimum of two performers within a category. There must be at least three performers in a category to establish a first and second place ranking. There must be at least four performers in a category to establish a first, second and third place rankings.
- Performers are required to sign up for contests no later than one week prior to the event. Those signing up for performances will not be informed of who else is signed up to perform until after the sign up cut off date. Last minute entries, (day of the event) will not be allowed.
- At the discretion of the contest chair, a contest review workshop will be conducted following the contest. Contestant participation in the workshop is voluntary, however it is strongly recommended. Present at the workshop will be the judging panel as well as other Ring members. The purpose of the workshop will be to provide the performers an opportunity to view their performances if taped, to discuss how they were judged with the judges, and to learn from the experience. This approach also provides performers an opportunity to render suggestions to the judges as to how judging criteria can be improved for future events.
- Sufficient time between acts will be provided to allow the judges to adequately evaluate and rate each performance and to provide appropriate comments. The MC at a contest, will be prepared to occupy the audience between acts and while the judging sheets are being completed.

JUDGING CRITERIA TERMS AND DEFINITIONS:

- Appearance: Personal appearance, with emphasis on costuming, apparel and grooming. The contestants costume shall be appropriate to the act.
- Stage Craft: The appearance and handling of the apparatus, special lighting effects, use of the microphone.as well as Stage technique, movement on stage, use of stage space, etc.
- Stage presence / Audience appeal: Was the contestant comfortable, at ease and confident? Was the performer able to hold the audience's attention? Does the contestant control the show?
- Ability and Technique: The dexterity and extra skill used in performance. Was the audience surprised.? Was the technique concealed in the delivery or by the use of miss direction? Where there any errors or flashes? How well did the performer handle technical difficulties or mistakes?
- Presentation: Was the act routined? Was there a theme or continuity to the program? Choice of material, handling of the props, and/or assistants, use of the available stage space?
- Entertainment Value: This is the most important of all the qualities because a performer could be "Perfect" in all other criteria and fall short on having an entertaining act. Was the reaction spontaneous and/or prolonged? Was the response appropriate to the situation?
- Originality: Was there originality in effect, method, or presentation? Covers standard as well as novelty presentations, new principles, concepts, or ideas displayed in the act.
- Time:. One ranking point will be deducted for each 30 seconds above the performer's allotted ten minute maximum.
- Rating Method: Contestants will be evaluated individually, in each of the above categories using a 10 point rating system as follows:

1. = Bad	6. = Good
2. = Very Poor	7. = Very Good
3. = Poor	8. = Excellent
4. = Mediocre	9. = Outstanding
5. = Fair	10. = Perfection
- Judges should offer constructive commentary to entrants, give them feedback of what, in the judges estimation, the entrant did well or not so well and explain the scoring given. The post event workshops provide an opportunity to expand upon comments made during the contest.

CONTEST JUDGING FORM

Performers name: _____

Date: _____

Judge: _____

<u>Scoring category</u>	<u>Rating</u>	<u>Multiplier</u>	<u>Score</u>
• Appearance.	_____	X 1 =	_____
Comments: _____			
• Stage Craft.	_____	X 2 =	_____
Comments: _____			
• Stage Appearance.	_____	X 2 =	_____
Comments: _____			
• Ability and Technique	_____	X 3 =	_____
Comments: _____			
• Presentation.	_____	X 4 =	_____
Comments: _____			
• Entertainment Value.	_____	X 5 =	_____
Comments: _____			
• Originality.	_____	X 2 =	_____
Comments: _____			
• Time.	_____	X 1 =	_____
Comments: _____			

TOTAL POINTS

= _____

RING INSTALLATION CEREMONY

The Ring officers will be installed at the annual President's 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, Executive Committee member, 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 on Welcome Night, the first meeting in June. Every effort will be made to induct every new member of the Ring. The Ring secretary 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 and 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.

Ring membership certificates will be distributed at the end of the ceremony. All new members will be expected to perform as well as give a brief biographical sketch and background of their magic interests.

RECOGNITION OF TRANSITION OF JUNIOR MEMBERS TO REGULAR MEMBERSHIP

Whenever a Junior member becomes 18 years of age they will be recognized for their advancement to Active Member of the Ring and the International Brotherhood of Magicians.

The President at a Ring meeting should recognize this significant event with appropriate remarks that the Ring membership recognizes these individuals for their commitment to the magical arts and their improved magical knowledge and performance skills. However, they also should be recognized for the fact that they now have the responsibility to enter into more active and leadership roles in the Ring and the International Brotherhood of Magicians with not only voting rights but also the opportunity to hold office and serve on committees.