



INTERNATIONAL BROTHERHOOD OF MAGICIANS

THE RING QUALITY PROGRAM



International Brotherhood of Magicians

Through the Official Publication "The Linking Ring" Links the World

RING QUALITY PROGRAM COMMITTEE

To Ring Presidents:

Important Information about the Ring Quality Program

The Ring Quality Program was introduced by the International Brotherhood of Magicians Board of Trustees in 1994 with the aim of: **"Providing Rings with a useful means of reviewing the quality of their operations, setting goals for development, and recognizing Rings whose achievements show that they have an exceptionally well run operation."**

If you feel your Ring can benefit from a good look at how well it operates, this program is worth considering. Ideas from many of our Rings and the wisdom of present and past Ring Officers have been drawn on to produce a checklist of "elements" which have been agreed by the IBM Board of Trustees as good indicators of a Ring's successful operation.

Discuss the "Elements Which Indicate a Superior Quality Ring" and the items shown on the Checklist/Application form with your fellow Ring Officers and possibly your Ring members. They make a useful focus for debate. As with any program of this type you may disagree with some of the selections and question why others have been omitted. If you go no further than this it will still be a very useful exercise in finding out what your members feel is important in running the Ring. You may even find some ideas, which can help your Ring.

If you decide to proceed, the next step is to complete the Application and Checklist form following the instructions in the "Application Completion Instructions" in the Ring Quality Program booklet. To do this properly involves hard work, a critical examination of your Ring's current operation, and a check of records and validation of information. If your Ring shows well on this exercise take the last step in this process and send in your completed Award Application form with the required supporting information and copies of documents. Some very nicely presented packages have been received from Award winning Rings.

Award Applications are acted on promptly by a panel of judges comprising very experienced magicians. Where justified, a Citation and Award Certificate granting the Ring Superior Quality status are sent to your Territorial Vice President (TVP) who will deliver them to you. If your Ring does not meet the exacting standards set by the IBM Board of Trustees for an Award, your TVP will be sent a letter pointing out any perceived shortcomings and offering suggestions where improvements might be made.

In every phase of this activity you should work closely with your TVP, who has direct access to IBM Committees, and can give invaluable support and advice. Again it is evident that the most successful Rings have established a good partnership with their TVP.

The Ring Quality Program gives your Ring the means to make a comparison between the way it operates and the operation of a number of highly successful Rings that will help you set goals for future development. We can learn from the example of others. We hope you will find it worthwhile to apply the Ring Quality Program to your Ring - - - you may be surprised how well you measure up.

Ron Bell Chairman
Ring Quality Program Committee

ELEMENTS WHICH INDICATE A SUPERIOR QUALITY RING

Definition of a Superior Quality Ring

A Ring in which pride of membership is evident, where a majority of members attend Ring meetings, participate enthusiastically in Ring activities and unselfishly give their time and talent to the Ring's effective operation.

There will be as many definitions as people you talk with on the subject, but most will convey similar expectations so this definition can provide a reasonable starting point for developing a list of elements indicative of a superior quality Ring.

Elements Indicative of a Superior Quality Ring

The following elements were developed with the above definition in mind. Rings are encouraged to use them as a checklist against which to compare their own operations. They are grouped generically for ease of use.

Ring Policy and Rules

The Ring has its own Constitution and By-Laws based on those of the I.B.M. but reflecting the laws applying in the State, Province or Country and specific needs of the local group. This document is of high value in providing a broad set of guidelines for the operation of the Ring.

The Ring maintains a document such as a Policy and Programs Manual, that contains specific policy applying to the routine operation of the Ring and gives details on the actions necessary to plan and conduct Ring programs and activities. Such a document draws on past experience and provides Ring Officers with the means of achieving a consistently superior quality operation. Such a document is dynamic. It must be reviewed annually and revised to meet current needs.

The Ring members keep up their I.B.M. membership. This is good citizenship in the worldwide family represented by the I.B.M. and is required by the I.B.M. Constitution and By-Laws.

Ring Administration and Finance

The Ring Officers are democratically elected in accordance with the Constitution and work harmoniously with the members.

The Ring has a formal Induction Ceremony for new members. Membership should be considered a privilege open only to those who have demonstrated the required level of knowledge, interest and dedication. The intent of the formal ceremony is to impress on all members the significance of joining the worldwide family of magicians.

The Ring works through its Territorial Vice-President to get information, advice and support in the operation of the Ring and to give feedback to the I.B.M. Board of Trustees on matters, which may be important to all Rings.

The Ring takes advantage of programs sponsored by Committees of the I.B.M. Board of Trustees to enhance its operation and strengthen its ties with the parent organization.

The Ring submits reports and information required or requested by I.B.M. Headquarters and other I.B.M. agencies. Such information is essential for the effective operation of the parent organization.

The Ring maintains and distributes a current roster of members, which shows the Ring Officers, provides information such as names, addresses, telephone/fax/e-mail numbers and I.B.M. Membership Number.

The Ring maintains control of its finances through such means as budgets, approval of expenditures, accurate statements of account, and independent audits. The continued health of a Ring depends on well managed finances that provide for current and forecast expenditures.

The Ring evaluates annually the quality of its operation, identifies areas for improvement, sets goals and develops a plan with timetable to meet them. No Ring should be static. Rings should recognize any shortcomings and should take advantage of new ideas and innovations if they want to be the best they can possibly be.

The Ring keeps documents and photographs of historical value related to Ring activities and maintains a scrapbook/history. It is important to have roots. Reflection on past accomplishments gives a sense of pride and continuity

Ring Communications

The Ring submits reports on meetings and special events for publication in *The Linking Ring*. Such reports provide a strong cohesive element for the local members, increase awareness of the worldwide family of magicians, are an incentive to participate in Ring activities and become part of the Ring history.

The Ring produces a Newsletter or Bulletin containing information on current and future Ring activities, which is distributed to members on a regular basis. It is essential that Ring members be kept in the picture if they are to participate fully in Ring activities.

Activities and Programs

The Ring keeps the business part of its meetings short. Most business matters are handled separately at a meeting of Ring Officers. Meetings are conducted in accordance with established procedures (most Rings follow Robert's Rules of Order) with minutes kept and approved by the members.

The Ring has an annual calendar of activities, which shows the major magical events for the year (e.g. Annual Banquet, Annual Public Shows, General Meeting, and Election of Officers). It also has a detailed agenda of activities for Ring meetings to let the members know what to expect at each meeting. These are distributed to all members and the Newsletter/Bulletin provides the means of reminding them of upcoming events and alerting them to any changes.

In its detailed agenda, the Ring identifies specific members to look after various preplanned activities which will fulfill the interests and needs of a majority of its members. These could include activities such as mini-lectures, workshops, teaching, demonstrations and advice lines. It is important that the agenda include time for members and guests to perform magic. For many this is the most important part of the meeting. Experience has shown that Ring meetings are more popular and better attended if well organized and if those involved in specific activities have been advised beforehand and come well prepared.

The Ring brings in some outside lecturers. These individuals do not necessarily need to be well known and possibly high priced figures. Other Rings within a reasonable distance will have eminently well qualified members who could be invited, possibly on a reciprocal basis.

Public Support

Ring members become involved in activities supporting worthy causes such as Project Magic, giving shows at hospitals, senior citizen institutions, for charity, etc. Superior quality Rings share their talents with the disadvantaged rather than confine their activities solely within their own group.

Summary

While certainly not exhaustive, nor in order of importance, this list provides many of the elements that contribute to a superior quality Ring and is based on suggestions submitted by many Rings. The I.B.M. Board of Trustees has agreed that these elements will be used as the basis for deciding whether a Ring should be granted Superior Ring status.

What You Must Know Before Starting Work on the Award Application.

1. The objectives of the Ring Quality Program are to:
 - A) Provide Rings with a useful means of reviewing the quality of their operation and setting goals for development.
 - B) Recognize Rings whose achievements show that they have an exceptionally well run operation, a Superior Ring.
2. The award period is not for a fixed timespan. Rings have some flexibility in the choice of the reporting period, but no less than one year and no more than two years prior to the date of submission of the Award Application.
3. Award Applications may be sent in at any time of the year provided they meet the published criteria.
4. There will be a minimum of four years between the granting of repeat awards.
5. Superior Ring Awards are not given on a competitive basis. This is not a competition with other Rings. Each Award Application is judged on its own merits using as a yardstick the “Elements Which Indicate a Superior Quality Ring” which will be found in the program material.
6. Demographics have a major influence on membership numbers and the potential for new members. Because of this, emphasis has not been placed on numbers alone as a yardstick for achievement. A small Ring can show just as well as a large Ring.
7. The most important items on the Award Application are those, which provide an indication of membership involvement, support and pride in Ring activities.
8. Rings are encouraged to submit additional information with their Award Application including documentation where appropriate, which supports their claim to be granted Superior status.
9. To the extent possible, the Ring Quality Program sub-committee will validate information on the Award Application from such sources as the I.B.M. Headquarters Office.
10. The Award Application package will be retained on file by the Ring Quality Program sub-committee.
11. The Award will be in the form of a special Citation and a Certificate signed by the President of the International Brotherhood of Magicians, the TVP for the applicable Ring and the Chairman of the Ring Quality Program. This award recognizes the exceptional achievements of the Ring in attaining Superior status.
12. The Ring Quality Program is administered through the TVPs who are in an excellent position to provide support, assistance and advice in the whole review process leading to the submission of an Award Application. Please make full use of your TVP.

**RING QUALITY PROGRAM AWARD
APPLICATION COMPLETION INSTRUCTIONS**

- 1. Ring No and 2. Name** as requested. **3. Ring Location.** Town or City, State or Province and Country
- 4. Period Covered.** Minimum of one year, maximum of two. Give dates From **and To**.
- 5. Ring Members:** Average number of Ring members during period covered.
- 6. I.B.M. Members:** Number of Ring members who are current I.B.M. members.
- 7. New Members:** Number of new members recruited to Ring during period covered.
- 8. Constitution & Bylaws:** Does Ring have its own Constitution and Bylaws? **If so include a copy.**
- 9. Induction Ceremony:** Does Ring have a formal Induction Ceremony for new members? **If so include a copy.**
- 10. Policy And Programs Manual:** Does the Ring have its own Policy and Programs Manual or a similar document, which provides information on Ring operations and how to plan and run Ring programs and activities? **If so include a copy.**
- 11. Newsletter:** Does Ring have its own Newsletter or Bulletin which provides information to members on a regular basis? **If so include copies of two issues** and indicate frequency of publication (Monthly, Bi-monthly, etc.).
- 12. Ring Reports:** Number of Reports published in the Linking Ring during period covered.
- 13. Working With The I.B.M.:** Within the past year has Ring sent a report to the I.B.M. International Executive Secretary giving number of members and names of Ring Officers?
- 14. Working With TVP:** How many times has Ring been visited by its TVP during the reporting period? What is the name of Ring's Key Contact who works with its TVP?
- 15. Annual Banquet:** Does Ring have an Annual Banquet to honor past presidents and/or outgoing or incoming officers? **Give date(s) held.**
- 16. Public Shows:** List Ring-sponsored shows given for the general public during the period covered.
- 17. Planned Ring Activities For Year:** Does Ring have an Annual Calendar of planned activities? **If so include a copy.**
- 18. Planned Activities For Each Ring Meeting:** Does Ring give its members a detailed list of preplanned activities for each meeting? **If so include a copy.**
- 19. Lecturers:** List lecturers who have come from outside the Ring during period covered.
- 20. Young and Junior Magicians:** Does the Ring actively support a Junior/Magic Youth International program? If yes include short comment on program.
- 21. Worthy Causes:** List Ring activities in support of worthy causes such as Project Magic or Magic of Healing, Shows in Hospitals, in Senior' s Institutions or for charity; etc.
- 22. Noteworthy Accomplishments:** List any accomplishments during the period covered of which the Ring is particularly proud.
- 23 A & B. Signatures Of President And Territorial V.P.:** The Territorial VP's signature should be obtained only if it will not unduly delay mailing application.

Note: List any additional supporting data on a separate sheet.

Send Award Application To: Ron Bell, RQP Chairman, 1372 Craigdarroch Rd, Victoria, B.C.,
V8S 2A7 Canada (Tel\Fax# 250-595-5661; e-mail Bellrl@home.com)



**RING QUALITY PROGRAM
APPLICATION AND CHECKLIST FOR AN AWARD
(Refer to "Instructions for Completion")**

1. Ring No: _____ **2. Ring Name:** _____

3. Ring Location: _____

4. Period Covered: From _____ To _____

5. Ring Members: _____ **6. I.B.M. Members:** _____ **7. New Members:** _____

8. Constitution & Bylaws: No/Yes (**Attach Copy**) _____

9. Induction Ceremony: No/Yes (**Attach Copy**) _____

10. Policy And Programs Manual: No/Yes (**Attach Copy**) _____

11. Newsletter: No/Yes (**Include two issues**) _____ How Often Published _____

12. Ring Reports: Number _____ **13. Report To I.B.M.,** No/Yes _____

14. Number Of TVP Visits: _____ Key Ring Contact _____

15. Annual Banquet: No/Yes _____ Date(s) Held _____

16. Public Shows:

17. Planned Ring Activities:. For Year No/Yes (**Attach Copy**) _____

18. Planned Activities For Each Ring Meeting: No/Yes (**Attach Copy**) _____

19. Lecturers:

20. Young/Junior Magicians' Programs: No/Yes (Comments)

21. Worthy Causes:

22. Noteworthy Accomplishments:

23 A .Signed By Ring President: _____ **Date** _____

23 B.Signed By Territorial V.P.: _____ **Date** _____
(If Applicable)

List Any Additional Supporting Information On Separate Sheet(s):