

Docent Council By-Laws

Article I - Name

The name of this organization is the Docent Council of the Fine Arts Museums of San Francisco, hereinafter referred to as the Docent Council. This organization is sponsored by the Fine Arts Museums of San Francisco (FAMSF).

Article II - Purpose

The purpose of this volunteer organization is to provide trained docents who give tours of the Museums' collections and special exhibitions and who provide appropriate services to the Museums in cooperation with the FAMSF Education Department and in accordance with the Museums' Mission Statement.

Article III - Membership

A. Admissions:

1. The Docent Council Board of Directors determines the criteria for admission to Docent Council training programs.
2. Participation in Docent Council training programs and whether or not a trainee achieves docent status is solely at the discretion of the Docent Council Board of Directors.

B. Qualifications:

1. Admission is open to any FAMSF member who has successfully completed the requirements of the Docent Training course as specified in the Standing Rules.

C. Requirements:

1. Members must fulfill the annual touring commitment after the training period, give satisfactory tours of the appropriate permanent collections or special exhibitions when applicable, be evaluated periodically, attend required lectures, and maintain membership in the FAMSF. The Membership Evaluation Committee (MEC) may recommend termination of docent status to the Board of Directors. Continued membership is solely at the discretion of the Board of Directors.

D. Classifications:

1. Docent Status: A docent who fulfills the requirements of membership is a member of the Docent Council. A docent has one vote at all regular and special meetings of the Docent Council.
2. Supporting Status: Upon completion of docent services for a minimum period of two years, a docent may request Supporting Status. A Supporting Docent must pay an annual fee and maintain membership in the FAMSF. She/he will receive relevant mailings and may participate in docent activities and lectures, but may not give tours, vote, or hold office. With the approval of the MEC, and upon successful completion of re-qualifying tours, a Supporting Docent may be reinstated to Docent Status.

3. Other: With the approval of the MEC, and upon successful completion of pertinent re-qualifying tours, a former docent may return to Docent Status.

E. Special Conditions

1. A docent may request from the MEC, a leave of absence for as many as six consecutive months or a total of six months during one fiscal year (July 1 to June 30). Under special circumstances the MEC may grant an additional six months' leave. If no such additional leave is granted, a docent must request Supporting Status. Docents granted a year's leave must re-qualify or go supporting.
2. A docent who becomes a paid employee of the FAMSF or the Docent Council must resign or become a Supporting Docent while so employed.

Article IV – Officers

A. The officers of the Docent Council consist of a Chair, 2 Vice Chairs, Secretary, and Treasurer. These elected officers constitute the Executive Board. (*revised 5-12-09*)

B. Officers serve a term of two years and are not eligible to succeed themselves.

C. Duties:

1. The Chair is the administrative officer empowered to appoint committee chairs (with the exception of the Nominating Committee Chair, who is elected by the Board of Directors). The Chair conducts meetings, pursues the business of the Docent Council and the Executive Board, appoints a Vice Chair to fulfill the obligations of the office in the absence of the Chair and represents the Docent Council at meetings of the FAMSF Board of Trustees. The Chair calls and presides at meetings to elect representatives to the Nominating Committee.
2. The Vice Chairs represent their areas of responsibility on the Board of Directors and assist the Chair in the conduct of Docent Council business
3. The Secretary records the minutes of all meetings, compiles and maintains the monthly and annual statistics of the Docent Council, and assists with special assignments at the request of the Chair.
4. The Treasurer keeps accurate records of all Docent Council income and expenditures, and approves said expenditures.

Article V- -Board of Directors

A. The Board of Directors is the governing body of the Docent Council and consists of the a-fore- mentioned officers and chairs of standing and special committees, all of whom are docents in good standing. The meetings of the Board of Directors are open to all members of the Docent Council.

B. The Board of Directors conducts the business of the Docent Council, except the election of officers and amendments to the Bylaws; fills vacancies in the offices of Chair, Vice-

chair, Secretary, and Treasurer; elects the Chair of the Nominating Committee; and adopts, amends or revokes Standing Rules by a majority vote.

C. The officers constitute the Executive Board. (See Article IV above)

Article VI - Nominations

- A. The Nominating Committee consists of the following: a Chair, elected by the Board of Directors, and four docent representatives who are elected to the Nominating Committee at meeting(s) called by the Chair by October 15 in the fiscal year of the election.
- B. The Nominating Committee prepares a single slate of officers and presents its report in writing to the Board of Directors at their March meeting.
- C. The Nominating Committee is responsible for the mailing of ballots of its report and an alternative slate, if any, to the membership no later than three weeks before the April Docent Council Board meeting.
- D. Should an alternative slate be presented, it must be presented to the Executive Board in writing (with the permission of those nominated thereon) under the signature of six percent (6%) or more Docents.

Article VII - Voting and Elections

- A. Voting is by official ballot and is allowed by mail.
- B. Counting of the ballots precedes the April Docent Council Board meeting.
- C. A majority of those voting elects the officers and/or approves other business. A minimum of twenty-five percent (25%) of the docents must vote for the voting to be valid.

Article VIII - Meetings

- A. The Annual Meeting is held in May at which time new officers are installed.
- B. Meetings of the general membership may be called by the Chair and may be called on written request to the Secretary of the Docent Council by a majority of the Board of Directors or by at least six percent (6%) of the Docents.
- C. The Board of Directors and the Executive Board meet at the call of the Chair.
- D. A quorum at meetings consists of: one-fourth (1/4) of the members at general membership meetings, a majority of the members at Board of Directors meetings, and a majority of the members at the Executive Board meetings.

Article IX - Funds

- A. The Fine Arts Museums of San Francisco are the primary source of funding for the Docent Council.
- B. The Docent Council budget is established by the Docent Council Board of Directors and referred to the FAMSF for approval.
- C. The Docent Council may pursue outside funds.
- D. Donations and gifts received by the Docent Council and so designated are maintained in appropriate special COFAM accounts to be disbursed at the direction of the Board of Directors of the Docent Council. Art acquisitions will require the approval of the Acquisitions Committee of the Fine Arts Museums of San Francisco.
- E. The Chair of the Docent Council is authorized to spend up to \$100 on any one project without prior approval of the Board of Directors.

Article X.-Revisions and Amendments

- A. The Docent Council Board of Directors may propose revisions and amendments to the Bylaws. Such proposed amendments are approved by a two-thirds (2/3) vote of docents voting, provided that a minimum of twenty-five percent (25%) of the docents vote, and the proposed amendments have been mailed at least thirty (30) days prior to the vote count.

Article XI – Standing Rules

- A. Standing Rules and Guidelines may be amended by a majority vote of the Docent Council Board of Directors.

Article XII - Rules

- A. The rules contained in the current edition of Robert’s Rules of Order Newly Revised govern the Docent Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Docent Council may adopt.