

Docent Council Standing Rules

Revised September 13, 2011

Standing Rules explain how to implement the Docent Council Bylaws. They are revised by the majority vote of the Docent Council Board.

I. Docent Training Program

- A. An Admissions Committee is designated by the Executive Board to:
 - 1. Supervise the circulation of information to the public regarding training programs and financial considerations.
 - 2. Handle applications and interview candidates.
 - 3. Inform each applicant in writing of its decision.
- B. Criteria for admission of a docent candidate are to:
 - 1. Complete a written application and submit it by deadline to the Admissions Committee.
 - 2. Be admitted as a trainee by the Admissions Committee.
 - 3. Pay the trainee tuition fees.
 - 4. Become a member of the Fine Arts Museums of San Francisco (FAMSF).
 - 5. Agree to serve two years as a docent upon completion of the training program.
- C. Requirements for achieving docent status are to:
 - 1. Attend training sessions.
 - 2. Submit all assignments.
 - 3. Pass all examinations.
 - 4. Prepare a satisfactory tour of each touring area for evaluation by the Training Chair and/or Training Committee.
 - 5. Receive a satisfactory tour evaluation by the Training Chair/Training Committee and/or FAMSF Education Department staff member.
 - 6. Receive approval of the Docent Council Board of Directors (Docent Council Board) which reserves the right to determine who, in its sole discretion, will represent FAMSF as a docent. It should be understood that participation in the Docent Council training programs and whether or not a trainee achieves docent status, is solely at the discretion of the Docent Council Board.

II. Docent Service

- A. Docents give a museum tour of approximately forty-five (45) to sixty (60) minutes. Docents give presentations only in the areas in which they have been trained and/ or qualified. Active Docent status is maintained by a minimum of twenty-four (24) tours per year when scheduling permits.

- B. Active Special Status Docents give a minimum of twelve tours per year. Achieving this status requires a minimum of ten years of service since graduation and permission of the Membership Evaluating Committee (MEC).
- C. Docent Specialists give tours in areas of specialization only.
 - 1. After 20 years of active service since graduation a docent may petition the MEC to choose an individualized docent tour option. This option does not include temporary exhibitions.
 - 2. Achieving this status requires permission of the MEC and periodic qualifying tours in the specialty area. Community Speakers docents (FAMSF docents who give lectures on FAMSF special exhibitions and/or on the permanent collections) must work through the Docent Council's Community Speakers Program.
- D. Docents returning to active status after one year's absence (leave of absence or supporting status) must re-qualify in all sections of the appropriate touring areas within a period of six months from the date of their return to active status. An active docent who has not given a tour in 12 or more months may not resume touring until contacting the MEC (Membership Evaluation Committee) and arranging for and passing re-qualifying tour(s).

III. Docent Service Obligations

- A. A docent must wear a badge at all time while in the museums except when on another docent's tour.
- B. A docent must be in the appropriate location at the specified tour time and must wait ten to fifteen minutes, preferably in the galleries, before leaving if there is no tour audience. If a docent is delayed or unable to meet an assigned tour, and is unable to find a replacement or to advise the Docent Council office, the docent is expected to notify the appropriate museum personnel (see "Docent Guidelines") that the tour either will be delayed or canceled. Any docent who fails to appear for a tour must submit an excuse to the Docent Council Secretary within one week. Failure to do so will result in a report to the MEC. Three missed tours in one year require action by the MEC.
- C. Failure to sign in for a tour is counted as a missed tour.

IV. Re-evaluations

- A. Docents will be re-evaluated periodically by the Peer Review Committee. Docents who fail a re-evaluation will be offered a second re-evaluation. If a docent fails the second, the MEC may recommend termination of docent status to the Docent Council Board, and will notify the docent of the action taken.
- B. Active Docent Specialists will be re-evaluated periodically.
- C. Docents who are on leave during the Peer Review period must be reviewed within two months after their return.

V. Membership Evaluation Committee (MEC)

- A. The MEC consists of the Executive Committee. It meets as needed.

- B. The MEC is the official committee with which a docent discusses questions regarding service obligations.
- C. The Docent Council chair may designate a member of the Executive Committee to serve as MEC chair.
- D. The MEC reviews any written request from a docent for change of status.
- E. The MEC chair reviews infractions of docent service obligations, and makes recommendations to the MEC for ratification. The MEC chair must give timely written notification to a docent of any such recommendations and of the date they will be presented to the MEC. The docent must respond to the MEC at least two weeks prior to the specified MEC meeting, at which time the MEC will review the MEC chair's recommendation and the docent's response, if any, and will take appropriate action. After ratification by the MEC of a proposed action plan or resolution, the MEC chair will, whenever possible, contact the docent involved on behalf of the MEC and work with the docent to achieve this resolution. Should the MEC determine that it is appropriate to terminate a docent's status; the MEC chair will prepare a recommendation for action by the Docent Council board in accordance with Section G below.
- F. At the discretion of the MEC, if an active docent fails to achieve the required annual minimum of tours for two (2) years out of three (3) years, the MEC will change the docent's status from active to supporting.
- G. The MEC may recommend termination of a docent's status if said docent fails to comply with the Docent Council Bylaws, Standing Rules and/or the FAMSf Code of Ethics. In order to protect the privacy of the docent, these discussions will be considered confidential, and this recommendation for termination of docent status will be presented by the MEC chair in a closed session of voting board members at the next scheduled meeting of the Docent Council board.
- H. The MEC, at its discretion, may review special cases on an individual basis.

VI. Museum Service

- A. Museum service for Museum Administration does not replace tour service obligations.
- B. A docent who represents the Docent Council outside the FAMSf must request prior approval in writing from the Docent Council Chair, except for the Community Speakers and Access Programs.
- C. Any money received by the docent for services rendered in the name of the Docent Council must be paid to the Docent Council, except for mileage, bridge tolls and parking reimbursements.

VII. Private Ventures

- A. Docents and Supporting Docents working in a private venture, with or without compensation, must not directly compete with any Docent Council or FAMSf program/activity.
- B. Use of Docent Council or FAMSf owned materials is not permitted in any such private venture.

- C. Docents and Supporting Docents, while engaged in any such venture, may not publicize their associations with FAMSF and the Docent Council, nor may any employer publicize these associations verbally or in written materials without the approval of the Fine Arts Museums of San Francisco and the Docent Council. (Rev. 7/12/11)
- D. The use of the Docent Council Roster for solicitations or mailing lists is prohibited unless approved by the Docent Council Board.

VIII. Standing and Special Committee Chairs of the Docent Council Board of Directors

- A. The Docent Council Chair with the approval of the Executive Committee appoints the following chairs and coordinators as listed below. All chairs and coordinators listed are voting members of the Board of Directors. *(Revised 9/13/11 to delete Editor of the Docent Council Bulletin)*
 - 1. Coordinator of the School Program
 - 2. Coordinator the of Community Speakers Programs (CSP)
 - 3. Coordinator the of Access Program.
 - 4. Coordinator of Resources - includes slides, videos, DVDs, books, digital recordings and other educational materials.
 - 5. New Training Chair(s) as needed, with one vote on the Docent Council Board.
 - 6. Peer Review Chair(s) as needed, with one vote on the Docent Council Board.
- B. Additional Board members who may be appointed by the chair include:
 - 1. Historian/Archivist
 - 2. Publicity Coordinator
 - 3. Technology/Web site Chair
 - 4. Weekly Newsletter Editor
 - 5. Rules Review Committee Chair
 - 6. Hospitality Chair
- C. The chair of the Nominating Committee is elected by the Docent Council Board

IX. Responsibilities of the Elected Officers of the Docent Council Board

- A. Chair of the Docent Council represents docents in all docent activities.
 - 1. Serves as chair of the Executive Committee.
 - 2. Calls regular meetings and presides at the meeting to elect docent representatives to Nominating Committee.
 - 3. Reviews Docent Council programs periodically with the vice chairs and chairs of standing, special committees and appropriate staff members of FAMSF.

4. Suggests and implements programs which have been developed in cooperation with the Education Department of FAMSF.
5. Reviews the administrative budget with the Executive Committee.
6. Reviews budget and expenditures monthly with the treasurer.
7. Reviews and makes the final annual program budget with the appropriate Docent Council members and administrative assistant.
8. Submits annual budget requests.
9. Coordinates with Volunteer Council.
10. Submits an annual report to the FAMSF Director, the President of the FAMSF Board of Trustees and the Director of Education.

B. Vice Chair of Education

1. Attends Docent Council board meetings and serves as a member of the Executive and MEC Committees.
2. Appoints persons to assist in carrying out the activities that fall within the vice chair's areas of responsibility.
3. Coordinates the planning of lectures, workshops, special programs and activities related to the permanent collection and special exhibitions in consultation with Docent Council chair and cooperation with appropriate FAMSF staff.
4. Develops resources which correlate training with touring and which help maintain tour quality and consistency.
5. Coordinates audio, video, and other media for distribution to docents.
6. Coordinates with CSP regarding public and docent program needs.
7. Consults with Vice Chair of Scheduling to coordinate training schedule with tour scheduling.
8. Subject to final approval of Executive Committee, approves all expenditures applicable to Vice Chair of Education's area of responsibility
9. Submits an annual report to the Docent Council Chair

C. Vice Chair of Scheduling

1. Attends Docent Council Board meetings and serves as a member of the Executive and MEC Committees.
2. Appoints persons to assist in carrying out the activities that fall within Vice Chair of Scheduling's areas of responsibility, e.g., daily, private, special exhibition schedulers and others.
3. Coordinates the preparation of tour schedules, maintenance of sign-in books, supervision of schedules, staffing of museum events.
4. Works with special coordinators, e.g. Access, Schools, Special Exhibition Scheduling, and others, who also serve as members of the Docent Council Board.

5. Subject to final approval of Executive Committee approves all expenditures applicable to Vice Chair of Scheduling's area of responsibility.
6. Submits an annual report to the Docent Council Chair.

D. Secretary

1. Attends Docent Council Board meetings and serves as a member of the Executive and MEC Committees.
2. Records the minutes of meetings of the Executive Committee and the Docent Council Board.
3. Records, maintains and distributes statistics for all docent programs, museum service and training hours to Docent Council Board, appropriate docents, administrative assistant and staff.
4. Submits an annual report to the Docent Council Chair.

E. Treasurer

1. Attends Docent Council board meetings and serves as a member of the Executive Committee and MEC Committees.
2. Records fees for the Activity and Memorial Funds as well as other contributions.
3. Ascertains that all such funds are deposited in the name of the Docent Council in appropriate accounts.
4. Submits approved reimbursements for payment to the Accounting Department.
5. Keeps an up-to-date set of books to be available at all times to the Executive Committee.
6. Works with the administrative assistant to prepare the annual budget.
7. Provides monthly, semi-annual, and annual reports of revenues and disbursements to Docent Council Board members.
8. Submits an annual report to the Docent Council chair.

X. Responsibilities of Appointed Officers of the Docent Council Board

A. Coordinator of the School Programs

1. Attends Docent Council Board meetings and submits appropriate reports.
2. Works with appropriate Education Department to develop training programs for school docents and to design in-museum and community programs.
3. Staffs all school tours and programs.
4. Maintains records of school tours and submits monthly statistical reports to the Docent Council secretary.
5. Submits an annual report to the Docent Council chair.

B. Coordinator of the Community Speakers Program (CSP)

1. Attends Docent Council Board meetings and submits appropriate reports.

2. Develops a budget in consultation with the Docent Council chair and coordinates training of CSP docents in consultation with FAMSF staff.
 3. Coordinates publicity with approval of the Docent Council chair and the Education Department.
 4. Takes requests for lectures and schedules docent lecturers.
 5. Schedules and conducts CSP lecture evaluations.
 6. Obtains necessary images and advises the Coordinator of Resources of the need for any additional images.
 7. Sends a list of names of the organizations receiving lectures to the appropriate FAMSF staff and Docent Council members.
 8. Submits monthly statistical reports to the Docent Council Board secretary.
 9. Submits an annual report to the Docent Council chair.
- C. Coordinator of the Access Program
1. Attends Docent Council Board meetings and submits appropriate reports.
 2. Works with appropriate FAMSF staff to develop budget and training programs for Access docents and to design in-museum and community programs.
 3. Staffs Access tours and prepares monthly sign-in sheets in coordination with the Vice Chair of Scheduling.
 4. Compiles tour statistics monthly and submits reports to appropriate FAMSF staff and to Docent Council Board secretary.
 5. Submits an annual report to the Docent Council chair.
- D. Editor of the Docent Council Bulletin
1. Attends Docent Council Board meetings and submits appropriate reports.
 2. Keeps Executive Committee informed of all publication deadlines.
 3. Prepares the Bulletin (draft) for the administrative assistant to finalize and distribute at regular intervals.
 4. Submits an annual report to the Docent Council chair.
- E. Chair of the Nominating Committee (Elected by the Board of Directors)
1. Attends the meeting(s) called by the chair to elect docent representatives to the Nominating Committee.
 2. Schedules and conducts meetings of elected nominating committee members explaining their responsibilities, and with the committee reviews suggestions for candidates and determines slate of officers.
 3. Provides pertinent information to all docents regarding submission of suggested candidates' names, balloting and final election results in compliance with the required deadlines

4. Submits an official slate to the Docent Council, supervises the distribution of ballots, and tallies the results in accordance with the timetable in the Docent Council By-laws.
 5. Reports to the Docent Council Board when requested.
 6. Submits an annual report to the Docent Council chair.
- F. Coordinator of Resources (books, videos, DVDs, audio tapes and other educational media)
1. Attends Docent Council Board meetings and submits appropriate reports.
 2. Organizes and purchases books and media for docent use.
- G. New Training Chair(s), as needed
1. Attends Docent Council Board meetings and submits appropriate reports.
 2. Plans, implements, and evaluates training program in consultation with the Docent Council board through the Executive Committee and its liaison.
 3. Appoints docent committees and trainers as needed to implement program.
 4. Submits an annual report to the Docent Council chair.
- H. Peer Review Chair(s), as needed
1. Attends Docent Council Board meetings and submits appropriate reports.
 2. Plans, implements and evaluates review process in consultation with the Docent Council board through the Executive Committee and its liaison.
 3. Appoints a committee as needed and provides training for reviewers from the Docent Council.
 4. Submits an annual report to the Docent Council chair.