

**Membership Evaluation Committee (MEC)
Functions and Procedures 2010-2012**

The MEC consists of the Executive Board of the Docent Council, and is the official committee with which an active docent discusses questions regarding service obligations. The MEC has established the following procedures:

1. How to request a leave of absence

A docent may request a leave of absence from the MEC for as many as six (6) consecutive months or a total of six months during one fiscal year (July 1 – June 30).

- a) One month leave: Notify daily scheduler.
- b) More than one month leave: Notify MEC chair by e-mail or mail one month prior to the proposed leave. State dates and reason for the leave of absence requested.
- c) Leaves of absence may be extended to the six-month limit. Under special circumstances, the MEC may grant an additional six months leave. If no such additional leave is granted, a docent wishing to be away more than six consecutive months or more than a total of six months in one fiscal year must request Supporting Status, or re-qualify in the pertinent touring areas.
- d) A docent is responsible for staffing all tours for which the docent has been scheduled up until the time the leave has been granted by the MEC. All leaves of absence will be listed in the Docent Council Bulletin and the website. Other than leaves granted for significant health issues, docents are required to fulfill their annual tour obligations.

2. Returning from a leave of absence

A docent wishing to return from a leave of absence must notify the MEC chair and daily scheduler.

3. How to request Supporting Status

Upon completion of docent services for a minimum of two (2) years, a docent may request Supporting Status by paying an annual fee of \$25.00 to the Docent Council and by maintaining membership in the Fine Arts Museums of San Francisco. A letter or e-mail requesting Supporting Status must be sent to the MEC Chair. Upon paying the annual fee, as a supporting docent, you are invited to attend training lectures, the Docent Council annual luncheon, and other Docent Council functions.

Returning to Active Status: With the approval of the MEC and upon completion of pertinent re-qualifying tours, a supporting docent may be reinstated to active docent status.

4. Missed Tours:

Any docent who fails to appear for a tour must submit an excuse in writing by e-mail or mail to the MEC Chair. Two missed tours in one fiscal year may require action by the MEC. When three (3) tours have been missed during one fiscal year, the docent becomes ineligible for the next round of Special Exhibition tours in the docent's area. After four (4) or more tours have been missed in one fiscal year, the docent must meet with the entire MEC.

5. Termination of Active Docent Status:

Failure to fulfill docent service obligations as outlined in the current Bylaws, or failure to abide by the provisions of the current Standing Rules, may result in the termination of active docent status. The MEC reviews infractions of service obligations and presents them to the Board of Directors. The MEC chair will notify the docent in writing by e-mail or mail of such action, and the docent may respond to the MEC within two (2) weeks for a review of status.