

BY-LAWS OF THE DOCENT COUNCIL SANTA BARBARA MUSEUM OF ART

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1 PURPOSE

1. The Docent Council of the Santa Barbara Museum of Art is a volunteer organization supporting the Museum's Education Department by providing gallery tours for students and adults. Docents are trained volunteer professionals with a broad understanding of the Museum's permanent collection.
2. The Docent Council comes under the jurisdiction of the Director of Education, who is responsible to the Museum Director, and through him/her to the Board of Trustees.
3. The Director of Education or the Manager of Docent Programs, as appropriate, together with the Docent Council collaborate on the recruitment, training, supervision and evaluation of Docents with the Director of Education bearing ultimate responsibility for the Docent program.

2 FINANCIAL POLICIES

NOTE: This entire section MUST remain a COMPLETE AND UNABRIDGED part of our By-Laws, as required by the Internal Revenue Service in order to maintain our exemption from Federal Income Tax on a group basis as a subordinate organization affiliated with and under the general supervision and control of the Santa Barbara Museum of Art.

1. Books and accounts: The books and accounts of the Docent Council shall be maintained in accordance with sound accounting practices and shall be subject to audit by the Museum. The Docent Council shall submit an annual budget for the approval by the Board of Trustees at their regular November meeting.
2. Fiscal year: The fiscal year shall be from July 1 through June 30 to coincide with the Museum's fiscal year.
3. Annual dues: Annual dues and contributions to the Docent Council shall be used for the operation and implementation of its programs.
4. Fundraising: Fundraising may be held to raise funds for special projects related to the development or extension of the Docent Council's activities with the approval of the Board of Trustees.
5. Collection of Funds: All funds collected shall belong to the Museum, and all expenditures from funds raised by the Docent Council shall be subject to approval by the Docent Council's Executive Board.

3 CATEGORIES AND RESPONSIBILITIES OF MEMBERSHIP

3.1 MEMBERSHIP CATEGORIES

1. The Docent Council recognizes the following categories of membership:
 - a) Active Docents
 - b) Sustaining Docents
 - c) Provisional Docents
 - d) Leave of Absence Docents
2. Active Docents include the following:
 - a) **Actives:** Docents who have completed their year of training and are fulfilling their commitment to four years of Docent service.

- b) **Senior Actives:** Actives who have completed their four-year commitment to Docent service.
- 3. All Active, Leave of Absence, Sustaining, and Provisional Docents shall be current members of the Museum.
- 4. All members of the Docent Council shall be assessed annual dues as set by the Docent Council Board.
- 5. All Active Docents shall be eligible to vote, hold office, and serve on the Docent Council Board.

3.2 RESPONSIBILITIES OF ALL ACTIVE DOCENTS

3.2.1 Four-Year Commitment

- 1. Each Active Docent agrees to a minimum commitment of four years of service to the Docent Council following the year of training.

3.2.2 Attendance at Docent Council Meetings

- 1. Each Active Docent is required to attend the Docent Council meetings held September through June of each year on dates to be determined by the Docent Council President at the commencement of each year. Additional meetings may be scheduled during summer months as necessary.
- 2. Each Active Docent may miss up to four Docent Council meetings per year for any reason. Once a Docent has missed three, she/he will be notified by the Membership Chair and may discuss attendance at that time.
- 3. Each Active Docent who has missed more than four Docent Council meetings in a year will be notified. The matter will be brought to the attention of the Board and may result in suspension or termination of membership at the sole discretion of the Docent Council Board.

3.2.3 Touring Assignments

- 1. Active Docents shall fulfill touring assignments for each service year October 1 through September 30.
- 2. Docents will be assigned to touring teams for the coming year based on the touring needs of the Museum and individual choices indicated on the Preference Sheet submitted to the Docent Council by the end of the Docent year. These assignments will be made by a committee of the Docent Council in conjunction with the Education Department.
- 3. Each Active Docent shall give a minimum of eight tours per service year. Any change in the minimum tours required in any service year shall be made at the discretion of the Docent Council Board in consultation with the Director of Education.
- 4. Docents will coordinate with tour team leaders to create a schedule of tours for each Docent.
- 5. If a Docent fails to provide a substitute for an assigned tour, the Teams Chair will report to the Docent Council Board, and this may result in suspension or termination of membership at the sole discretion of the Docent Council Board.

3.2.4 Evaluations

- 1. Docents giving adult tours or student tours shall be evaluated once every two years.
- 2. Docents giving Special Exhibition tours shall be evaluated for each exhibition as early as practicable.

3. If it is the Docent's fault that an evaluation cannot be completed, or if the Docent repeatedly has poor evaluations, then the loss of touring privileges may result. A Docent may then resume Active status once she/he has completed a successful evaluation.

3.3 RESPONSIBILITIES OF-ACTIVES

1. Active Docents in the first four years of service following the year of training are responsible each service year to be a member of a student touring team.
2. In the first year of service, in addition to student touring, an Active Docent shall be a member of an adult team for tours in the summer quarter following the training year.
3. Any Active Docent may be assigned to an adult team to meet touring team needs.

3.4 RESPONSIBILITIES OF SENIOR ACTIVES

1. Active Docents are classified as Senior after completing four years of service following the year of training.
2. Senior Active Docents must be a member of at least one touring team during each service year. Senior Active Docents have the option of giving adult tours and/or student tours. Team assignments will be made at the start of the service year.

3.5 LEAVE OF ABSENCE DOCENT STATUS

1. Leave of Absence status is a temporary status to accommodate situations when an Active Docent is unable to fulfill the duties of a Docent because of illness, injury, or other docent or family member matter beyond the docent's reasonable control or expectation.
2. Leave of Absence status is granted by the Docent Council Board for up to one year. A Docent requiring absence from the Docent Council for longer than one year must apply for Sustaining Status.
3. Any Active Docent may apply to the Docent Council Board for permission to become a Leave of Absence Docent by submitting a request in writing or by email to the Docent Council President and the Membership Chair. The request must indicate the anticipated starting and ending time for the Leave of Absence status.
4. The Docent Council Board in consultation with the Education Department has sole discretion to accept or reject a request for Leave of Absence status.
5. Leave of Absence Docents maintain membership in the Docent Council but are excused from Docent duties during the time of Leave of Absence status. Leave of Absence Docents may attend Docent Council meetings and social/educational programs but are not eligible to tour or hold office on the Docent Council Board.
6. Time spent as a Leave of Absence Docent shall be tallied by the Membership Chair and deducted from time credited as active service.
7. A Leave of Absence Docent returning to Active status must notify in writing or by email the Docent Council President and the Membership Chair. Evaluation or retraining of returning Leave of Absence Docents is not required, unless determined necessary by the Docent Council Board.
8. Any Active Docent who changes to Leave of Absence status must, upon his/her return to Active status, complete his/her original four-year commitment.

3.6 SUSTAINING DOCENT STATUS

1. Sustaining status is a long-term status in general for not less than one year.
2. Senior Active Docents who have completed their four-year commitment may request status as a Sustaining Docent in writing or by email to the Docent Council President and the Membership Chair.

3. Sustaining status does not require the approval of the Docent Council Board.
4. Sustaining Docents pay annual dues to maintain membership in the Docent Council. They are not considered Active Docents but are encouraged to attend Docent Council meetings and social/educational activities.
5. Sustaining Docents are not eligible to serve on the Docent Council Board.
6. Sustaining Docents who wish to return to Active status may, upon written request to the Docent Council President and the Membership Chair, request reinstatement by the Docent Council Board and agree to meet any retraining and evaluation requirements determined by the Docent Council Board in consultation with the Education Department.

3.7 PROVISIONAL DOCENT STATUS

1. Provisional Docents are those who are participating in the training program of the Docent Council with the goal of becoming Active Docents.
2. Provisional Docents shall not be eligible to vote, hold office, or serve on the Docent Council Board.
3. Provisional Docents are entitled to attend all Docent Council meetings and social/educational functions of the Docent Council.

3.7.1 Eligibility for Provisional Docent Status

1. Any person desiring to become an Active Docent shall participate in the Provisional training program as determined by the Docent Council Board.
2. All applications for membership in the Provisional training class shall be in writing.
3. A Provisional Selection Committee shall:
 - a) Review each application and, at its discretion, determine if it wishes to conduct a personal interview after which it shall accept or reject each application.
 - b) A Provisional Selection Committee shall be comprised of The Provisional Chair(s), Board President, Director of Education or appropriate appointed staff person.

3.7.2 Responsibilities of Provisional Docents

1. Successful completion of training, assignments, and examinations as established by the Provisional Chair(s), Docent Council Board, and the Director of Education.
2. Payment of educational fees at the start of the training period in such amount established by the Education Department. All participants in the Provisional training program must be members of the Museum.
3. Agreement to serve four years following the training year as a fully participating Active Docent, including four years of membership on a student touring team.
4. Preparation of a research project (generally a paper or other appropriate project assigned by the Provisional Chair(s)) on a work in the permanent collection.
 - a) This research project shall be written during the Provisional year and presented in the first year after training at the discretion of the Provisional Chair(s) and the Docent Council Board.
 - b) Research projects shall be reviewed by the Provisional Chair(s) before submission to the Research Chair for editing.
 - c) The Research Chair shall submit the projects in a timely manner to the Director of Education, who will send the paper to the curator or other Museum staff as appropriate for review.

4 CHANGE OF STATUS

4.1 RESIGNATION

1. Any Senior Active member of the Docent Council may resign in good standing by submitting a Letter of Resignation to the Docent Council President and the Membership Chair.
2. Any resigned Senior Active Docent who wishes to return to Active status may, upon written request to the Docent Council President and the Membership Chair, be reinstated upon meeting any retraining and evaluation requirements determined by the Docent Council Board.
3. Active Docents may not resign in good standing.

4.2 SUSPENSION OR TERMINATION

1. Membership in the Docent Council may be suspended or terminated should a Docent fail to fulfill the applicable service requirements or performance expectations as determined by majority vote of the Docent Council Board with the concurrence of the Director of Education.
2. Failure to fulfill applicable service requirements and performance expectations includes, but is not limited to:
 - a) Missing more than four Docent Council meetings in any service year. If a Docent has more than four absences, the Membership Chair will report to the Docent Council Board for appropriate action.
 - b) Failing to give a scheduled tour or presentation. (It is the responsibility of the team leaders to report all unexcused absences to the team chairs, who will inform the Membership Chair and the Docent Council President.)
 - c) Failing to pass tour or presentation evaluations. Failure to pass two subsequent evaluations shall be considered grounds for suspension or termination by the Docent Council Board.
 - d) Consistently failing to arrive 15 minutes early for either a student or adult tour.
 - e) Consistently failing to read and respond, if necessary, to messages from team leaders, team touring chairs, and the Education Department.
 - f) The Docent may appeal any such action by the Board in accordance with the guidelines in Section 5.

5 GRIEVANCES

5.1 GRIEVANCE PROCEDURES

1. A Docent who wishes to express a personal opinion regarding the Museum may do so as an individual only, making it clear that this opinion does not reflect that of the Docent Council or the Docent Council Board.
2. A Docent who wishes to express a concern about the Council should contact the Docent Council President. If the matter is not resolved satisfactorily, the Docent should contact the Director of Education.
 - a) Concerns shall be addressed in writing and will be responded to as soon as possible.

6 DOCENT COUNCIL AND EDUCATION DEPARTMENT

6.1 THE DIRECTOR OF EDUCATION

The Director of Education is an advisor to the Docent Council in the following areas:

1. Serves as ex-officio member of the Docent Board.
2. Provides information on upcoming exhibitions, through the appropriate department or Museum staff as determined by the Director of Education and the Museum, as far in advance as possible.
3. Serves as a resource in program planning and education.
4. Assists the relevant Docent Council Board members with evaluating tours and research papers.
5. Assists the Docent Provisional Chair(s) with the training of Provisional Docents.
6. Assists with recruitment of new Provisional Docents.
7. Develops adjunct educational programs for the Docent Council.

7 DOCENT COUNCIL BOARD

7.1 PROCEDURES

1. The Docent Council Board shall be composed of officers and chairpersons provided for in Section 8.
2. Board meetings shall be held monthly September through June. Additional meetings may be called by the Docent Council President as necessary.
3. A Docent Council Board meeting quorum is two-thirds of the total membership of the Board. A vote requires two-thirds of the voting membership of the Board.

7.2 RESPONSIBILITIES

1. The Docent Council Board, with the advice of the Education Department in accordance with those matters set forth in Section 1, is responsible for:
 - a) Managing and generating policy relevant to all the business and affairs of the Docent Council.
 - b) Managing the recruitment, training, supervision, and evaluation of Active and Provisional Docents.
2. The Docent Council Board may adopt Standing Rules to meet the changing needs of the Docent Council and the Museum's education programs as a whole.
 - a) Standing Rules are related to the administration of the Docent Council rather than to the official procedures of the organization as delineated in the By-Laws.
 - b) Standing Rule issues brought to a vote shall be approved by a majority of those Docent Council Board members present.
 - c) A standing rule remains in effect until rescinded or amended.
 - d) Standing Rules shall be printed under a separate heading with the By-Laws.

7.3 EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the Docent Council President, Vice President, Membership Chair, and Director of Education or appropriate appointed staff person plus the member(s) of the Docent Council Board whose responsibility includes the issue requiring immediate attention.

2. The Docent Council President may at the President's discretion call an Executive Committee meeting when necessary to consider Docent Council Board business requiring immediate attention before the next scheduled Board meeting.
3. The Executive Committee has the full power of the Board, but its actions cannot change decisions made by the full Docent Council Board.
4. Decisions of the Executive Committee must be reported at the next Docent Council Board meeting and appear in the Board's minutes.
5. The Executive Committee may choose to conduct electronic meetings.

8 OFFICERS AND DUTIES

8.1 BOARD MEMBERSHIP

1. The offices and respective duties of the Docent Council Board are set forth herein.
2. Each officer serves as a liaison between the Education Department and the Docent Council.
3. The categories and duties of office may be changed as necessary to meet changing conditions and needs of the Docent Council and its Board. Such changes will be made by majority vote of the Docent Council Board. If the By-Laws need to be changed, it requires a vote of approval by the Docent Council Board and the Docent Council.
4. Each office other than the offices of President and Vice President may be held by one person or by more than one person sharing duties. When an office is held by more than one person (i.e., as co-chairs), the office is entitled to only a single vote in official Board business.
5. Each officer has the option of appointing assistants.
6. Each officer is responsible for providing timely and relevant updates to the Webmaster as outlined in Standing Rule C.1.

8.1.1 Term of Office

1. No person shall be eligible to serve four consecutive 1-year terms in the same office with the exception of the Webmaster. The term of office for President, Vice President, and Nominations Chair shall be limited to one year. An officer who has served more than half a term in an office is considered to have served a full term.
2. If any Board member resigns or is unable to serve, the Docent Council President, in consultation with the Nominating Committee, shall appoint a replacement to complete the current term.

8.2 PRESIDENT

1. The President serves as a liaison between the Docent Council, the Education Department, and the Museum.
2. Presides at Council and Board meetings including setting the agenda.
3. Convenes as necessary the Executive Committee as set forth in Section 7.3.
4. Oversees the Docent programs with the Director of Education as advisor.
5. Acts as advocate for the Docent Council.
6. Assigns special projects to members of the Board.
7. The President is exempt from the touring requirements of an Active Docent.

8.3 VICE PRESIDENT/PRESIDENT ELECT

1. The office of Vice President is a three-year commitment with the Vice President acting as President-Elect, then President, then Nominations Chair.
2. With the assistance of the Board and in consultation with the Director of Education and

other Museum staff as appropriate, the Vice President plans Docent educational and social programs.

3. Substitutes for President when necessary.
4. Is Involved in Docent Board committees including Nominating Committee, Executive Committee, and oversees Docent committees handling social events and orientation for prospective Docents.
5. The Vice President may accept credit card payments from Docents to pay for Docent Council activities and shall work with the Treasurer to ensure correct budgetary reporting to the Docent Council Board. The Vice President, if unavailable to accept credit card payments, may delegate the Treasurer to accept credit card payments.

8.4 SECRETARY

1. The Secretary records, maintains, and distributes minutes of all Docent Board meetings.
2. Handles correspondence relating to Docent social matters, speakers, and programs.

8.5 TREASURER

1. The Treasurer collects and deposits membership dues and fees.
2. Pays bills and reconciles monthly bank statements.
3. Presents monthly budget reports to the Board.
4. Works with the Vice President to account for all Docent credit card payments for Docent Council activities.
5. Submits annual budget expenditures and reconciled bank statement(s) to the Museum at June 30th (tied to the Museum's fiscal year).
6. Arranges with the bank the proper signers for the Docent Council's checking and savings accounts and other signing authority that may be required. The President, Vice President, and Treasurer are the only Board members authorized to access the Docent Council's accounts.

8.6 MEMBERSHIP CHAIR

1. The Membership Chair maintains the membership list of Active, Sustaining, Leave of Absence, and Provisional Docents.
2. Takes attendance at Docent meetings.
3. Keeps an annual record for each member documenting membership status, requirements fulfilled, requests for Leave of Absence or Sustaining status, and years accumulated towards earning a service pin.
4. Serves as a member of the Executive Committee.

8.7 NOMINATIONS CHAIR

1. The immediate past President is the Chair of the Nominating Committee. The other members of the committee are the Docent Council President and Vice President/President Elect.
2. The Nominations Chair is responsible for conducting the election of officers for the following Docent year as described in Section 9.

8.8 EVALUATIONS CHAIR

1. The Evaluations Chair coordinates with the Docent Evaluators, in consultation with the Director of Education when appropriate, and implements their findings.
2. The Evaluations Chair schedules the evaluations.

3. The Evaluations Chair forms a committee of Docent Evaluators, consisting of volunteers to provide evaluations for adult and/or student tours.
4. The position of Evaluations Chair is to be filled by a Docent who has served as a Docent Evaluator for a minimum of two years on both adult and student tours.

8.8.1 Evaluation Scheduling

1. Docents on adult teams shall be evaluated two years after their initial evaluation and every two years thereafter.
2. Special exhibition and Community Speakers Program (CSP) tour evaluations will be conducted by a team member chosen by the special exhibition team leader or CSP team leader at the start of a new special exhibition or CSP tour.
3. Docents on student teams shall be evaluated two years after their initial evaluation and every two years thereafter.

8.9 PROVISIONAL CHAIR

1. The Provisional Chair(s) coordinates with the Director of Education, Docent Coordinator, and other Education Department staff, as appropriate, regarding course curriculum for the Provisional training program each year.
2. The Provisional class shall be instructed by Docents or by a team consisting of one or more Docents and a representative of the Education Department determined by the Director of Education in consultation with the Docent Council Board.
3. The Provisional Chair(s) shall schedule presentations at Docent Council meetings of the Provisional class members' research projects in the year following graduation.
4. The Provisional Chair(s) is exempt from touring requirements.

8.10 RESEARCH CHAIR

1. The Research Chair collects, coordinates, and makes available new and supplemental research (i.e., research not already made available through the Education Department or Curators) concerning works in the permanent collection as well as special exhibitions.
2. Provides for Docent access to this research in files in the Docent office and/or sends it to the Webmaster.
3. Reviews and corrects standing research papers currently on the website.
4. Requests and approves new research from the Docent Council.
5. All research submitted for the Docent Council must be approved by the Research Chair in consultation with the Education Department and curatorial staff as appropriate.

8.11 STUDENT TEAMS CHAIR

1. Organizes teams for Museum tours for students.
2. Meets and coordinates with tour team leaders.
 - a) It is the responsibility of the team leaders to report all unexcused absences to the team chairs, who will inform the Membership Chair and the Docent Council President.
3. Suggests techniques and supporting materials for tours and presentations in consultation with the Director of Education or Education Department staff as appropriate.
4. Represents student team leaders at Docent Council Board meetings.

8.11.1 Student Touring

1. Student touring days and time shall be set by the Docent Council Board for the coming year.

2. Student tours are scheduled by the Education Department and coordinated through the student team leader.
 - a) Each tour day will have a student team leader who will contact the teacher or group leader in advance, organize the tour, and give follow-up material and an evaluation form to the teacher.
 - b) She/he will also complete a form which documents Docent substitutes, absences, problems, and suggestions, a copy of which is turned in to the Student Teams Chair.
3. Special request tours for student groups are scheduled by the Education Department through the team leader for the requested exhibition.

8.12 ADULT TEAMS CHAIR

1. Organizes adult tours at the times set by the Docent Council Board for the coming year.
2. Meets with team leaders and coordinates for content and scheduling.
 - a) It is the responsibility of the team leaders to report all unexcused absences to the team chairs, who will inform the Membership Chair and the Docent Council President.
3. Suggests techniques and supporting materials in consultation with the Director of Education or Education Department staff as appropriate.
4. Represents adult team leaders at Docent Council Board meetings.

8.12.1 Adult Tour Categories

1. Docent's Choice tours (previously Highlights or Focus tours) will be given by a rotation of quarterly teams on weekdays and by the bi-annual weekend teams on Saturdays and Sundays.
 - a) The new Active Docents will conduct these tours from July 1 through September 30. On years with no graduating class these tours will be conducted by an expanded schedule of the Docent touring assignments in the three previous quarters.
 - b) The themes of these tours are selected by the touring Docent. Any substantially new theme must be approved by the Education Department.
2. Special exhibition tours present exhibitions developed by the curatorial staff or guest curators and are scheduled by the Adult Teams Chair on Tuesdays through Sundays.
3. Special request tours for visiting groups are scheduled by the Education Department through the team leader for the requested exhibition.
4. Ten Talks are presented only on First Thursdays by a member of the Ten Talks team.
 - a) Ten Talks tours alone cannot fulfill the eight-tour requirement.
5. Community Speakers Program (CSP) is coordinated and conducted by the CSP Team Leader(s) in cooperation with the Adult Teams Chair.

8.13 WEBMASTER

1. Oversees maintenance of the Docent Council website.
2. Collects data from Board members and Education Department staff, as appropriate, to assure the website is current and useful.

9 PROCEDURES FOR NOMINATING AND ELECTING OFFICERS

9.1 ELIGIBILITY

1. All Active Docents are eligible to hold elected office positions on the Docent Council Board.
2. Provisional Docents, Sustaining Docents, and Leave of Absence Docents may not serve on the Board.

9.2 NOMINATIONS

1. The nominating process begins in January of the current Docent Council year for the Docent Council Board of the following year.
2. Members of the Docent Council may volunteer their services or submit written nominations for the officers and chairpersons listed in Section 8.
3. Nominations shall be considered by a Nominating Committee composed of the immediate Past President serving as Nominating Chair, the current President, the Vice-President, the Director of Education and Education Department staff as appropriate.
4. In forming a slate of officers and chairpersons, the Nominating Committee shall contact nominees to determine interest in serving. If the nominee declines, the Nominating Committee shall make a new selection.
5. Nominations close on March 15 to allow the Nominating Committee to contact all nominees prior to presenting the slate of nominees to the Docent Council.

9.3 ELECTION OF OFFICERS

1. The slate of nominees shall be announced in the April 1 issue of the Docent Council newsletter.
2. The final slate of nominees shall be presented to the Docent Council at the first meeting in April.
3. Election of officers and chairpersons shall be made by majority vote of the Active Docents present at the April Docent Council meeting.
4. The elected officers and chairpersons shall hold office for a term of twelve (12) months commencing on the day following the June Docent Board meeting.

10 AMENDMENT OF THE BY-LAWS

10.1 BY-LAWS AMENDING PROCEDURE

1. A proposed amendment to the By-Laws must be presented in writing to the President of the Docent Council.
2. The President presents the proposal to the Docent Council Board for evaluation.
3. If the proposal is approved by the Board, the President sends it by email to each member of the Docent Council at least one week prior to the Council meeting at which the action is proposed for approval.
4. To change the By-Laws the proposal must be approved by two-thirds of the Docents present at the Council Meeting.

11 STANDING RULES

A. DUES

1. Annual membership dues are set at \$35 for Active Docents and \$45 for Sustaining Docents.

B. STUDENT TOUR HOURS

1. Student tours are presented Tuesday through Friday from 11 A.M. to 1 P.M.

C. DOCENT WEBSITE INFORMATION

1. It is the responsibility of the Docent Council Board members to notify the Webmaster whenever information on the Docent Website requires additions or corrections to maintain accuracy and timeliness. Examples include:
 - President: meeting dates and speakers; Board meeting dates
 - Vice President: Docent Council trips, events, activities
 - Secretary: approved Board minutes (PDF preferred)
 - Adult/Student Teams: updates to team memberships
 - Provisional Chair: update class syllabus and materials
 - Research: completed research papers
 - Evaluations: updates to evaluations forms

D. DRESS CODE

1. Docents should dress in a professional manner in attire that is clean, neat, and appropriate for public and educational tours. Please keep the demographic you are touring in mind and consider your audience when choosing your attire.
2. A docent shall wear the Museum issued ID card while in the Museum.