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BY-LAWS OF THE DOCENT COUNCIL OF THE CONTEMPORARY MUSEUM

(Adopted 5/14/07)

ARTICLE I - NAME

The name of the organization shall be the Docent Council of the Contemporary Museum (the "Council").

ARTICLE II - PURPOSE

The purpose of the Council is to provide trained docents who shall give tours of the Museum's collections and special exhibitions, and provide appropriate services to the Museum, under the aegis of the Director and the Board of Trustees.

ARTICLE III - MEMBERSHIP

Section 1. Eligibility of candidates for admissions shall be as stated in the Standing Rules.

Section 2. The Executive Committee of the Council may recommend to the Director, the Curator of Education, and the Council the need for new docent training, and in cooperation with the Curator of Education and the Council may form an Admissions Committee which shall determine the criteria for admission to the training program.

Section 3. All requirements with respect to training shall be completed as provided in the Standing Rules.

Section 4. The obligations of docents shall be to:

- A. Meet all financial obligations incident to being a docent,
- B. Sign an annual agreement, and
- C. Meet all requirements as required in the Standing Rules for either active, inactive, or emeritus category as appropriate.

Section 5. Resignation/Reinstatement/Termination/Inactive Docent Status

- A. Any member may resign upon giving written notice to the Council.
- B. The Executive Committee of the Council may reinstate the membership of any member who resigned in good standing.
- C. The Executive Committee may, upon notice given, terminate membership in the Council of any member failing to meet the obligation as stated in these By-laws and the Standing Rules.
- D. The Executive Committee of the Docent Council may confer Inactive Docent status to an Active Docent in good standing as detailed in the Standing Rules. Absence from Docent duties for a period of less than six months will not be sufficient for Inactive Docent Status.

ARTICLE IV - OFFICERS

Section 1. The officers of the Council shall consist of a Chair, Vice-Chair, Secretary and Treasurer.

Section 2. Officers shall serve a term of one year and until their successors are elected.

Section 3. The duties of the officers shall be as follows:

- A. The Chair shall:
 1. Serve as the administrative officer,
 2. Conduct meetings,

3. Pursue the business of the Council,
 4. Serve as or appoint a liaison to the Director, and the Board of Trustees, and the Curator of Education.
- B. The Vice-Chair shall:
1. Fulfill the duties of the Chair in the Chair's absence,
 2. Assist in the conduct of Council business,
 3. Direct the docent review process,
 4. Serve as Chair-Elect.
- C. The Secretary shall:
1. Keep minutes of meetings,
 2. Handle communications.
- D. The Treasurer shall have custody of the funds and shall:
1. Keep accurate records of all income and disbursements of said funds,
 2. Collect membership dues prior to the annual meeting,
 3. Deposit all funds in the name of the Docent Council of the Contemporary Museum,
 4. Submit statements from time to time as required by the Council.

ARTICLE V - NOMINATION AND ELECTION PROCEDURES

Section 1. A Nominating Committee consisting of three members shall be elected by the Council at the annual meeting.

Section 2. The Nominating Committee shall prepare a list of nominees to be presented in writing to the membership at least fourteen days prior to the annual meeting.

Section 3. Elections and installations shall be held at the annual meeting. New officers shall be elected by a majority vote of the members of the Council in attendance at the meeting in person or by proxy. Proxy votes shall be included.

ARTICLE VI - EXECUTIVE COMMITTEE

The Executive Committee shall be the governing body of the Council and shall consist of the elected officers, the immediate past Chair and the heads of the Standing Committees.

ARTICLE VII - MEETINGS

Section 1. The annual meeting of the Council shall be held in the spring.

Section 2. General meetings shall be held (throughout the year) as specified in the Standing Rules.

Section 3. Special meetings of the Council may be called by the Chair or by three members of the Executive Committee.

Section 4. A majority of the Council shall constitute a quorum.

Section 5. Members of the Board of Trustees, the Director and the Curator of Education and the Museum Education staff may attend all meetings. The Docent Advisory Committee of the Board of Trustees if any, shall constitute the Advisory Committee of the Council.

Section 6. The Chair shall preside in all meetings of the Council. Decisions will be by consensus unless otherwise required in the By-laws and/or in the Standing Rules.

ARTICLE VIII - STANDING COMMITTEES

Section 1. The Standing Committees shall be: Arrangements, Continuing Education and Research.

Section 2. The chairs of the Committees shall:

- A. Be chosen by the members of that committee or volunteer and be appointed by the Chair,
- B. Submit a written annual report.

Section 3. The duties, responsibilities, and powers shall be fulfilled as detailed in the Standing Rules.

Section 4. Ad Hoc Committees may be appointed by the Chair with the approval of the Executive Committee, which shall designate the powers and terms of appointment.

ARTICLE IX - AMENDMENTS

Section 1. By-laws may be adopted, amended or repealed by a majority vote of the Council. Ten days prior notice shall be given to the members of any proposed amendment to the By-laws.

Section 2. Standing Rules may be adopted, amended or repealed by a majority vote of approval by the Council.

Adopted May 14, 2007

STANDING RULES OF THE DOCENT COUNCIL OF THE CONTEMPORARY MUSEUM

MEMBERSHIP

A. Admission:

1. The Executive Committee in cooperation with the Curator of Education shall handle applications, interview candidates and define the parameters of the training program.
2. The eligibility for admission shall include:
 - a. A written application and personal interview,
 - b. Admission as a trainee,
 - c. Payment of the training tuition fee,
 - d. Membership in the Contemporary Museum.
3. A candidate shall be informed in writing regarding admissions.
4. Participation in new docent training by active docents shall be subject to review.
5. The requirements for completion of training shall be to:
 - a. Attend training classes,
 - b. Submit all assignments,
 - c. Pass all examinations,
 - d. Successfully conduct training tours,
 - e. Receive a satisfactory evaluation,
 - f. Sign an agreement for a minimum of two years.

B. Obligations:

1. A Docent presents accurate tour information about TCM collections and temporary exhibits and concepts of contemporary art in an appropriate way for the specific tour group.
2. Docent category. There shall be three categories of Docent Council

membership: Active, Emeritus, and Inactive. Any other voluntary service for the Council or the museum does not satisfy the basic obligation of Docent service.

a. Upon completion of training, all candidates shall be Active Docents.

Active Docents shall:

- i. Give 36 tours a year, as needed by the museum, but not less than 24,
- ii. Keep tour attendance record and tour count,
- iii. Attend all walkthroughs or view the video,
- iv. Attend educational and social events,
- v. Attend general Docent Council meetings,
- vi. Serve on a Docent Council Committee or as an officer of the Executive Committee, as needed,
- vii. Find a substitute if unable to give a tour or attend a meeting,
- viii. Fulfill the financial obligations of a Docent,
- ix. Sign the annual agreement with the museum,
- x. Receive all docent communications.

b. Docent Emeritus. Any Active Docent who has served at least 15 years as an Active Docent, not including any leave time or Inactive status, may apply in writing to the Docent Executive Committee to be a Docent Emeritus. A Docent Emeritus:

- i. Shall have the option of giving tours,
- ii. May attend walkthroughs only if planning to give tours of that show but may view the video,
- iii. Be invited to all Docent educational and social events,
- iv. May not serve as a Docent Council officer, but may participate in Council meetings if desired,
- v. Shall fulfill the financial obligations of a Docent,
- vi. Shall receive all docent communications.

c. Inactive Docents. Active Docents who will be unable to fulfill the requirements may elect to become an Inactive Docent. A Docent may elect to become Inactive for a six month period, but not more than three six month periods in a row. Inactive Docent status will not be granted for less than six months; a shorter period is considered vacation, and tour obligations remain in effect. All requests to become an Inactive Docent must be in writing, either on the annual contract, or by letter to the Executive Committee, and specify an expected return date. Inactive Docents:

- i. Shall have the option of giving tours,
- ii. May attend walkthroughs only if planning to give tours of that show but may view the video,
- iii. Shall be invited to all Docent educational and social events,
- iv. May not serve as a Docent Council officer, but may participate in Council meetings if desired,
- v. Shall fulfill the financial obligations of a Docent,
- vi. Shall receive all docent communications,
- vii. Shall sign the annual agreement with the museum.

3. The financial obligations are:

- a. Council dues, as required by Docent category;
- b. Membership in the museum;
- c. Continuing education training fee, as required per session.

4. All Docents will be required to follow tour protocol.
 - a. Docents should wear identification while on duty in the museum, except when auditing another docent's tour.
 - b. Docents should wait near the lanai entrance at the walk-in tour time and shall stay there for 15 minutes before leaving if there is no audience for a tour. For late arrivals an abbreviated tour is appropriate.
 - c. To be a guest on another docent's tour, permission should be requested. The guest docent should not wear identification and refrain from questions, comments or note-taking unless invited to do so.
5. Inability to fulfill obligations shall be addressed in writing to the Executive Committee.
6. Docents may not accept tips or gratuities. However, the council may accept donations and shall mail a receipt for such donations.
7. Each Docent is obligated to participate in Continuing Education events offered by the Docent Council and the Education Department, and shall strive to understand the changing trends in the world of art as shown at TCM.
 - a. Continuing Education events are intended to enhance the Docent's personal knowledge about current exhibitions, contemporary art issues, docenting techniques and the process of art and technical media;
 - b. Regular events, arranged for each TCM exhibition, are the Follow-up Walkthrough and the Working Tour, which offer ideas on tour themes and teaching techniques. Media and studio events provide hands-on experience.
 - c. Individual responsibility and a personal need for specific research plus personal time schedules, will guide participation. Because space is often limited, more sections of events could possibly be arranged.
 - d. Video records of appropriate events are available in the Education Office.
8. Every Docent, when requested, will assist the Research Committee in preparing the artist biographical data forms for upcoming exhibitions with many individual artists.

C. Resignation:

1. Resigning members shall be considered in good standing if they are not in arrears either in financial obligations to the Council or in performance of applicable service requirements.
2. Resigning members shall be liable for dues for the fiscal year in which their written resignation is submitted.
3. A Docent wishing reinstatement to Active status must apply in writing to the Docent Council Executive Committee, must be current in all dues and may be subject to a period of reorientation or training or both, at the discretion of the Docent Council Executive Committee.

OFFICERS

A. The Chair:

1. Suggests and implements programs developed in cooperation with the Executive Committee, the Standing Committees, the Curator of Education, the Director and the Board of Trustees.
2. Periodically reviews Council programs with the Executive Committee, and,

when appropriate, museum staff members.

3. Reviews all budgets with the Treasurer and the Executive Committee.

4. Submits an annual report to the Council, the Director and the Board of Trustees.

B. The Vice-Chair:

1. Acts as a liaison between the Executive Committee and the docents.

2. Shall establish a method for qualitative docent review. May designate two members of the Council to assist in docent review.

C. The Secretary:

1. Records the minutes of the Executive Committee meetings, special Council meetings, general meetings and the annual meeting.

2. Transcribes the minutes of the Executive Committee meetings and the annual meeting as a record of the meetings to be filed and available for review if needed.

D. The Treasurer:

1. Monitors individual docent financial standings.

2. Collects dues from all Active, Inactive and Emeritus Docents.

NOMINATIONS AND ELECTION PROCEDURES

A. Nominating Committee:

1. Prepares the list of nominees:

a. Eligibility for election as an officer is limited to members of the Council who are not on the Nominating Committee.

b. Any member of the Council may submit names for consideration to the committee thirty days prior to the annual meeting.

2. Eligibility for serving on the Nominating Committee is open to all Council members who have been active participants for at least one year.

B. Elections:

1. All members of the Council are eligible to vote.

2. The Chair shall conduct the elections.

3. The outgoing Nominating Committee shall tally the votes.

EXECUTIVE COMMITTEE

A. The Executive Committee is required to meet at least seven times annually, and at the first meeting, shall review the responsibilities of each officer and standing committee.

B. Any action taken by the Executive Committee requires a majority.

C. Any action of the Executive Committee taken in the interim between meetings of the Council shall be reported at or before the next general meeting following such action.

D. The chair of the Nominating Committee may attend Executive committee meetings.

MEETINGS

A. Executive Committee meetings shall be called by the Chair or by three members of that committee.

B. Annual Meeting:

1. The outgoing Chair shall give the annual report

2. The outgoing Secretary shall give the minutes of the last annual meeting

3. The outgoing Treasurer shall give the annual financial report.

4. The annual meeting shall be in the spring.

C. General Meetings:

1. Council meetings shall be held as needed throughout the year at the discretion of the Chair or three members of the Executive Committee.

STANDING COMMITTEES

A. General requirements for each standing committee.

1. Action to be considered by the Council or by the Executive Committee requires majority approval of the standing committee suggesting such action.

2. The chair of each standing committee shall provide a written annual report to the Executive Committee at the annual meeting.

B. Standing Committee Requirements.

1. Arrangements:

a. Handles set-up and take-down for all general Council meetings and special Council events

b. Assists with mailings.

c. Communicates the Council's events to members by telephone, email and/or facsimiles.

2. Continuing Education

a. Organizes, in conjunction with the Museums' Education Department, continuing education events as needed.

3. Research

a. Provides the liaison between the Council and the curator of the exhibition and the staff Librarian concerning information on artists either in the collection or exhibiting in the museum, and oversees research for the artists' biodata.

b. Researches artists and exhibits and prepares material on TCM shows for Docents.

Revised and Ratified May 2007