

**GUIDELINES
OF
THE DOCENT COUNCIL
OF
THE USC PACIFIC ASIA MUSEUM**

ARTICLE I NAME

The name of this organization is the Docent Council of the USC Pacific Asia Museum (the "Docent Council"). It was founded in 1973 as a volunteer group.

ARTICLE II MISSION STATEMENT

The Docent Council's mission is to support the USC Pacific Asia Museum (the "Museum") by providing well prepared volunteer docents who can lead tours of its galleries and give presentations that further the Museum's stated mission of "creating inspiring encounters with the art, history and culture of Asia and the Pacific Islands to promote intercultural understanding in the service of elevating out shared sense of humanity."

ARTICLE III RELATIONSHIP WITH THE USC PACIFIC ASIA MUSEUM

- Section 1. The Docent Council and its members are under the jurisdiction of the administration of the Museum.
- Section 2. The Docent Council strives to work closely with Museum staff to ensure that all of its activities are in alignment and support of the Museum's mission.
- Section 3. The Docent Council is autonomous in its internal affairs such as election of officers, field trips, meetings, and social activities.
- Section 4. The Education Department of the Museum is the liaison between the Docent Council and the Museum Director.
- Section 5. The President of the Docent Council and such persons as may be designated by the President serve as liaison(s) to the Museum administration.
- Section 6. Members of the Docent Council are expected to sign such volunteer agreements and other forms as the Museum may request.

ARTICLE IV FUNCTIONS OF THE DOCENT COUNCIL

- Section 1. Members of the Docent Council conduct tours of the Museum.
- Section 2. Members of the Docent Council assist with student workshops if requested by the Education Department.
- Section 3. The Docent Council, together with the Education Department, organizes a training program for new docents.
- Section 4. The Docent Council, together with the Education Department, is responsible for the continuing education of Docent Council members.

ARTICLE V DOCENT COUNCIL

- Section 1. **Membership**
- A. The members of the Docent Council are required to pay annual membership dues to the Docent Council.
 - B. Annual membership dues:
 - 1. Are determined by the Docent Council Board
 - 2. May be different for the different categories of membership
 - 3. Are due by July 31 of each year
 - 4. Are non-refundable
 - C. The Membership Officer shall give written notice with a one-week deadline to each member whose dues are delinquent. Failure to pay after receipt of such notice shall result in automatic termination of membership. Reinstatement is possible through action of the Docent Council Board.
- Section 2. **Meetings of the Docent Council**
- A. The Docent Council meets on the second Tuesday of each month from September through May unless meetings are otherwise called by the Docent Council Board.
 - B. The Docent Council Board decides whether meetings are held at the museum or on a digital platform.
 - C. Special meetings of the Docent Council may be called by the President or by the written request of five Docent Council members delivered to the President. Such a request shall be acted upon within 48 hours.
 - D. The Docent Council transacts the necessary business to fulfill its functions:
 - 1. Votes on policies submitted to it by the Docent Council Board
 - 2. Hears committee reports
 - 3. Votes on changes to the Guidelines
 - 4. Elects the officers of the Docent Council
 - E. The members present at a meeting of the Docent Council constitute a quorum for the transaction of business, and every act or decision approved by a simple majority vote of such members who are present shall be regarded as the official act of the Docent Council.

Section 3. **Fiscal Year and Other Years**

- A. The Docent Council's membership year runs from July 1st through June 30th.
- B. The Docent Council's fiscal year also runs from July 1st through June 30th.

Section 4. **Membership Categories**

There are three categories of membership in the Docent Council:

- A. Active Docent
 - 1. Has been approved to do tours by the Training Committee and the Education Department
 - 2. Commits to do an average of 4 touring hours per month if touring requests require
 - 3. Serves as a member on at least two Docent Council Committees
 - 4. Attends Docent Council meetings and exhibition walkthroughs
 - 5. Has privileges of museum membership
- B. Associate Docent
 - 1. Has served as an Active Docent for a minimum of 3 years
 - 2. Has been approved by the Docent Council Executive Board for this status
 - 3. Commits to do one of the following:
 - a. An average of 4 touring hours per month if touring requests require with the option to serve on Docent Council Committees if they like, **OR**
 - b. An average of 2 touring hours per month if touring requests require with the additional obligation to serve on at least one Docent Council Committee
 - 4. Attends Docent Council meetings and exhibition walkthroughs
 - 5. Has privileges of museum membership
- C. Sustaining Docent
 - 1. Has served as an Active Docent and/or Associate Docent for a total of not less than 5 years
 - 2. Has been approved by the Docent Council Executive Board for this status
 - 3. Can serve on Docent Council Committees
 - 4. Receives docent mailings
 - 5. Can attend Docent Council meetings, social events and activities

Section 5. **Change of Status or Termination of Membership**

- A. A member may request a change in their category of membership mid-term by written notice delivered to the Membership Officer. This request shall be effective upon receipt if the Docent Council Executive Board determines that the member is eligible for this category. If ineligible, the member may rescind the request or terminate their membership.
- B. A member may terminate their membership in the Docent Council by failure to pay dues or written notice delivered to the Membership Officer. This request shall be effective upon receipt.

Section 6. **Leaves of Absence**

- A. A member may request a leave of absence from any or all of their responsibilities by written notice delivered to the Membership Officer. The Docent Council Executive Board shall act upon this request and determine the conditions for any such leave of absence.
- B. Maintenance of leave of absence status includes the obligation to pay annual membership dues.

ARTICLE VI AWARDS

Section 1. Responsibility for Awards

- A. The Vice President administers and presents all awards.
- B. The Vice President works in conjunction with the Membership Officer to
 - 1. Determine the recipients of the Membership and Service Awards
 - 2. Prepare the list of eligible members for the Honorary Docent Award
- C. All awards are presented at the Annual Awards Luncheon.

Section 2. Membership Award

The Membership Award recognizes the completion of each 5 years of membership in the Docent Council.

Section 3. Service Award

The Service Award is given annually to the top 3 touring docents, measured by their number of touring hours for the year.

Section 4. President Award

The President Award recognizes the completion of the current year of service as President of the Docent Council.

Section 5. Honorary Docent Award

The Honorary Docent Award recognizes outstanding service by a member of the Docent Council.

- A. To be eligible for this award, the member must
 - 1. Currently be a touring docent
 - 2. Have served as an Active/Associate docent for a minimum of 5 years (excluding training year)
 - 3. Have shown leadership by having served on the Board
 - 4. Not have been a prior recipient of this award
- B. Selection Process
 - 1. By April 15 the Vice President emails all Docent Council members the prepared list of eligible docents.
 - 2. Nominations and rationale are submitted before May 1.
 - 3. In May, the Vice President calls a meeting of all previous honorees to consider the nominations and to select the award recipient by majority vote (secret ballot) of those present.
 - 4. The name of the recipient remains a secret until the award is presented.

ARTICLE VII DOCENT COUNCIL BOARD

Section 1. Definition

The Docent Council Board consists of the Docent Council Executive Board and the appointed committee chairs.

Section 2. **Meetings**

- A. Docent Council Board meetings are held on the first Tuesday of the month from September through June.
- B. Special meetings may be called by the President.
- C. Additional meetings may be initiated by written request of 5 members of the Docent Council Board. Such requests shall be submitted to the President and acted upon within 48 hours.
- D. Board members present at a Docent Council Board meeting constitute a quorum and a simple majority vote is required to take any action.
- E. Board members unable to attend a meeting are to notify the President prior to the meeting.

Section 3. **Functions**

The Docent Council Board

- A. Initiates policies and procedures for presentation to the Docent Council for approval.
- B. Makes periodic reports to the Docent Council regarding plans and progress.
- C. Approves annual budgets prepared by the Treasurer.
- D. Acts upon other matters submitted to it for approval.

ARTICLE VIII DOCENT COUNCIL EXECUTIVE BOARD

Section 1. **Definition**

The following are members of the Docent Council Executive Board:

- President
- Vice-President
- Secretary
- Treasurer
- Immediate Past President
- Membership Officer

Section 2. **Meetings**

The Docent Council Executive Board:

- A. Attends Docent Council meetings.
- B. Meets when called by the President.

Section 3. **Functions**

The Docent Council Executive Board:

- A. Provides guidance to the Docent Council Board.
- B. Advises the President in their role as liaison to the Museum administration.
- C. Attends financial meetings if requested.
- D. Acts upon requests for changes in membership categories during membership year.
- E. Acts upon leaves of absence.

ARTICLE IX DUTIES OF OFFICERS

Section 1. **President**

- A. Presides at all meetings of the Docent Council, the Docent Council Board, and the Docent Council Executive Board.
- B. Coordinates all aspects of the functioning of the Docent Council.
- C. May call a special meeting of the Docent Council Board or the Docent Council Executive Board.
- D. Appoints standing committee and ad hoc committee chairs.
- E. Acts as ex officio member of all Docent Council committees.
- F. Informs the Docent Council Board of a change in a committee chair.
- G. Replaces an officer in the event of a resignation or leave of absence with Board approval.
- H. If necessary, replaces the Immediate Past President from the pool of previous past Presidents.
- I. Serves on the Guidelines Committee.
- J. Serves as liaison to the Museum administration.
- K. Meets regularly with the Education Department staff.
- L. Is responsible, with the Treasurer, for approving any committee expenditure in excess of \$100.

Section 2. **Vice President**

- A. Presides at meetings in the absence of the President.
- B. Assists the President in planning and implementing the activities of the Docent Council.
- C. Oversees all awards and related activities.
- D. Administers the commemoration of any current or prior member as to whom the Docent Council has received notice of their death.

Section 3. **Treasurer**

- A. Oversees the financial affairs of the Docent Council.
- B. Requests estimates of expenses from committee chairs no later than September 30 of each year.
- C. Prepares a fiscal year budget for Board approval.
- D. Keeps records of Docent Council income and expenses.
- E. Makes monthly reports to the Docent Council Board and the Docent Council.
- F. Meets regularly with the Education Department staff to obtain information as to disbursements made from the Docent Council's account and pending requests for disbursements.
- G. Is responsible, with the President, for approving any committee expenditure in excess of \$100.
- H. Acts in compliance with USC expenditure policies (located at <https://policy.usc.edu/expenditure-policies/>) and procedures as follows:
 - 1. Policies
 - a. Funds generated from and/or spent on behalf of Docent Council activities are maintained in a restricted account entitled Docent Council Operations (DCO). The funds in the DCO are the funds of the Council.
 - b. The DCO is managed by the Museum's Education Department in cooperation with the Treasurer and is overseen by USC Provost Business Shared Services (PBSS).
 - c. All transactions are coordinated through an authorized custodian (Education Department) and PBSS.
 - d. All Docent Council expenditures must have the Education Department's approval and a valid business purpose as stated in USC expenditure policies.

2. Procedures

- a. Docent Council income (e.g. membership dues and donations) is submitted to the Education Department for deposit by PBSS to the DCO.
- b. Payment of Docent Council expenses (e.g. for venues, speaker honorariums and luncheons) is coordinated by the Education Department and PBSS.
- c. Purchases for the Docent Council are ordered through the Education Department and processed by PBSS. There is no reimbursement from Docent Council funds held by PBSS.
- d. Expenditures charged to the DCO are reported monthly by the Education Department to the Treasurer.
- e. A reconciliation of the DCO is completed annually among PBSS, the Education Department and the Treasurer.

Section 4. **Secretary**

- A. Takes minutes at each Docent Council Board meeting and sends them to Board members before their next meeting.
- B. Takes minutes of any official actions taken at a Docent Council meeting and submits them to the Board at its next meeting together with a list of members present when the actions were taken.
- C. At the end of each fiscal year, delivers a hard copy of all minutes to the Historian who archives them in the Docent Council office.
- D. Sends sympathy, get well and thank you cards or notes as requested by the Board.

Section 5. **Membership Officer**

- A. Prepares and distributes the following forms to members in June of each year:
 1. Membership Dues Notice, Roster Information and Emergency Contact
 2. Committee Sign-Up
- B. Collects annual membership dues and sends notices of delinquent dues as necessary.
- C. Maintains, updates and archives the following records:
 1. Individual member information (membership status, committee membership and emergency contact)
 2. Docent Council Executive Board List
 3. Committee Chair List
 4. Past President List
 5. Honorary Docent List
 6. Annual Service Award List
 7. Docent Council Roster.
- D. Distributes updated Docent Council Roster at each September Docent Council meeting and mails any undistributed rosters after the meeting.
- E. Provides the Education Department staff with the Docent Council Roster and the emergency contact information for members.
- F. Prepares and maintains docent sign-in sheets for Docent Council meetings.
- G. Submits each written request for mid-term change of membership status or leave of absence to the Docent Council Executive Board for action.
- H. Works with the Vice President to:
 1. Determine the recipients of Membership and Service Awards
 2. Prepare the list of eligible members for the Honorary Docent Award

Section 6. **Immediate Past President**

- A. Serves on the Docent Council Executive Board and the Docent Council Board.
- B. Coordinates special programs as requested by the President.
- C. Serves as chair of the Nominating Committee.
- D. Serves as chair of the Guidelines Committee.

ARTICLE X NOMINATION AND ELECTION OF OFFICERS

Section 1. **Nomination**

- A. A Nominating Committee is formed by the Immediate Past President in January of each year. The Immediate Past President is the chair of the committee and selects, in consultation with the President, four persons to serve on it. Three are selected from past or current members of the Docent Council Board and one from those members of the Docent Council who have never served on the Docent Council Board.
- B. The Immediate Past President emails the names of the selected persons to the membership in February.
- C. The Nominating Committee reports its nominations for elected officers (President, Vice President, Secretary, Treasurer and Membership Officer) at the March Docent Council meeting.
- D. Additional nominations can be made from the floor at this meeting, with the consent of the nominees.
- E. The nominations are published in the April newsletter.

Section 2. **Election**

- A. The election of officers takes place at the May Docent Council meeting.
- B. The newly elected officers take their positions on July 1.
- C. The term for each elected officer is one year, and each elected officer is limited to serving no more than two consecutive terms (2 years) in the same office. Exceptions to this two-years limit require approval by the Docent Council Board.

ARTICLE XI STANDING COMMITTEES

Section 1. **Chairs of Standing Committees**

- A. All chairs of Standing Committees are appointed by the President, except for the Guidelines Committee which is chaired by the Immediate Past President.
- B. Each chair
 - 1. Serves on and attends all meetings of the Docent Council Board
 - 2. Holds regular committee meetings
 - 3. Submits a proposed committee budget to the Treasurer no later than September 30 of each year
 - 4. Requests expenditures of Docent Council funds through the Education Department. No reimbursement is allowed from these funds.
 - 5. Obtains prior approval from the President and the Treasurer for any committee expenditure in excess of \$100

6. Monitors expenditures by their committee members
7. Prepares and submits a report covering their committee's activities to the President before June 30th of each year
8. Determines the dates, times and place of their committee's meetings and activities and arranges, through the Education Department, for listing that information in the Docent Council monthly calendar

Section 2. **Standing Committees**

- A. Standing Committees are those that represent continuing activities of the Docent Council. They are created or dissolved by the Docent Council Board upon recommendations of the President. An ad-hoc committee must operate actively for two years before consideration as a Standing Committee.
- B. The Standing Committees are
 1. Technology
 2. Education
 3. Events
 4. Exhibitions
 5. Guidelines
 6. Historian
 7. Hospitality
 8. Library
 9. Newsletter
 10. Touring Aids
 11. Training

Section 3. **Functions of Standing Committees**

- A. **Technology**
 1. Sets up the auditorium for Docent Council meetings and events (audio visual equipment, lighting, shades and temperature) and returns it to its original condition
 2. Assists presenters with equipment as needed
 3. Notifies the Education Department of needed repairs or replacement of equipment
 4. Purchases and maintains office equipment and supplies for the Docent Office in coordination with the Education Department
 5. Maintains the docent website/blog - [USC PAM Docent Blog and Resource Site](https://pamdocent.com) (https://pamdocent.com)
- B. **Education**
 1. Creates a list of potential speakers for docent education
 2. Schedules speakers for monthly Docent Council meetings
 3. Schedules speakers for new docent training as requested by the Training Committee Chair
 4. Obtains necessary USC releases from speakers who agree to be videotaped
 5. Organizes field trips for docents
 6. Coordinates with the Exhibitions Committee as necessary

C. Events

1. Plans and carries out a holiday party and the Annual Awards Luncheon for docents
2. Coordinates as follows for the Annual Awards Luncheon
 - a. With the Vice President for the presentation of awards
 - b. With the Immediate Past President for the installation of officers
 - c. With the Training Committee Chair for the installation of new docents

D. Exhibitions

1. Coordinates information for docents regarding new exhibitions and gallery changes with the Education and Curatorial Departments
2. Provides label text, images or other pertinent information to touring docents
3. Arranges walkthroughs and on-site educational activities in coordination with the Education Department
4. Coordinates with the Education Committee as necessary

E. Guidelines

1. Annually reviews the Guidelines
2. Prepares proposed revisions to the Guidelines
3. Submits its proposed revisions to the Docent Council Board and the membership for approval

F. Historian

1. Videotapes as follows
 - a. Tapes docent activities upon requests by committee chairs
 - b. Posts the videos on the "USC-PAM Docents" YouTube account, designating the privacy setting as "Unlisted"
 - c. Provides members with the Uniform Resources Locator (URL) address for the videos
2. Takes photos at docent social events
3. Identifies content for the Docent Council's archives and maintains these archives in the Docent Office/Library

G. Hospitality

1. Organizes refreshments for monthly Docent Council meetings
2. Coordinates a sign-up sheet for volunteers to provide refreshments
3. Arranges for set up and clean-up of necessary equipment
4. Arranges for purchase and maintenance of necessary supplies

H. Library

1. Maintains, organizes and provides access to the Docent Library
2. Instructs docents on library protocols (accessing materials, checkout procedures, changes)
3. Maintains a library inventory

I. Newsletter

1. Prepares and distributes a monthly newsletter by email
2. Solicits and edits articles and notices submitted by members and the Education Department
3. Includes information on the Museum's member and public programs as listed on its website

J. **Touring Aids**

1. Solicits ideas for touring aids
2. Develops and maintains a collection of touring aids
3. Makes the touring aids available to docents
4. Educates docents on what is available and suggested uses of the touring aids

K. **Training**

1. Is responsible for the new docent training program in conjunction with the Education Department as follows:
 - a. Recruits and selects prospective docents
 - b. Plans and implements the training program
 - c. Determines the readiness of the trainees to begin touring
 - d. Arranges for installation of new docents at the Annual Awards Luncheon
2. Continues supporting activities for new docents in the year following their training