

**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. The Docent Council is composed of docents whose primary responsibility is to give tours of USC Pacific Asia Museum.

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 our 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 Chair 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.
- C. The touring months run September through June, contingent on gallery availability.

Section 4. **Membership Categories**

There are three categories of membership in the Docent Council:

- A. An 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 and notifies Committee Chair when they are unable to attend Committee meetings
 4. Attends Docent Council meetings, trainings and exhibition walkthroughs
 5. Has privileges of museum membership
- B. An Associate Docent
 1. Has served as an Active Docent for a minimum of 3 years
 2. Commits to do an average of 2 touring hours per month if touring requests require
 3. Serves as a member on at least one Docent Council Committee and notifies Committee Chair when they are unable to attend Committee meetings
 4. Attends Docent Council meetings, trainings and exhibition walkthroughs
 5. Has privileges of museum membership
- C. A Sustaining Docent
 1. Has served as an Active Docent and/or Associate Docent for a total of not less than 5 years
 2. Can serve on Docent Council Committees
 3. Can tour subject to prior approval by the Training Committee and the Education Department
 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 at any time by written notice delivered to the Membership Chair and copied to the President. This request becomes effective when the Docent Council Executive Board determines that the member can move to the requested category. If the move is not approved, the member must rescind the request or terminate their membership.
- B. A member will terminate their membership in the Docent Council by failure to pay dues or written notice delivered to the Membership Chair. This request shall be effective upon receipt.

Section 6. **Leaves of Absence**

- A. A member may request a leave of absence from all of their responsibilities by written notice delivered to the Membership Chair and copied to the President. The Docent Council Executive Board shall act upon this request and determine the conditions for any such leave of absence.
- B. A leave of three months or less counts toward service longevity. A longer leave does not.
- C. Maintenance of leave of absence status includes the obligation to pay annual membership dues.

ARTICLE VI RECOGNITION OF DOCENTS

Section 1. **Recognition for Membership and Service**

Docents in the following categories are recognized at the Annual Luncheon:

- A. Docents who are completing their first five years (or each successive five years) of membership in the Docent Council
- B. Docents who have met their touring obligations for the year
- C. The docent who is completing their term as President of the Docent Council

Section 2. **Special Recognition**

One docent is chosen per year for special recognition at the Annual Luncheon

- A. To be eligible for special recognition, a docent 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 received special recognition in a prior year
- B. The procedure for choosing this docent is as follows:
 - 1. By April 15 of each year, the Vice President emails to all members a list of eligible docents.
 - 2. At the May Docent Council meeting, each member present votes from this list on their choice of who should receive special recognition. The vote is taken by secret ballot and the result is based on who receives the most votes.
 - 3. The name of the recipient remains a secret until the award is presented.

Section 3. **Responsibility for Docent Recognition**

- A. The Vice President works in conjunction with the Membership Officer to
 - 1. Identify the docents to receive recognition in the three membership and service categories; and
 - 2. Identify the docents eligible for special recognition.
- B. The Vice President administers the procedures for choosing the docent to receive special recognition
- C. The Vice President handles docent recognition at the Annual Luncheon

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 Chair

Section 2. **Meetings**

The Docent Council Executive Board:

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

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, with Board approval, in the event of a resignation or leave of absence.
- 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.
- M. Distributes and collects end-of-the-year committee reporting forms and submits to the Chair of the Library Committee.

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. Is responsible for all recognition activities indicated in Article VI.
- D. Administers the commemoration of any current or prior member as to whom the Docent Council has received notice of their death.
- E. Maintains an ongoing record of touring hours in conjunction with Education Department.

Section 3. **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 (including votes on elections, Guidelines, etc.) 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 Chair of the Library Committee 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 4. **Treasurer**

- A. Oversees the financial affairs of the Docent Council.
- B. Requests proposed budget 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. Collects money for social events.
- F. Makes monthly reports to the Docent Council Board and the Docent Council.
- G. 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.
- H. Is responsible, with the President, for approving any committee expenditure in excess of \$100.
- I. Acts in compliance with USC 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 5. **Membership Chair**

- 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. Annual Recognition List
 6. 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. (See Article V, Sections 5 and 6)
- H. Works with the Vice President to:
 1. Identify the docents to receive Recognition in the three Membership and Service categories.
 2. Identify docents eligible for Special Recognition

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 early March 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 Nominating Committee Chair (Past President)
 - 1. Emails the names of the selected committee to the membership in March along with a solicitation for self-nominations;
 - 2. Reports the nominations for elected officers (President, Vice President, Secretary, Treasurer and Membership Chair) at the April Docent Council meeting;
 - 3. Notifies the Newsletter Committee Chair of the nominees to be published in the April newsletter; and
 - 4. Sends an email to all docent members announcing the nominees prior to May 1.

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 and notifies the President if they are unable to attend
 - 2. Holds regular committee meetings
 - a. prepares minutes and attendance of meetings
 - b. turns them in with the end-of-the-year reporting form
 - 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 to the President an end-of-the-year reporting form covering their committee's activities 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.. Guidelines
 5. Hospitality
 6. Library
 7. Membership
 8. Newsletter
 9. Touring Aids
 10. 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
- 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 Training Committee as necessary

C. **Events**

1. Plans and carries out a holiday party and the Annual Recognition Luncheon for docents
2. Coordinates as follows for the Annual Recognition 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 introduction of new docents

D. **Guidelines**

1. Chaired by the Immediate Past President; includes the current President
2. Reviews the Guidelines annually
3. Prepares proposed revisions to the Guidelines
4. Submits its proposed revisions to the Docent Council Board and to the membership for approval

E. **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

F. **Library**

1. Maintains, organizes and provides access to the Docent Library
2. Instructs docents on library protocols (accessing materials, checkout procedures, changes)
3. Maintains the Tiny Cat platform which includes a library inventory and a circulation record
4. Identifies content for the Docent Council's archives and maintains these archives in the docent Office/Library

G. **Membership**

1. Is trained in the creation and maintenance of all membership records
2. Assists the Membership Chair in the performance of their duties

H. **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

I. **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 in the docent office and online using the docent website
4. Educates docents in the use of the touring aids

j. **Training**

1. Is responsible for the new docent training program in conjunction with the Education Department as follows:
 - a. Coordinates recruitment and selection of prospective trainees
 - b. Plans and implements the training

- c. Determines the readiness of the trainees to begin touring
 - d. Arranges for introduction of new docents at the Annual Recognition Luncheon
- 2. Is responsible for the continuing training of touring docents in conjunction with the Education Department as follows:
 - a. Plans and implements training to reinforce touring skills
 - b. Plans and implements training to prepare for changing galleries and exhibitions
 - c. Determines readiness of Sustaining Docents to tour
- 3. Requires committee members to be touring docents