Arizona State Museum Docent Council Bylaws

ARTICLE I. PURPOSE & FUNCTIONS

1. PURPOSE: The Arizona State Museum (ASM) Docent Council has been organized to support ASM Docents and to help sustain the ASM Docent program.

A. ASM Docents are specially trained volunteer interpreters who help carry out the mission of the Arizona State Museum. Docents are expected to learn and share accurate information about the diverse cultures of Arizona and the American Southwest, and to interpret regional cultural diversity with enthusiasm and with respect for the multiple cultures and multiple audiences that are part of ASM. Docents are required to follow the rules and regulations in the ASM Docent Agreement and Guidelines in order to remain active.


2. FUNCTIONS: The Docent Council will support the ASM Docents and docent training program by holding regular business meetings, offering ongoing educational opportunities for docents, organizing events for socializing and team-building, facilitating communication between the Council and ASM staff, advising ASM staff, acknowledging and rewarding docent service, and by communicating and reinforcing the Docent Guidelines.

ARTICLE II. MEMBERSHIP

1. Qualifications for Membership: Any and all docents who successfully complete the ASM Community Docent Class and who sign and fulfill their ASM Docent Agreement and Guidelines are eligible for ASM Community Docent Council membership.

ARTICLE III. ELECTED OFFICES

1. The Executive Officers of the ASM Community Docent Council shall consist of a Chairperson, a Co-Chairperson, and a Recorder.

   A. The Chairperson is an elected position.

   B. The Co-Chairperson is an elected position.

   C. The Recorder is an elected position. This office is of a one-year duration.

2. Eligibility: Any Community Docent Council member is eligible to serve as an Officer of the Community Docent Council.
3. Officers’ Duties

A. Chairperson

1. Shall convene and preside over regular and special meetings of the Community Docent Council.

2. Shall notify members of upcoming meetings, set agendas, solicit input from Council members, and familiarize the Co-Chair with all duties of the office.

B. Co-Chairperson

1. Shall assist the Chairperson in planning and running meetings and communicating with members.

2. Shall fulfill the duties of the Chairperson in his or her absence.

C. Recorder

1. Shall take notes during all meetings and distribute notes in a process determined by the officers.

2. Shall keep meeting notes and important documents organized and on file, and pass the files to the incoming Recorder at the end of each term.

4. Elections

A. The election process shall be held annually in March and April.

B. The nomination process will be opened at the March meeting.

1. The Chairperson and the Recorder will solicit all members of the Council for nominations.

2. A nomination will be considered valid if the nominee is an active docent eligible for Docent Council membership.

C. The Recorder shall publish all valid nominations on a ballot on or before the April Docent Council meeting.

D. Votes may be cast electronically (email or web) or on paper ballots and must be submitted at least one day prior to the April meeting.

E. Each Docent Council member has one vote.

F. The Docent Council Recorder shall tally all votes, review the tally with the Docent Council Chairperson, and announce the results at the April meeting.
G. Officers will be elected by a simple majority of all votes cast.

H. The terms of office shall be from May 1 through April 30 of the following calendar year.

ARTICLE IV. REGULAR MEETINGS

1. Presiding Officer

A. The Chairperson shall preside at regular meetings.

B. The Co-Chairperson shall preside in the Chairperson’s absence.

C. The Recorder shall preside in the absence of the Chairperson and the Co-Chairperson.

D. In the event that all officers are absent, the Chairperson will designate a person from the general Council membership to preside.

2. Time and Agenda

A. The Docent Council shall meet once a month from September through May, and other meetings are optional.

B. Regular meetings shall be held at a time and place that is practical and convenient for the Executive Officers and the Council membership at large.

C. Any Docent Council member may submit items for the meeting agenda. The agenda will be submitted to council members prior to the meeting.

3. Quorum

A. Docent Council members present at a meeting shall constitute a quorum.

B. Approval of any proposal submitted to the Docent Council other than changes in Bylaws requires endorsement by a simple majority of those voting.

C. Changes in bylaws requires a two-thirds majority of the Docent Council.

ARTICLE V. COMMITTEES

1. Standing Committees

A. The Docent Council shall establish such standing committees as the Council members deem necessary. Members may be appointed by the Executive Board or elected by the Council members.
B. The Chairperson shall make the duties of the Docent Council committee explicit at the time the committee is formed.

ARTICLE VI. AMENDMENTS

1. Bylaw Amendments

A. These bylaws may be amended by a vote of two-thirds of the Docent Council membership. Each member shall receive a hard copy or an electronic copy of any proposed amendment at least seven days prior to the day votes are due. Votes may be submitted by email or on paper by the specified date.

2. Proposal of Bylaw Amendments

A. A proposal to amend these bylaws may be initiated by written petition from any member. Petitions shall be submitted to the membership for discussion and voting.

Originally Adopted Date: 04/07/10

Last Revised Date: