

AMENDED AND RESTATED

INN-LAWS
OF
THE DOCENT ASSOCIATION OF
THE MISSION INN FOUNDATION AND MUSEUM
as **AMENDED on February 13, 2012**

ARTICLE I

Name

The name of the organization is the Docent Association of the Mission Inn Foundation and Museum hereinafter referred to as the Docent Association.

ARTICLE II

Purpose

These INN-laws apply specifically and exclusively to the Docent Association. The Docent Association is dedicated to interpreting and promoting the cultural and social significance of the Mission Inn and its collections through the tour program.

The Docent Association operates within the Mission Inn Foundation. The Mission Inn Foundation is a non-profit organization formed in 1976. The Mission Inn Foundation is dedicated to preserving, interpreting and promoting the cultural heritage of the Mission Inn, the city of Riverside and surrounding Southern California communities through its museum services, educational programs, and outreach activities.

All activities of the Docent Association shall be wholly consistent with the purpose and policies of the Mission Inn Foundation.

The Docent Association shall recruit new docents, provide tours, review docent performance and plan educational and social opportunities for docents. The Docent Association, through the Docent Council, shall also make recommendations to the Executive Director of the Mission Inn Foundation concerning docent training.

ARTICLE III

Membership

Section 3.01 Categories and Requirements

A. General Docent Requirements:

To be eligible to be a Mission Inn Foundation Docent, a person must be:

1. at least 21 years of age;
2. physically capable of walking for 75 minutes and negotiating stairs and ramps;
3. able to communicate effectively with small groups of people; and,
4. a dues-paying member of the Mission Inn Foundation and Museum.

B. Docent in Training (DIT)

1. A docent-in-training is a person who has completed the application process and is participating in the educational programs offered by the Foundation.
2. To remain in the docent training program a person shall:
 - a. pay dues to the Mission Inn Foundation and Museum;
 - b. attend training as prescribed;
 - c. fulfill all graduation requirements; and
 - d. conform to the rules and regulations as set by the Docent Council.

C. Active Docent Status:

1. An active docent is one who has successfully completed the docent in training program and is entitled to participate in all docent and Foundation activities.
2. To maintain active status, a docent is required to:
 - a. pay dues annually to the Mission Inn Foundation and Museum;
 - b. be scheduled, during the initial two-year period, for an average of four tours per month, of which at least 50% must be leads;
 - c. be scheduled, after the initial two-year period, for a minimum of 18 tours per year, of which at least 50% must be leads;
 - d. participate in continuing education programs as well as periodic performance reviews; and
 - e. conform to the rules and regulations as set by the Docent Council.

D. Inactive Docent Status

1. A docent who has issues that temporarily prevent him/her from fulfilling docent commitments may request to be placed on inactive status for up to one year.
2. Inactive status requires approval of the Docent Council.
3. While on inactive status a docent must continue to:
 - a. pay dues annually to the Mission Inn Foundation and Museum ;
and
 - b. have his/her status reviewed on an annual basis.

E. Docent Emeritus

1. A docent may be granted honorary status as docent emeritus, which entitles him/her to continue to participate in docent and Foundation activities without leading the minimum number of tours.
2. To be eligible for emeritus status, a person must have:
 - a. completed, as a general rule, a minimum of ten (10) years of service in good standing as a docent of the Mission Inn Foundation and Museum; and,
 - b. established a record of service to the docent program above and beyond conducting regular tours of the Mission Inn.
3. The status of docent emeritus is conferred by a majority vote of the Docent Council.

F. Retired Docent

1. A docent may be granted retired status after completion of five (5) years of service in good standing as a docent, which entitles him/her to continue to participate in docent and Foundation activities without leading/assisting the required minimum number of tours.
2. The status of retired docent is conferred by a majority vote of the Docent Council.
3. A retired docent must continue to pay dues annually to the Mission Inn Foundation and Museum.

Section 3.02 Termination from Docent Association

A. Voluntary Resignation

A docent may voluntarily resign from the Docent Association by submitting a letter to the Docent Council.

B. Termination/Suspension

A docent may be terminated or suspended from the Docent Association for:

1. failure to comply with membership requirements specified in Section 3.01 above;
2. failure to comply with any other section of the Docent Association INN-laws and /or Policy and Procedures; and/or
3. conduct causing direct and immediate harm to the Foundation's relationship with the hotel.

Section 3.03 Reinstatement to Active Docent Membership Status

A person in one the following categories may apply to the Docent Council to be reinstated to active docent status:

- A. inactive docent status ;

- B. retired status; or
- C. voluntary resignation.

ARTICLE IV
Docent Council

Section 4.01 The Docent Council is the governing and policy-making body of the Docent Association. The Docent Council shall consist of fifteen voting members, inclusive of the three elected officers. The Docent Council meets at least once per month and its meetings are open to all members of the Docent Association and the staff and Board of Directors of the Mission Inn Foundation.

Section 4.02 Members of the Docent Council shall be active docents of the Mission Inn Foundation with a minimum of one year of experience or docents emeritus and meet the guidelines described under Article III (Membership) in these INN-laws.

Section 4.03 The Executive Director or his/her designee serves as the Foundation's liaison to the Docent Council, and attends Council meetings as a non-voting participant.

Section 4.04 The term of office on the Docent Council is three years, commencing in July.

- A. New council members are installed at the beginning of the July Council meeting.
- B. When a vacancy occurs before the completion of a council member's three-year term, a replacement member may be appointed by the Chairperson upon majority vote of the council. This individual shall serve out the balance of the term and be installed at the first council meeting following such appointment.

Section 4.05 An out-going Council member may be re-elected to serve a new term after a one-year absence from the Council.

Section 4.06 An out-going Chairperson who has completed his/her three-year term will have the option of serving one additional year on the Council, as an *ex-officio*, non-voting member. *Ex-officio* status does not fulfill the one year requirement specified in Section 4:05. He/she is not included in the Council count.

Section 4.07 A majority of Docent Council members constitutes a quorum.

Section 4.08 *Robert's Rules of Order* (most current version) shall apply whenever these INN-laws do not apply to a specific situation.

ARTICLE V
Officers

Section 5.01 The officers of the Docent Council shall be Chairperson, Vice-Chairperson, and Secretary.

Section 5.02 The officers of the Docent Council shall be the officers of the Docent Association.

Section 5.03 The officers of the Docent Council shall be elected by a majority vote of the Docent Council.

Section 5.04 Officers serve for one year, designated from July to June, and may serve more than one term in a particular office. Officers are installed at the beginning of the July Docent Council meeting.

Section 5.05 No officer may serve simultaneously in more than one position.

Section 5.06 Duties

- A. The CHAIRPERSON is the administrative officer empowered to appoint committee chairpersons, conduct meetings, and pursue the business of the Docent Association.
- B. The VICE-CHAIRPERSON serves as Chairperson in the absence of the Chairperson. The Vice-Chairperson is the Chairperson-elect.
- C. The SECRETARY shall be responsible to take and maintain minutes of all Docent Council and Docent Association meetings.

ARTICLE VI
Elections

Section 6.01 Any active member of the Docent Association or docent emeritus is eligible to serve on the Docent Council and shall submit a written application for consideration as a Docent Council member.

Section 6.02 A Nominating Committee consisting of three (3) members shall be appointed by the Chairperson of the Docent Council no later than December 31st.

Section 6.03 The Nominating Committee shall prepare a list of nominees from current applications for open Docent Council positions.

Section 6.04 The Nominating Committee shall present a slate of officers for the next year to the Council at its March meeting.

Section 6.05 At its March meeting the Docent Council, in executive session, will elect new Council officers and new Council members.

ARTICLE VII
Policy

Section 7.01 Within the scope of its purpose, the Docent Council sets policies and procedures for the Docent Association

Section 7.02 The Docent Council makes recommendations for the docent program within the general parameters established by the Executive Director.

Section 7.03 Implementation of policies and procedures shall be coordinated with the Executive Director or his/her designee.

Section 7.04 The Docent Council shall be responsible for administering and enforcing the Policies and Procedures of the Docent Association.

ARTICLE VIII
Committees

Section 8.01 Committee membership is open to any active docent or docent emeritus.

Section 8.02 STANDING COMMITTEES:

- A. CONTINUING EDUCATION FOR DOCENTS COMMITTEE develops and presents post-graduation training seminars for docents.
- B. DOCENT OF THE YEAR COMMITTEE facilitates the selection of Docent of the Year.
- C. MENTOR COMMITTEE assists new and continuing docents in improving their performance.
- D. NEWSLETTER COMMITTEE publishes and distributes the *INN-sider*, a quarterly Docent Association newsletter, with assistance from Foundation staff.
- E. NOMINATING COMMITTEE develops a list of candidates for open positions on the Docent Council and a slate of officers for the next Council term.
- F. PEER REVIEW COMMITTEE establishes standards for and reviews docent performance.
- G. RECRUITMENT COMMITTEE recruits, screens and selects potential candidates for the docent training program.
- H. ROSTER COMMITTEE reviews the status of all Docent Association members at least annually.
- I. SPECIAL EVENTS COMMITTEE plans and supervises special events and ceremonies for the Docent Association.
- J. SUNSHINE COMMITTEE sends cards or other appropriate items to docents who are experiencing a significant event in their lives.

K. TRAINING COMMITTEE, with the Executive Director or his/her designee, assists in planning and reviewing the docent training program.

Section 8.03 The chairperson of each standing committee shall be:

- A. an active member of the Docent Council;
- B. appointed by the Chairperson of the Docent Council; and
- C. under the auspices of the Docent Council and shall report to it regularly.

Section 8.04 AD HOC COMMITTEES: The Chairperson of the Docent Council may, from time-to-time, appoint ad hoc committees, subject to the concurrence of the Docent Council.

ARTICLE IX Amendments

Section 9.01 Changes to the INN-laws may be proposed by any member of the Docent Association or Mission Inn Foundation staff.

Section 9.02 Proposed changes shall be submitted to the Docent Council in writing for review. Proposed changes may be adopted, modified or rejected by a majority vote of the Council.

Section 9.03 Proposed changes approved by the Docent Council shall be reviewed by the Executive Director and presented with his/her recommendation to the Mission Inn Foundation Board of Directors for its consideration and decision.

ARTICLE X INN-laws review

Section 10.01 INN-laws shall be reviewed at least every three years.

Amended and Restated: *May 12, 2009*

Approved by Mission Inn Foundation Board of Trustees: *June 18, 2009*

Amended as to Article III: *April 12, 2010*

Approved by Mission Inn Foundation Board of Trustees: *April 15, 2010*

Amended as to ARTICLES III, IV and VIII: *February 13, 2012*

Approved by Mission Inn Foundation Board of Trustees: *March 15, 2012*

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