

# SAN JUAN CAPISTRANO DOCENT SOCIETY BYLAWS

## ARTICLE I

### Name

The name of the society shall be San Juan Capistrano Docent Society

## ARTICLE II

### Object

The object of the Society shall be to present knowledge and information to bring to life our heritage and history at historic sites and museums.

## ARTICLE III

### Members

#### *Section 1.*

The membership of the Society shall be open to individuals, 21 year of age and older and who have satisfactorily completed the prescribed training program. The Society is a volunteer organization and the members provide their services free of charge. The Executive Board of the Society shall set the minimum annual service requirements with the approval of the membership at a regular meeting with a quorum present and voting. If classes of membership are to be created, they will be recommended by the Executive Board and approved by a quorum of the membership at a regular meeting.

#### *Section 2.*

Fees and annual dues shall be established by the Executive Board and approved by the Society. The fees and dues shall be detailed in the Standing Rules of the Society. All dues shall be paid by January 1 of each year. The Treasurer will contact those who have not paid dues by January 1st, during the month of January. Anyone delinquent on January 31s will be automatically be dropped from membership in the Society. Members can be reinstated when they pay their dues and have met Docent requirements.

## ARTICLE IV

### Officers

#### *Section 1.*

The elected officers of the Society shall be a President, a Vice President, a Recording Secretary and a Treasurer. These elected officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Society.

#### *Section 2.*

Besides the officers described above, the President shall appoint chairpersons of the standing committees. The President may also appoint a Historian, a Newsletter Editor, and other positions as needed. The chairpersons will attend the board meetings as needed by invitation of the board.

#### *Section 3.*

Before the regular meeting on the third Thursday of September the President shall appoint a nominating committee of at least three Docents to present nominations for the elected officers for the coming year. The nominations for the elected officers shall be presented at the October general meeting. The nominees shall be active Docents that have been in the Society for one year or more. The elections shall be held at the November general meeting.

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## *Section 4.*

The officers shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin at the beginning of the calendar year. The appointed officers shall serve for the calendar year beginning with the first day of January.

## *Section 5.*

No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. [

## *Section 6.*

The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Society.

## **ARTICLE V**

### Meetings

#### *Section 1.*

The regular meetings of the Society shall be held the third Thursday of each month from September to June excluding December unless otherwise ordered by the Society

#### *Section 2.*

The regular meeting on the third Thursday of November shall be known as the annual meeting. At this meeting the officers for the coming year will be elected. Officers and committee chairpersons will present their annual reports. I

#### *Section 3.*

Special meetings may be called by the President or by the Executive Board and shall be called upon the written request of ten members of the Society. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.

#### *Section 4. I*

Twenty-Five (25) percent) of the members of the Society shall constitute a quorum. A quorum shall be determined by the President based upon the membership on the last day of each year.

## **ARTICLE VI**

### Executive Board

#### *Section 1.*

The Executive Board will consist of the elected officers, and the immediate past president who will act as Parliamentarian

#### *Section 2.*

The Executive Board shall have general supervision of the affairs of the Society between the business meetings. The Board shall fix the hour and place of the meetings, make recommendations to the Society, and perform such other duties as are required. The Board shall be subject to the orders of the Society, and none of its acts shall conflict with action taken by the Society.

#### *Section 3.*

Unless ordered by the Board, regular meetings of the Executive Board shall be held at the direction of the President. Special meetings of the Board may be called by the President and shall be called by the written request of three members of the Board.

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## ARTICLE VII

### Committees

#### *Section 1.*

A Finance Committee composed of the Treasurer, Past Treasurer (if available) and one at-large member will be appointed by the President promptly after each annual meeting. If the Past Treasurer is not available, two at-large members will be appointed. It shall be the duty of this committee to prepare a budget for the fiscal year beginning the first day of January. The budget is to be submitted to the Society at its regular meeting in January. The Finance Committee may from time to time submit amendments to the budget for the current fiscal year, which can be adopted by a majority vote. No un-budgeted expenditures will be made over \$500.00 unless approved by the Finance Committee. All expenditures over \$500.00, not budgeted, must be requested in writing and submitted to the Finance Committee at least thirty days before the Docent Society votes on it.

#### *Section 2.*

A Program Committee shall be appointed by the President promptly after the annual meeting, whose duty it shall be to plan the programs for the regular meetings of the Society. This committee's report shall be submitted to the Executive Board for its approval.

#### *Section 3.*

The President shall appoint a Special Events Committee that shall be responsible for planning and organizing activities not related to the regular meetings. I

#### *Section 4.*

The President shall appoint a Hospitality Committee before the regular meeting in January. The Hospitality Committee will provide refreshments for the regular meetings and other special and social events conducted by the Society.

#### *Section 5.*

The Education Committee shall be responsible for the education and training of Docents. The Education Committee shall be appointed by the President before the January regular meeting. The Education Committee shall be responsible for the continuing education of all Docents who interface with visitors.

#### *Section 6.*

The President shall appoint a Membership Committee to supervise the recruitment of new Docents. This committee shall maintain a current list of Docents.

#### *Section 7.*

A Nominating Committee of three members shall be appointed by the President at the September General Meeting to recommend Docent nominees for the elected offices for the coming year. This committee shall present the nominees to the Society at the October General Meeting and the election shall be held at the November meeting. The President Of the Society shall not be a member of this committee.

#### *Section 8.*

Such other committees, standing or special shall be appointed by the President as the Society or Executive Board shall from time to time deem necessary to carry on the work of the Society. The President shall be an ex officio member of all committees except the Nominating Committee.

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## ARTICLE VIII

### Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable. The past President will be the Parliamentarian.

## ARTICLE IX

### Amendment of Bylaws

The bylaws may be amended at any regular meeting of the Society by a two-thirds vote of the total members voting, provided that the amendment has been submitted in writing at the previous regular meeting and published in the monthly newsletter. Members may vote at the meeting or by absentee ballot and returned to the secretary prior to the meeting.

## ARTICLE X

### Dissolution

If the Board by a simple majority, decide at any time, on ground of expense or otherwise, that it is necessary or advisable to dissolve the Docent Society, it shall call a special meeting of the Docent Society. A fourteen-day electronic notice detailing the purpose of the meeting will be given. At the special meeting a majority of those present will be needed to vote to dissolve the Docent Society. The Docent Board will determine where any assets remaining after the satisfaction of any proper debts and liabilities, shall be given or transferred equally to any charitable organization with similar aims and objectives to the Docent Society.

(7th Revision dated October 22, 2020)