

OPERATING REGULATIONS OF
SAN DIEGO BOTANIC GARDEN DOCENT SOCIETY

SECTION I – Purpose

The Docent Society is the active volunteer arm of the Quail Botanical Garden Foundation. Its primary function is to train volunteers for many supportive roles in the Garden and to help promote the development of the Garden under the supervision of the Foundation.

The Docent Society:

- Interprets the Garden to the public
- Promotes public interest and knowledge of the Garden
- Sponsors educational programs related to the Garden
- Provides support for Foundation fund raising activities
- Furthers maintenance and development of the Garden

SECTION II – Membership

There shall be three types of membership: Active Docents, Associate Docents, and Volunteers. Only Active Docents may hold office and vote in the Docent Society.

ACTIVE DOCENTS are required to:

- a) Successfully complete Docent Training
- b) Serve a minimum of 80 hours per year
- c) Attend monthly Docent Meetings
- d) Be paid up members of San Diego Botanic Garden

Active Docent requirements may be waived by the Docent Executive Board as deemed appropriate on a case by case basis.

ASSOCIATE DOCENTS are those who have asked to be excused from duties of Active Docents. They are not eligible to hold office or vote while in this status. Associate status is assigned for an initial three year period and may be renewed every three years thereafter.

CHANGE OF STATUS: Any Docent may change membership category or terminate membership by written notice to the Docent Society Chairperson. The San Diego Botanic Garden Director of Operations may terminate any Docent unable to satisfactorily fulfill the requirements of membership.

VOLUNTEERS: The Society distinguishes Volunteers from Docents based on several criteria. Volunteers do not have to complete Docent training classes and are exempt from membership dues to San Diego Botanic Garden. In addition, Volunteers who wish to be included in the Docent/Volunteer Directory must give a minimum of 40 hours of service per year.

The San Diego Botanic Garden Docent Society honors all of its volunteers for their continued service. Annual awards are given at the Volunteer Appreciation Dinner for every five years of service. Any years in Associate status are not counted toward the number of years of service. The Docent Executive Board introduced a 2,000 hours award in January 2007. This award is given for any number of years of service, contiguous or not. Once a Docent/Volunteer reaches this level, they will retain this distinction without needing to meet the minimum hours, yearly requirement. They should continue to record their hours, both to benefit San Diego Botanic Garden and to be eligible for milestone awards.

SECTION III – Offices

- A. Officers of the Docent Society shall be a Chairperson (or Co-chairpersons), Vice Chairperson, Secretary and Treasurer, to be elected bi-annually. No officer shall serve more than two consecutive terms. The Chairperson will fill any unexpired term, by appointment, subject to the approval of the Docent Society Executive Board. The Vice Chairperson or Secretary shall fill the unexpired term of the Chairperson.
- B. The Docent Society Executive Board will consist of the four Elected Officers, the Gift Shop Manager, the Propagation Nursery Manager, two Board Members at Large, and the following Coordinators: Tours, Programs, Trips, Docent Training, Docent, Volunteer, Garden Beautification and any other Department heads, as may be designated by the Chairperson. The San Diego Botanic Garden President/CEO and the Director of Operations shall be ex officio members of the Docent Executive Board. This Board shall be responsible for organizing and coordinating the activities of the Docent Society. A simple majority will comprise a quorum at monthly meetings.
- C. A Nominating Committee consisting of three Docents shall be appointed by the Chairperson by the end of June and the Nominating Committee will present a slate of officers at the September General Meeting. All coordinators and chairpersons shall be identified by the Nominating Committee, with the exception of the Gift Shop Manager and the Propagation Nursery Manager who are appointed by the Director of Operations. Additional nominations may be accepted from the floor at the November meeting, followed by the election of the officers. All nominees should have the approval of the Director of Operations. The new officers shall assume their duties at the January General Meeting.
- D. Docent Society meetings will be held on the first Wednesday of each month, except where there is a Holiday conflict. No meeting is held in July. If necessary, the Chairperson may change the meeting date by notification of the members. A simple majority of the Active Docents present shall constitute a quorum for transaction of business at regular or special meetings of the Docent Society.
- E. The Docent Training Coordinator will present the class schedule to the Docent Executive Board for review.

SECTION IV – Rules of Order

All matters specified in these Operating Regulations shall be governed as set forth in “Robert’s Rules of Order”. Amendments to the Operating Regulations must be announced at a regular monthly meeting, to be voted upon at the next monthly meeting where proposed amendments may be adopted by a simple majority of the Active Docents present. The Operating Regulations will also be reviewed and approved by San Diego Botanic Garden Director of Operations.

The Operating Regulations and any amendments thereto shall be made available to each member of the Docent Society and San Diego Botanic Garden upon request.

Guidelines for Recording of Docent and Volunteer Hours at San Diego Botanic Garden

FREQUENTLY ASKED QUESTIONS

For the most part, recording of Docent/Volunteer Hours is straightforward. Activities such as admissions and gift shop staffing, leading tours, propagation, garden grooming, office support, plant stocking and others require little explanation. However, questions arise regarding other activities. This document is intended to answer those questions.

PURPOSE FOR RECORDING HOURS

- 1) Q. I know that 80 hours are required each year to maintain my Docent status, but I don't record hours worked after 80 hours per year. Does that matter?
A. Yes. Grants are awarded based on a number of criteria. The number of Docent/Volunteer hours often has an impact. Hours are calculated for grant purposes throughout the year. Moreover, you are entitled to certain benefits of the Milestone Program with additional hours beyond the 80-hour minimum. You should turn in your hours for the preceding month online at www.sdbgdocents.org You may also turn in your hours at the monthly Docent Meeting or put them in the hours box in the West Wing. Hours for the closing year are calculated after the January Docent meeting. It is important to have all hours for the closing year turned in no later than the last week in January.

Note: Use decimals to record partial hours, rounding to the half-hour. For example, record 3 hours, 25 minutes as 3.5

REQUIRED HOURS AND TIME-FRAME

- 2) Q. When does the recording year start and end?
A. The year runs from January 1 through December 31. 80 hours are required.
- 3) Q. I am a Docent In Training. How many hours are required by December 31?
A. As a Volunteer in Docent Training you are required to accumulate 80 hours. The total number of hours you gain in the first year will be forwarded to the next year until you reach that number.

HOURS FOR MONTHLY DOCENT MEETINGS

- 4) Q. Does my attendance at the monthly Docent Meetings count?
A. Yes. You may count two hours for attending the monthly meeting, and staying for the program, plus travel time.

OTHER MEETINGS, EVENTS & ACTIVITIES

- 6) Q. Should I record hours for all other meetings? For example, Tour Guide meetings, Gala meetings, Bloom Board planning, etc.
A. Yes
- 7) Q. What about events, such as Volunteer Appreciation Dinner or the Gala?
A. Record hours only if you are working at the event.

- 8) Q. If I am at home preparing for a meeting, such as an agenda, minutes or a presentation, should I record hours?
A. Yes.
- 9) Q. If I am strolling around the Gardens, studying plants to increase my knowledge, should I record hours?
A. No
- 10) Q. If I am at home, on the telephone, soliciting donations for the Plant Sale, calling people to remind them of the Annual Meeting, etc. should I record hours?
A. Yes
- 11) Q. I hear that weekend hours count as double, please explain.
A. Some weekend activities require support, commitment and specialized training on an ongoing basis. This extra effort is rewarded.

These weekend activities are:

- Gift Shop
- Admissions
- Tours, Saturday 10.30 am

DOCENT/VOLUNTEER MILESTONE PROGRAM

The Milestone Program was begun to reward exemplary volunteer service above the minimum requirements (80-hours for "Active" Docents; 40 hours for Volunteers). At each of the designated levels, Docents and Volunteers will receive these benefits:

90 hours: Four visitors passes

200 hours: Four visitors passes and a \$10 gift certificate for the SDBG Gift Shop

400 hours: Two visitors passes and a one-year SDBG Membership

500 hours: A chance to win 2 tickets for the annual Gala In The Gardens held in September.