

OPERATING REGULATIONS OF  
QUAIL BOTANICAL GARDENS DOCENT SOCIETY

**SECTION I – Purpose**

The Docent Society is the active volunteer arm of the Quail Botanical Gardens 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 four types of membership: ACTIVE DOCENTS, INACTIVE DOCENTS, ASSOCIATE DOCENTS, and VOLUNTEERS. Only the 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) Active Docent requirements may be waived by the Docent Executive Board as deemed appropriate on a case by case basis.

INACTIVE DOCENTS are those who have asked for a leave of absence for up to six months.

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. They may retain this status for up to three years after which they will be dropped from the rolls.

CHANGE OF STATUS: Any Docent may change membership category or terminate membership by written notice to the Docent Society Chairperson. Any Docent unable to satisfactorily fulfill the requirements of membership may be terminated by the Docent Society Executive Board.

ALL DOCENTS and Volunteers must be members in good standing of the Quail Botanical Garden Foundation.

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 Quail Botanical Gardens. In addition, volunteers who wish to be included in the Docent/Volunteer Directory must give at least 40 hours of service each year. This compares to an 80-hour requirement for docents.

The QBG Docent Society honors all of its volunteers for their continued service. Annual awards are given at the volunteer recognition dinner for every 5 years of service. Any years in inactive or associate status are not counted toward the number of years of service. As of January, 2007, the Docent Executive Board added another recognition level – the 2,000 hours award. This award is given for any number of years of service, contiguous or not. Once a volunteer reaches this level, they will retain this distinction without meeting any further requirements. These recognition levels will be published in each year's Docent/Volunteer Directory to further highlight these outstanding individuals.

### **SECTION III – Offices**

A. Officers of the Docent Society shall be a Chairperson (or Co-chairpersons), Vice Chairperson, and a secretary to be elected 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 unexpired term of the Chairperson shall be filled by the Vice Chairperson or Secretary in line of succession.

B. The Docent Society Executive Board will consist of the Three Elected Officers, the Gift Shop Manager, Gift Shop Staff Coordinator, the Propagation Nursery Manager, Two Board Members at Large, and the following Coordinators: Tours, Programs, Trips, Docent Training, Docent, Volunteer, Seeds of Wonder Programs, Beautification and any other Department heads as may be designated by the Chairperson. The QBG President and CEO shall be an ex officio member 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 at the August general meeting and they will present a slate of officers at the October 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 Foundation Executive Board. 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 meeting.

D. Docent Society meetings will be held on the first Wednesday of each month, except the December meeting shall be at the discretion of the Docent Executive Board. 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 prepare the class schedule and lesson plans which will be presented to the Docent Executive Board for review and approval.

#### **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 presented in writing 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 Quail Botanical Gardens Director of Operations.

The Operating Regulations and any amendments thereto shall be made available to each member of the Docent Society and Quail Botanical Gardens upon request.

Rev. 10/07

Approved Docents 11/07

# Guidelines for Recording of Docent and Volunteer Hours at Quail Botanical Gardens

## 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 volunteer hours often has an impact; the more hours, the better. 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 to retain "Active" docent status (see below). Please turn in your hours for the preceding month at the monthly docent meeting or drop them in the hours box in the Ecke Building. 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 by the first 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 TIMEFRAME**

- 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 new volunteer in docent training. How many hours are required by December 31?
  - A. In your 1<sup>st</sup> year 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.

### **MONTHLY DOCENT MEETINGS**

- 4) Q. Does my attendance at the monthly docent meetings count?
  - A. You may count up to 10 hours per year for attending monthly meetings. However, if you are working at the meeting, such as hospitality, sign-in, chair, or secretary, you may count the entire time of business meeting and speaker.
- 5) Q. Should I record any time if I am required to give a committee report at the meeting? For example, Herb Festival, S.D.County Fair, Coordinator

A. Yes. Record time for the business portion of the meeting.

### **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 special events, such as Volunteer Appreciation 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. Double the number of hours you work, and record this number (if you worked 4 hours, plus ½ hour for travel, record 9 hours). These activities include:

-Gift Shop

-Admissions, including collections at special events

-Tours, Saturday 10 am

Note1: Weekend hours begin Friday 5 pm through Sunday night.

Note 2: New docents: You may not double weekend hours while recording your 1<sup>st</sup> 80 hours.

12) Q. If I attend a horticultural seminar or visit a garden, should I record hours?

A. No, unless you are the Trip Coordinator(s) for Quail Botanical Gardens Docent Society.

## 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: Two visitor passes

250 hours: Two visitor passes and a \$10 gift certificate at Quail’s Gift shop

500 hours: Two visitor passes, a one year free Quail membership, and a chance to win 2 tickets for the annual Gala in the Gardens held in September.