



GREATER PHILADELPHIA AREA DOCENT CONSORTIUM

BYLAWS of the Greater Philadelphia Area Docent Consortium

CHAPTER 1: Introduction

Section 1.1 These are the bylaws of the Greater Philadelphia Area Docent Consortium (GPADC), which serve to govern this Board only. GPADC is an organization providing exchange of information among docent/guides of representing cultural institutions in the Greater Philadelphia area.

CHAPTER 2: Membership

Section 2:1 Any volunteer docent or guide group in the Philadelphia area, whose dues have been paid for the current year, is considered a member in good standing in the GPADC.

CHAPTER 3: Governance

Section 3:1 The GPADC will be governed by a Steering Committee, which will consist of a chair, vice chair, recording secretary, corresponding secretary as needed, treasurer, and up to four members at large. Past chairs are included as non-voting members. The officers will be nominated by the Steering Committee.

Section 3:2 The Steering Committee members shall serve a two-year term and may be re-elected for one more consecutive term. They shall be elected at the May annual meeting by a majority of members present or electronically. Each term of office shall commence on June 1 of the year of the election. If a member is unable to fulfill the term, the Steering Committee will appoint a proxy to perform duties until the conclusion of a particular time period. The proxy may be a member of the Steering Committee or someone appointed from the general membership.

Section 3:3 The Chair shall preside at meetings, shall serve as liaison between organizations, shall represent the board at required meetings, and shall otherwise conduct business for the GPADC.

Section 3:4 The Vice-Chair shall assist the Chair and fulfill the Chair's duties in the Chair's absence. The Vice-Chair has the option to succeed the Chair at the conclusion of the term. If the Vice-Chair declines this option, the Chair will be elected by the Steering Committee from the remaining members of the Steering Committee.

Section 3:5 The Corresponding Secretary will work in conjunction with the Treasurer to notify all organizations of upcoming membership dues. The Corresponding Secretary will also acknowledge the receipt of the dues and thank the organizations that submit them.

Section 3:6 The Recording Secretary shall ensure notices of the annual meeting of the GPADC are properly sent to all members. The Recording Secretary shall ensure that any other communications are distributed among members; that minutes are taken and distributed, and any other organizational needs are fulfilled.

Section 3:7 The Treasurer shall collect dues; shall pay all debts and expenses and shall show proper accounting of all monies collected for the GPADC.

In addition to the Treasurer, a second member of the Steering Committee will be added to the GPADC bank account as an either/or signatory.

Also, the Treasurer of the Steering Committee will send statements, which detail major changes in the account, to all Steering Committee members.

Section 3:8 When appropriate, the Chair may appoint committees to coordinate events for the membership.

Section 3:9 Before the annual meeting, at which Steering Committee members will be elected, the Steering Committee should appoint a Nominating Committee; whose responsibilities include selecting at least one nomination for each position to be filled on the Steering Committee. The Nominating Committee will consist of at least three members.

CHAPTER 4: Meetings

Section 4:1 Meetings will be held three times a year. One annual meeting will include the election of officers in appropriate years. The election may be by slate or ballot. Crossroads meetings will be scheduled at the discretion of the Steering Committee.

Section 4:2 The Chair may call additional meetings as needed.

CHAPTER 5: Conflict of Interest and Ethical Practices

Section 5:1 No member of the GPADC MAY VOTE ON ANY MATTER IN WHICH ONE HAS A FINANCIAL INTEREST, IN WHICH ANY MEMBER OF THE FAMILY HAS A FINANCIAL INTEREST, OR ON ANY MATTER THAT ONE HAS A CONFLICT OF INTEREST.

CHAPTER 6: Amendments to the bylaws

Section 6:1 The bylaws may be amended or repealed at a meeting by two-thirds affirmative vote of the GPADC members or disseminated and approved electronically.

Section 6:2 Prior notice of the proposed amendment or repeal of any bylaw should be published to the membership at least ten days prior to the meeting at which the vote will be taken.

Section 6:3 Each member institution shall have one vote.

CHAPTER 7: Transaction by other means

Section 7:1 When any action by the GPADC or its Steering Committee is required, the action may be conducted by mail, telephone, electronic mail or other means. Any action by mail, such as absentee ballots must be provided at least ten days before the ballot is to be returned. Any action by telephone or other electronic means must be conducted in a manner in which all participants may communicate with each other simultaneously.

These bylaws were updated by the Steering Committee in June 2020 and approved on September 27, 2021 at the General Meeting of the GPADC.

GPADC MISSION STATEMENT

The Greater Philadelphia Area Docent Consortium (GPADC) is an organization of docents from Philadelphia area museums and diverse institutions where guides are utilized. Our purpose is to share information on docent issues and to strengthen the cognizance of the inclusive culture of our region.

The Mission Statement was updated by the Steering Committee at a meeting in September 2021 and approved on September 27, 2021 at the Fall Meeting of the GPADC.