

# **LOS SERENOS de POINT VICENTE, INC.**

## **STANDING RULES**

(Revised November 5, 2019)

### **MISSION STATEMENT**

Los Serenos de Point Vicente, Inc., is a volunteer organization that assists and supports the City of Rancho Palos Verdes' objectives for the Point Vicente Interpretive Center with regard to the natural and cultural history of the Palos Verdes Peninsula. Los Serenos will provide interpretive and educational services to the community and public by means of docent-led tours, special events, workshops, and classes.

### **REGULAR MEETINGS OF THE BOARD**

Regular meetings of the board shall be open to all members of Los Serenos and are normally held on the first Tuesday of each month, at 10:00 AM.

### **REQUIREMENTS AND RULES OF CONDUCT FOR MEMBERSHIP**

- a. The President, or board authorized representative, shall be the only person permitted to speak on matters representing the organization. Individual members, other officers, and presiding officers of committees must defer to the President until and unless they have been given authority to speak. In turn, the President, when speaking officially, must present the views adopted by the board. Members are free to express their personal opinions on any matter affecting Los Serenos, but in no instance should they give the impression that they are speaking on behalf of the organization.
- b. Members shall not engage in conduct that is materially and seriously prejudicial and/or detrimental to Los Serenos' mission, purposes, and interests.
- c. Members shall not share their political opinions when performing docent duties or on assignment.
- d. Members must submit to a background security check as required by City policy.
- e. Docents must wear uniforms while on duty. (see Dress Code, page 3)

## DOCENT MINIMUM REQUIREMENTS

Docents are expected to average a minimum of six (6) hours or three (3) activities *per each month* over the course of a 12-month period. The following are approved activities;

- Museum duty
- Tours
- Nature walks
- Whale Wagon
- Outreach
- Committee(s)

## MEMBERSHIP CATEGORIES

Currently there four categories of membership:

Docent Member  
Inactive Member  
Emeritus Member  
Volunteer Member

## DUES

Dues may be changed at the discretion of the Board of Directors. Dues are due on July 1 and shall become delinquent in sixty (60) days. Dues shall be as follows:

- Docent Membership – Twenty-five Dollars (\$25.00) per year.
- Inactive Membership – Thirty-five Dollars (\$35.00) per year.
- Emeritus Membership – Exempt
- Volunteers Membership – Ten Dollars (\$10.00) per year.

**Note:** *For information on how to change your membership category, see the Los Serenos Bylaws, Article III, Membership, Section 3.01, Page 2.*

## DRESS CODE

When performing docent or volunteer activities on behalf of Los Serenos, Docents and Volunteers are required to wear the uniform as specified below:

- a. Name tag.

- b. Comfortable shoes appropriate for terrain where tour/hike is being held.
- c. Khaki or beige pants, skirt, culottes or shorts no shorter than 2" above the knee. (It is suggested that long pants be worn on hikes.)
- d. Navy blue Los Serenos inscribed polo shirt. In warm weather docents may wear white Los Serenos inscribed polo shirts while on duty outside the museum.
- e. Docents leading hikes must wear the "Los Serenos" inscribed polo shirt.
- f. Jackets or other outer garments can be navy blue, khaki, or beige preferably inscribed with the Los Serenos logo.
- g. Optional: visors or hats with the Los Serenos logo or no logo.
- h. The Los Serenos logo is the only logo permitted.

### **MEMBERSHIP INCENTIVES**

- a. All members are entitled to free admission at PVIC and free parking at Abalone Cove when accompanied by the member; these benefits extend to the member's immediate family.
- b. All members may purchase merchandise at the PVIC gift shop at a discount approved by the City.

### **COMMITTEES DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of all committees are normally outlined in the *Los Serenos Policies & Procedures Manual*.