

Gillies

Policies and Procedures

POLICIES AND PROCEDURES

Revised February 12, 2015 & May 15, 2015

I. GENERAL MEMBERSHIP MEETINGS

Regular meetings shall be held on Fridays unless there is a conflict. Meeting months shall be September, March, and May. The March meeting is the annual meeting.

II. FINANCE

A. Postage

The Gillies will pay for the cost of mailing. Items covered include Gillies Newsletter, announcements of meetings, and other Gillies business.

B. Refreshments

Refreshments for Gillies meetings are Gillies' expense. Refreshments for Museum sponsored events are not Gillies' expense.

C. Dues

Dues for Active and Intern members are \$30.00. Dues for Associate members are \$35.00. Dues are payable to the Treasurer on June 1. If dues are not received by August 1, membership shall be forfeited by action of the Executive Committee.

D. Memorial Fund

At the end of the year, one book shall be purchased for the Gillies Library in memory of deceased Gillies, members of a Gillie's immediate family, or individuals (not Gillies) who have made significant contributions toward the Gillies organization. Expressions of our regrets will be sent to the families at the time of the deaths.

An Honorarium and Memorial Gift Book shall be kept current and remain in the Gillies Library.

E. Reserve Funds

Monies held in reserve funds can be removed when needed, by Board approval upon recommendation of the Executive Committee.

F. Fixed Assets

Fixed assets accumulated by the Gillies shall be recorded in an inventory, maintained by the Treasurer.

III. SERVICE GUIDELINES

A. No Staff member may directly request service from any Gillie. All requests for service must go through the Gillies President.

B. All hours spent in Service Areas must be scheduled through the Service Area Chairs and/or Staff. Museum Hours may be granted for special assignments when approved by the Gillies Board.

C. A Spot Job is either a job that occurs on a one-time basis and that has a definite time frame, or it is a job that fulfills a need that arises on an emergency basis.

Hours are earned only through service that has prior approval of the Gillies President.

D. Active members must perform a minimum of thirty (30) museum hours of service each year. Members are encouraged to complete fifteen (15) hours by January 1.

E. The purpose of the Gillies is to provide service to the Thomas Gilcrease Museum (Bylaws, Article 2). The Gillies will not collect fees or payments for goods or services or hold any item for surety or otherwise have

responsibility for any money paid to Thomas Gilcrease Museum, the City of Tulsa, or any entity other than the Gillies. Gillies may not be employees of the Gilcrease Museum or its satellite services.

- F. The Gillies organization will not initiate or participate in any fund raising activities except to provide volunteer service as requested according to Gillies Policies and Procedures (III A).
- G. The *Gillies Manual* and the *Docent Manual* are the properties of the Gillies organization, and the declaration "Copyright: All Rights Reserved" will appear on the title pages of these documents.
- H. Gillies who train, assist, or advise volunteers at other institutions may not use the name of the Gillies or any copyrighted materials of the Gillies for such purposes without express approval of the Executive Committee.

IV. HOURS GUIDELINES

- A. Museum Hours
Time spent working other than initial Intern Training.
- B. Gillies Hours
Time spent at initial Intern Training.
- C. Administrative Hours
Administrative hours are hours given at the end of the Gillies year to members of the Board of Directors and others approved by the Board in recognition of their special services. This includes time spent (usually at home) phoning, scheduling, planning, and writing reports that contribute to the functioning of the Gillies. The hours will be added at the end of the year by the Service Hours Chair.

President	200
President-Elect	100
Vice-President	100
Secretary	100
Treasurer	100
Past-President	30
Adjuncts	10
Anthropology	30
Archives	30
Art	30
Audit Program	10
Day Captain	30
Development Office	30
Digitization	30
Docent Chair	100
Education & Public Programs	30
Gardens	30
Gilcrease Forum	30
Gillies Library	30
Greeters	30
Gilcrease Goes to School	30
Hospitality	30
Intern Education	100
IT	50
Kravis Discovery Center	30
Museum Store	30
Newsletter	50
Service Hours	30

Speaking of Gilcrease	30
Standards Committee Chair	30
Student Art Show	30
Travel	30

Hours granted Service Area and Administrative Committee Chairs as listed shall be museum hours. All officers and chairs shall also give the required thirty (30) service hours to the museum in addition to the administrative hours.

D. Recording of Hours

All hours are to be recorded on Gillies' individual service hour sheets, rounded off to the nearest hour. Gillies hours and Museum hours are to be totaled by the Service Hours Chair. Travel time from home to the Museum is not to be counted in the Museum hours.

Double Museum hours are granted to all volunteers who work in Gillies Service Areas on Saturdays, Sundays, city holidays, and hours outside regular Museum hours, or for presentations off Museum premises. All hours are counted from May 1 to April 30.

Guidelines for Service areas are listed below:

Museum Tours	2 hours
Gilcrease Goes to School	4 hours
Each additional presentation at same location.....	2 hours
Intern Education Presentation.....	5-25 hours
Each additional presentation	5 hours
Speaking of Gilcrease Presentation.....	4 hours
Each additional presentation at same location.....	2 hours

V. BOARD OF DIRECTORS

The Board Chairs appointed by the President shall assume office on June 1.

VI. AMENDMENTS

These Policies and Procedures may be amended at any Board Meeting of the Gillies by a two-thirds vote of the Board present.

