

RULES AND POLICIES OF THE CHEYENNE MOUNTAIN ZOO AUXILIARY

Definitions [1]

Ad Hoc – Formed, arranged, or done for a particular purpose only.

Annual Reporting Period – The annual reporting period for purposes of the financial proceedings and budget of the Cheyenne Mountain Zoo Auxiliary shall coincide with the CMZ Fiscal Year (Currently May 1 to April 30). The annual reporting period for the purpose of recording service program hours shall be from June 1 to May 31.

Auxiliary Service Program – Includes any activity for which service hours are granted. This includes, but is not limited to, Tours, Safaris, Cart talks, Special Events, Zoom, and Zoopeteers.

Delinquent – Failing in or neglectful of a duty or obligation.

Ex Officio Member – A member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office. The term is Latin, meaning literally "from the office", and the sense intended is "by right of office"; its use dates back to the Roman Republic. [This individual is allowed to vote and take active part in all activities of the Board unless specifically denied to do so by the terms of the position.]

General Membership – All active docents in good standing.

Good Standing – A member of the Auxiliary who is in compliance with all the requirements of the Bylaws and Rules and Policies.

May – A choice to act or not, or a promise of a possibility, as distinguished from "shall," which makes it imperative.

Shall – An imperative and mandatory command. For purposes of these Rules and Policies and the Bylaws the words “shall” “should” and “will” have the same meaning. [For example shall can be read as “an active docent has the duty to... or is required to....”.]

Substantial Changes – Changes that constitute or are of ample or considerable amount, quantity, or size; or are fundamental, essential.

Suspension/Suspended – The act of forcing someone to leave a job, position, or place for a usually short period of time as a form of punishment.

Termination/Terminated – The action of bringing something or coming to an end; cancellation, dissolution.

Terms of Endearment – words such as “honey” or “sweetie. Also sometimes called sweetener words.

Board of Directors [2]

The Rules and Policies of the Cheyenne Mountain Zoo Auxiliary may be amended at any meeting of the Auxiliary Board of Directors (the Board) provided a quorum is present and the proposed amendment carries by a two-thirds majority vote. Substantial changes proposed to Rules and Policies will be communicated to the general membership, when possible, before being voted on by the Board. Authority of the Board to adopt and amend Rules and Policies is provided in the Auxiliary Bylaws (Article VII, Section 4-A).

General Membership [3]

The general membership of the Auxiliary may overturn any provision of Rules and Policies by a majority vote of the members present at any regular scheduled meeting of the Auxiliary provided that notice of intent to take such action was announced at the previous regular meeting of the general membership. The general membership may propose an amendment to Rules and Policies by passing a resolution by majority vote that shall require the Board to consider the proposal.

COMMITTEES AND ACTIVITIES

Board of Directors [4]

1. President
2. President-Elect
3. Vice President Education
4. Vice President Education-Elect
5. Vice President Outreach
6. Vice President Outreach-Elect
7. Recording Secretary
8. Corresponding Secretary
9. Treasurer
10. Vice President On-Grounds Programs
11. Immediate Past-President (ex-officio)

Standing Committees [5]

1. Nominating
2. Education
3. Finance Advisory Committee

Supplemental Activities [6]

- | | |
|-----------------------------------|-----------------------|
| 1. Animal Enrichment | 9. Safari Coordinator |
| 2. Bylaws, and Rules and Policies | 10. Service Registrar |
| 3. Cart Coordinator | 11. Social |
| 4. Continuing Education | 12. Special Events |
| 5. Docent Resource Center | 13. Tour Coordinator |
| 6. Field Trips | 14. Zoopeteers |
| 7. Membership/Public Relations | 15. ZOOM |
| 8. Newsletter (<i>Zooline</i>) | |

At the discretion of the President and a committee formed for outgoing and new Boards, two or more of the above Supplemental Activities may be combined in any year.

Duties [7]

1. **President**: The President will officiate at all meetings of general membership and the Board. The President will initiate ad hoc projects. The President will be an ex-officio member of all Committees and Activities with the exception of the Nominating Committee.
2. **President-Elect**: The President-Elect will become familiar with affairs of the Auxiliary to prepare for the duties of President. Duties during the term as President-Elect will include making arrangements for programs at all Docent meetings. Should the President be unable to complete the normal term of office, the President-Elect will serve the unexpired term. Should the President-Elect assume the office of President for more than one half of a full term, it will be considered a

full term, and the resulting vacancy in the office of President-Elect will be filled by the Board. (Bylaws, Article VII, Section 7).

3. Vice President Education: The Vice President Education will chair the Education Committee and will assist the Zoo's Director of EdVenture in organizing other education projects.
4. Vice President Education-Elect: The Vice President Education-Elect will assist the Vice President Education with the Education Committee. Should the Vice President Education be unable to complete a full term, the Vice President Education-Elect will serve the unexpired term. Should the Vice President Education-Elect assume the office of Vice President Education for more than one half of the full term, the resulting vacancy in the office of Vice President Education-Elect will be filled by the Board.
5. Vice President Outreach: The Vice President Outreach will act as Scheduling Chair, coordinating tours and safaris with schools and other organizations. The Tour and Safari Chairs will work closely with the Vice President Outreach to help coordinate these related activities.
6. Vice President Outreach-Elect: The Vice President Outreach-Elect will assist the Vice President Outreach with scheduling and coordinating tours and safaris with schools and other organizations. Should the Vice President Outreach be unable to complete a full term, the Vice President Outreach-Elect will serve the unexpired term. Should the Vice President Outreach-Elect assume the office of Vice President Outreach for more than one half of the full term, the resulting vacancy in the office of Vice President Outreach-Elect will be filled by the Board.
7. Treasurer: The Treasurer will keep accurate account of all financial proceedings of the Auxiliary and will provide a record of these proceedings to the Auxiliary and the Zoo. The Treasurer will submit the annual Auxiliary budget to the Zoo for approval.
8. Recording Secretary: The Recording Secretary will keep the minutes of all meetings of the Board and all Docent meetings.
9. Corresponding Secretary: The Corresponding Secretary will be responsible for all correspondence of the Auxiliary and the publication of the Auxiliary Directory.
10. Vice President On-Grounds Programs: The Vice President On-Grounds Programs will work closely with the Auxiliary President. The Vice President On-Grounds Programs and the CMZA President will make appointments from all interested and qualified Docents as needed to assist with On Grounds programs.
11. Immediate Past-President: The Immediate Past-President will be the Chair of the Nominating Committee, the official Auxiliary delegate to AZADV, and give notification to delinquent docents as defined in the Bylaws and Rules and Policies. As part of the duties, the Immediate Past-President will work with docents who claim extenuating circumstances for their non-compliance. All such discussions with those docents shall remain confidential. This officer shall also monitor procedures for all delinquent docents under Rules and Policies Sections 30.6 and 36.2 and shall report to the Board for action only after failure to meet those requirements.

Standing Committees [8]

As stated in Bylaws, Article X, Section 1.

Supplemental Activities [9]

Duties are broadly stated by the Board when a Supplemental Activity is created. A more detailed description is kept in the records of the Supplemental Activity and in the President's notebook.

Term Limitation [10]

No member of the Board and no Supplemental Activity Chair will serve for more than two consecutive elected or appointed terms unless there is no qualified person willing to assume the position.

DELEGATES

AZADV (Association of Zoo and Aquarium Docents and Volunteers) [11]

The Immediate Past-President of the Auxiliary will be the official voting delegate to the annual AZADV conference and will act as liaison between AZADV and the Auxiliary. If the Immediate Past-President is unable to attend the annual conference, the current Vice President Education or another docent appointed by the Board may attend as the official voting delegate.

Expenses [12]

1. AZADV: The Auxiliary will pay the AZADV registration fee for its official voting delegate only. In addition, the official voting delegate will receive reimbursement for travel and lodging. Lodging at the convention will be reimbursed based upon the conference rate for a room. Travel will be reimbursed for an economy air ticket. Should the delegate choose to drive, reimbursement will be based on gas costs for the direct route to the convention and back. Meal expenses and optional activities not covered by the basic registration fee will not be reimbursed.
2. Official Auxiliary delegates to other Zoo-related functions may have certain expenses paid for by the Auxiliary as determined by the Board.

Other Meetings [13]

Delegates to functions other than AZADV will be appointed by the Board as needed.

MEETINGS

Election/Evaluation [14]

Meetings will be held once a year by the Auxiliary for the purpose of electing new officers of the Auxiliary and the new Nominating Committee, and to evaluate the Auxiliary activities for the past year. Two meetings will be held each May on a Saturday and a Wednesday in order to accommodate Docents who cannot attend on one of those days. The same ballot will be presented at both meetings. Attendance at an Election/Evaluation meeting is required of all docents.

Installation/Awards [15]

The newly elected Board of the Auxiliary and newly selected Chairs of Supplemental Activities will be installed at the June meeting. This meeting will also be used to report the evaluation of Auxiliary Activities for the past year. The June meeting will be held on a Saturday. Attendance at the Installation/Awards meeting is expected.

Tour Docent Fall Meeting [16]

The Auxiliary may hold a meeting in August or September to plan for and organize the upcoming autumn season of school tours and safaris. All Docents who conduct, lead, or participate in Tours or Safaris are encouraged to attend this meeting.

Mandatory Meeting Attendance [17].

Members unable to attend a mandatory meeting shall notify the president in advance, if possible. (Bylaws, Article IX, Section 1).

MEMBERSHIP

Age and Background Check [18]

A prospective new docent must be at least 21 years old by the beginning of the training program. Prior to the beginning of training, each prospective docent must pay for and pass an appropriate background check. If the candidate does not pass the background check, they are ineligible for docent training and the charge for the background check will not be refunded. If the background check is passed, this charge will be credited toward the purchase of the Education Manual and/or required uniform items.

TB Screening [19]

If required by the Zoo, all active members participating in Zoo activities shall be required to offer proof of annual TB screening, including the required follow-up reading. Any docent who has resigned, been inactive, or sustaining and is reactivating membership, must also offer proof of current TB screening including the required follow-up reading, if required.

Classification [20]

1. **Active:** Active members are those who fulfill credit requirements of the Auxiliary service program, including work/service hours and continuing education requirements, and who attend certain required meetings. Only Active docents and Legacy docents may participate in the Auxiliary Service Program, including but not limited to tours, safaris, cart talks, ZOOM, and Zoopeteers.
2. **Inactive:** Members who have been active for two or more years may request inactive status for a period of time not to exceed two years. Inactive members are not required to participate in the Auxiliary service program or attend meetings. Inactive members may not serve on the Board (Bylaws, Article VII, Section 2) nor participate in ad hoc or other committees. Inactive members shall not participate in the Auxiliary Service Program but may attend meetings including education classes and other activities.
3. **Sustaining:** Sustaining members are those who have been active for at least five years but no longer wish to participate in the Auxiliary service program. They are not required to participate in activities, but may attend meetings including education classes and field trips. Sustaining members may not serve on the Board (Bylaws, Article VII, Section 2). To be considered for a position on the Nominating Committee, a sustaining docent must notify the Nominating Committee Chairman. Sustaining members may serve on an ad hoc committee or on other committees as approved by the Board.
4. **Legacy:** Legacy Docents are those who have contributed significantly to the Auxiliary, but who can no longer meet the demands of an Active docent. Legacy Docents will be able to work ‘when they can, if they can’ and have service hour requirements waived to zero. They are not required to participate in activities, but may attend meetings including education classes and field trips. Legacy docents may vote in elections but may not serve on the Board. To be considered for a position on the Nominating Committee, a legacy docent must notify the Nominating Committee Chairman. They may serve on an ad hoc committee or on other committees as approved by the Board.

5. Honorary: Honorary membership may be granted to persons who have demonstrated outstanding service to the Auxiliary. Honorary membership must be voted by the Board with the presiding President of the Auxiliary present. Persons being considered for honorary membership may not be present when the vote is taken.

Auxiliary Fee [21]

Inactive and Sustaining members will pay an annual Auxiliary fee of \$10.00.

Request for Change [22]

All requests for change in membership classification shall be submitted to the Board in writing.

Resignation [23]

A member of the Auxiliary may voluntarily resign by notifying the Board in writing of such intent. Resignation becomes effective upon the Board's receipt of the written notice and the docent's return of the gate key.

Reinstatement [24]

1. A member of the Auxiliary who has resigned in good standing or has a status change to sustaining or inactive may be reinstated to active membership by renewing Zoo membership, if it has lapsed, submitting proof of a current TB Skin test if required by the Zoo, and meeting training requirements to update docent skills as determined by the Education Committee.
2. A person who has been reinstated to active membership after resigning or going sustaining may also have their accumulated service hours reinstated by petitioning the Board if: a) their active status ended after May 1, 2019, and b) no more than 5 years have elapsed since their active status ended. Proof of accumulated service hours shall be by a written letter to the Petitioner from the Auxiliary President at the end of the person's active status. The reinstated member must present this letter to the Board along with the petition for reinstatement of service hours.

Dress Code [25]

Jacket or Vest: A tan safari style vest or jacket, hunter green polo, and hunter green windbreaker with the CMZA logo are all official CMZA uniforms. Only the hunter green polo and a Board-approved hunter green outerwear garment will be required purchases for new docents. Depending on weather conditions, Board-approved jackets embroidered with the Auxiliary logo (fleece vest, fleece long-sleeved jacket, winter parka, etc.) may be worn in place of the official safari vest, jacket or windbreaker. Docents will wear the vest or jacket and other parts of the Auxiliary uniform in clean and neat condition for all official activities. Patches, badges and pins will be displayed as prescribed:

1. Sleeves: The Auxiliary Patch is worn on the upper left sleeve of the Safari Jacket or on the upper left front side of the pocket (if any) of the Safari Vest.
2. Front: The Auxiliary nametag is worn on the upper right side of the uniform.
3. Back: Patches from other zoos and aquariums may be worn on the tan vest or tan safari jacket.
4. Collars or Pockets: Auxiliary 25-, 30- and 50-year pins, 150-hour giraffe pin, AZADV pin and no more than three additional zoo-related pins.
5. Shoulder Tabs: Auxiliary service stars may be worn on the tan safari jacket.

Slacks and Skirts: Tan. Denim jeans are not acceptable.

Shorts: Tan. Length should be mid-thigh or longer and must be longer than the jacket hem.

Shirts: The hunter green polo shirt (both long and short sleeves), the blue Zoo-approved T-shirt, and the hunter green sweatshirt are considered to be shirts. A shirt must be worn with the slacks, skirt, or shorts mentioned above. A white turtleneck with or without the CMZ logo may be worn under any of the uniform shirts above. A shirt may be worn with or without outerwear.

Outerwear: The windbreaker, fleece jacket, heavy winter jacket, tan safari jacket and vests, plus any other Board-approved items, are considered outerwear. There are two approved vests, the tan safari vest and the hunter green fleece vest. Vest must be worn over a shirt as defined above, or over a different item of outerwear (e.g. not a vest over a vest).

SERVICE PROGRAM

Work Requirements [26]

Interpretive Activities (IA) are defined as Carts, Special Events, Big Backyard, Penguins & Pelicans, or any zoo-required interpretive activities as approved by the Board.

Tour Activities (TA) are defined as Docent Tours and Docent Safaris.

Supplemental Activities (SA) are defined as ZOOM (Loft and EdVenture animal handling programs), Zoopeteers, or EdVenture sponsored activities (Starlight Safaris, Wild Night or any non-animal handling program administered by EdVenture)

All Docents (except for Exempted Docents, Legacy Docents, and Docent Trainees) must complete a minimum of 15 Interpretive Activity or Tour Activity service hours each year, starting June 1 of their Zoo School year. They are also obligated to earn a minimum total of 30 service hours each year, starting June 1 of their Zoo School year, in any combination of activities the docent is qualified to perform (Interpretive Activities, Tour Activities, or Supplemental Activities).

Exempted Docents: those docents certified prior to May 31, 1997 must complete a minimum of 4 Interpretive Activity or Tour Activity service hours each year. They are also obligated to earn a minimum total of 8 service hours each year in any combination of activities the docent is qualified to perform (IA, TA, or SA).

Docent Trainees: all prospective Docents enrolled in Zoo School must certify on Interpretive Activities in order to successfully graduate. Docent Trainees are encouraged to also certify on Tour Activities. Trainees must complete a minimum of 20 service hours prior to May 31 of their Zoo School year, in any combination of the following (if certified in both categories): Tour Activity hours certifying on or leading a Docent Tour or Docent Safari and/or Interpretive Activity hours certifying on or working Carts or working Special Events (no other Interpretive Activities will be accepted).

Legacy Docent: A docent who has contributed significantly to the Auxiliary may request from the Board an on-going exemption to the work requirements, based on need. Additionally, any docent can request from the Board such an exemption for another docent who is not able to ask of their own volition. The Board should consider at minimum the following preconditions: length of service as a Docent, overall contribution to the Auxiliary, and whether the Docent can no longer meet the demands of an Active docent. The work requirements will be reduced to zero, depending on circumstance, as a '*work when you can, if you can*' offering in gratitude to their previous service. Docents who have their requirements waived to zero by the Board shall be known as Legacy Docents. The President of the Board shall send that docent a card thanking them for their significant service to the Auxiliary. The President should also inform the Service Registrar of any change in status and what the waiver entails.

Substitutes [27]

All docents will be responsible for arranging for a substitute when unable to be present for a scheduled activity. The Chair of the activity should be notified of the substitution and determine that roster changes reflect the correct names for service credits.

Tour and Safari Sign-ups [28]

Tour Docents are encouraged to reasonably limit their initial tour and safari sign-ups (any combination) in the fall and spring to give all Tour Docents the opportunity to participate in each tour season.

Promptness [29]

Docents will be prompt in reporting for all scheduled activities. In addition, docents who lead tours should arrive at least 15 minutes prior to the start of a tour and will, if necessary, wait up to 30 minutes past scheduled start time for the tour group to arrive.

Unless excused by the docent in charge of the activity (for an emergency, etc.) docents who are late or do not show up for a scheduled activity will forfeit previously earned service credits as follows:

1st offense – 1 hour lost; 2nd offense – 4 hours lost; 3rd offense – 9 hours lost.

Service Hours [30]

1. Tours and Safaris:

Docents will earn two hours for each scheduled tour or safari they conduct. In the event of a cancellation on the scheduled day, the hours are still earned. Hours are not earned if cancellation occurs prior to the day scheduled.

A docent who picks up or drops off a Safari kit will be given one additional service hour per safari. Only one additional hour will be given no matter how many trips the docent makes to the zoo for handling that Safari kit.

In the event that a safari is out-of-town (more than 35 miles one-way from the Zoo), docents will receive an additional 2 service hours per day for travel. For these out-of-town safaris, at least two docents should be scheduled and encouraged to travel together to the school. Each docent will receive full credit for the safari regardless of each docent's role in conducting the safari.

- a) The Tour and Safari Coordinators shall have the discretion to award incentive credit to docents for unusual situations that may arise.
- b) The Vice President Outreach and the Safari Coordinator shall have the discretion to determine whether two or more docents are needed to travel to a safari location due to distance and travel time and to award each docent full credit for the programs that are conducted at the safari site regardless of each docent's role in conducting the safari.

2. Interpretive Activities: Docents will earn one hour for each hour worked on Zoo premises or at Auxiliary and/or Zoo-sponsored educational programs off Zoo grounds. The Interpretive Activities that qualify for credit are, but are not limited to, cart demonstrations, special events, tours and Trainee Docent Interpretive Activities certification. Note that Interpretive Docents must enter their time for cart demonstrations in increments of at least 15 minutes.

3. Docent Trainees: Docent Trainees will earn two hours for each certification tour and two hours for each certification safari. Docent Trainees will earn one service hour for each hour spent being certified on Interpretive Activities.

Note: Docent Trainees should spend a minimum of 30 minutes per cart at three different carts (two of their choosing and one chosen by their certifier) in order to be certified on Interpretive Activities.

4. Education Program: ZOOM Docents, provided their annual service requirements have been met, will earn one credit hour for each hour of animal presentation for the public on or off Zoo grounds. ZOOM Docents, provided their annual services requirements have been met, will also earn one credit hour for each hour of service they perform for other tasks that are required by the Zoo. Zoopeteers, provided their annual service requirements have been met, will earn one and one-half credit hours for each Zoopeteer presentation as listed in the Auxiliary Education Program brochure.
5. Mentors: Docents who serve as mentors in the Docent Training Program will receive two hours of service credit provided annual service requirements have been met. Authorization for these credits will be by the Vice President Education.
6. Non-Compliance: Docents who fail to meet their required hours during the annual reporting period will have 45 days from notification by the Board to take corrective action. Failure to comply with these requirements subjects the docent to suspension and/or termination proceedings.

Recognition [31]

Awards will be presented at the Installation/Awards Meeting to recognize outstanding service during the past year and for significant milestones in accumulated service.

1. Docents with 150 hours will receive a giraffe pin.
2. Docents with 300 hours – name placed on permanent plaque.
3. Docents with 500 hours – name placed on permanent plaque.
4. Docents with 1000 hours – name placed on permanent plaque.
5. Docents with 1500 hours – name placed on permanent plaque.
6. Docents with 2000 hours – name placed on permanent plaque.
7. Docents with 3000 hours or more – name placed on permanent plaque.
8. Docents will receive a gold service star for each 5 years of service.
9. Docents with 25 years of service will be given a 25-year pin. Docents with 30 years of service will be given a pin with a 30-year bar. After 30 years, the bar will be updated every five years.

Other recognition will be acknowledged by the appropriate chairs.

TRAINING

New Docent Trainees [32]

All new docent trainees are required to attend Education classes to prepare them for all Auxiliary service programs. After completing training, trainees must satisfy the Education Committee that they are competent to participate in their designated service programs. In the event a Docent trainee demonstrates an inadequate understanding of course material, displays inappropriate or unprofessional behavior/conduct or generally fails to meet the standards expected by the Cheyenne Mountain Zoo and the Auxiliary, the following procedures will be followed and documented in writing.

1. The trainee will be counseled by his/her mentor, who will submit his/her observations and/or recommendations to the Vice President Education.
2. If the situation warrants, the trainee will meet with the Vice President Education or the Vice President Education-Elect to discuss the situation.
3. If the situation cannot be remedied, the Vice President-Elect will notify the President of the Auxiliary and provide a recommendation of disenrollment from training.
4. The President, in consultation with the CMZ EdVenture Director, will review the case and deliver a final decision to the trainee.

5. The CMZA will not be responsible for providing any refunds of costs incurred during training, if a trainee is removed from the program in accordance with the above procedures.

Status Change [33]

The training program for all Inactive or Sustaining Docents or docents who have resigned, and who are requesting change or reinstatement to Active status will be determined by the Education Committee but will generally follow these guidelines:

1. **Tour Activities:** Docents who have resigned or been inactive or sustaining for one year must update themselves concerning basic animal information and review tour and safari skills.
2. **Interpretive Activities:** Docents who have resigned or been inactive or sustaining for one year must update themselves concerning basic animal and Zoo information.
3. If a docent has resigned, or been inactive or sustaining for two years or more, the Education Committee will decide the appropriate action to resume active status.

Continuing Education [34]

1. All Active Docents are required to earn two Continuing Education Credits (CECs) annually. The methods for earning CECs are found in the Education Reference Manual. The Education Committee must approve all methods for earning CECs and also approve the content of all papers, presentations and other activities involving training information.
2. **Non-compliance:** Upon written notification that CEC requirements have not been fulfilled, the docent will have 45 days from the notification date to obtain the missing CEC credit(s). The docent shall complete the Fall Recall and/or the Spring Fling in order to complete the needed requirements for the current reporting year. Once the requisite credit(s) have been completed, the docent will also be required to write and submit an article on an educational topic for publication in *Zooline* in order to remain in good standing. The article will be published at the discretion of the *Zooline* Editor in a future issue or placed in the Auxiliary Dropbox for all docents to access. This article will not count for an additional Continuing Education Credit. Failure to comply will result in suspension and/or termination proceedings. The Auxiliary Manual outlines additional ways for docents to receive CEC credits.

Educational Equipment [35]

1. **Outside Loan:** The loan of educational equipment or any other Auxiliary property to any other organization or individual is strictly forbidden.
2. **Zoo Staff:** Auxiliary equipment including biofacts and artifacts may be used by Zoo staff provided it does not leave the Zoo and prior arrangement has been made with respect to equipment other than biofacts or artifacts with the Auxiliary President, and with respect to biofacts or artifacts with the current Auxiliary cart coordinator. Use and location of all equipment must be clearly understood and may require docent staffing as determined by the President or cart coordinator as appropriate.

Appropriate Behavior [36]

1. While representing the Auxiliary or Zoo in any capacity, members of the Cheyenne Mountain Zoo Auxiliary shall conduct themselves in a manner that is not prejudicial to the interest of the Auxiliary or the Zoo. A docent shall be considered as representing the Auxiliary when wearing the official Auxiliary uniform, name badge, or other clothing or jewelry, which clearly identifies the individual as a member of the Cheyenne Mountain Zoo Auxiliary.

2. In addition to the policies specified in this Rules and Policies document and in the Bylaws of the Cheyenne Mountain Zoo Auxiliary, members shall comply with those rules and policies that are set forth by the Cheyenne Mountain Zoo. Any violation of these policies may result in disciplinary action by the Board up to and including termination of membership in the Cheyenne Mountain Zoo Auxiliary.
3. Alcohol and Drugs: The Zoo is committed to a safe, healthy, and productive environment for all employees and volunteers free from the effects of substance abuse. Abuse of alcohol, drugs, or controlled substances impairs judgment, resulting in increased safety risks, injuries, and faulty decision-making.
 - a) The Zoo has a zero-tolerance policy on alcohol and drug abuse, subject to the qualifications indicated below. Alert and rational behavior is required for the safe and adequate performance of duties. Therefore, representing the Auxiliary after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. Furthermore, the possession, purchase, or consumption (use) or sale of a controlled substance or alcohol on Zoo premises or while conducting Zoo business is prohibited. This includes Zoo social and fundraising events. Docents who attend a Zoo function as a paying customer, during which time they consume alcoholic beverages, must not participate in any emergency, organizational or any other senior staff-type duties under these circumstances. Violation will result in disciplinary action up to and including termination in the Cheyenne Mountain Zoo Auxiliary.
 - b) When there is “reasonable suspicion” that a docent is performing duties while under the influence of drugs or alcohol, the Zoo reserves the right to require the docent to go through a drug or blood alcohol test in accordance with the Drug and Alcohol Policy. Refusal to participate or a positive test result is sufficient grounds for immediate suspension, pending termination from the Auxiliary [Bylaws, V, Sections 6 and 7]. Use of any drugs (illegal, prescribed, or over-the-counter) resulting in an altered mental capacity while representing the Auxiliary is subject to review by the Zoo and may result in disciplinary action up to and including termination from the Auxiliary. Any incident resulting from the use of any drugs (illegal, prescribed, or over-the-counter) may result in disciplinary action up to and including termination from the Auxiliary.
4. Interaction with Guests: No one should touch any other human being without consent. This is especially true for children. Docents should never touch guests without their permission, nor use terms of endearment/sweetener words, such as “honey”, “sweetie” etc., when speaking to a guest. This is a Zoo policy. If a docent has questions about how to appropriately interact with guests while upholding this policy, the docent should contact a member of the Board.

The Auxiliary Rules and Policies were first adopted June 1, 1994, and have been amended on the following dates: 10/7/1995, 3/6/96, 5/21/97, 10/01/2006, 3/04/07, 3/7/07, 2/6/08, 5/08, 5/10, 3/4/14, 1/7/15, 2/4/15, 4/1/15, 5/6/15, 7/29/15, 8/3/2016, 9/6/2017, 1/3/2018, 3/7/18, 4/4/2018, 9/5/2018, 11/7/2018, 5/1/2019, 8/7/2019, 9/4/2019, 2/5/2020, 3/4/2020, 2/2/2020, 11/2/2022, 3/6/2024, 11/6/2024.

Cross Index of Rules and Policies information referenced by Bylaws

[2] VII(4)	[12] XI	[19] V(3)	[30] V(6)
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[7] VIII(5), X(3)	[15] VIII(2), IX	[22] V(5)	[34] V(6)
[9] X(2)	[16] IX	[23] V(5)	[35] VII(4)
[10] VIII(2)	[17] IX	[24] V(5)	[36.3] V (6), (7)
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