

Bylaws
of
The Dunedin Youth Volunteer Advisory Board
Updated 3/31/2025

Article I
Name

The name of this organization shall be the **Dunedin Youth Volunteer Teen Advisory Board** (hereinafter referred to as "DYV"), established to assist in library services, support library events, and promote teen involvement within the library community.

Article II
Purpose

The purpose of the Dunedin Youth Volunteer program is to provide teens with an opportunity to volunteer and contribute to the library by promoting personal growth, community engagement and responsibility. The volunteers also enhance the library's services and programs through teen participation and foster a positive relationship between teens and library staff.

Article III
Membership

Section 1. Eligibility

- The program is open to teens ages 13-18 who are in good academic standing and demonstrate a willingness to contribute positively to the library environment.
- Volunteers must commit to a minimum of 4 hours per month, including participation in one library program per month, to maintain active status.

Section 2. Application Process

- Interested teens must complete an application form, any supplemental forms and attend one orientation session that is provided throughout the year.
- The Program Coordinator and other library staff shall review applications and approve or deny participation based on the applicant's qualifications and the needs of the library.

Article IV
Code of Conduct

Section 1. Behavioral Expectations

Volunteers are expected to:

- Treat library staff, patrons, and fellow volunteers with respect and professionalism.
- Adhere to the library's policies, rules and regulations.
- Maintain confidentiality regarding library materials, programs and patron information.
- Arrive on time for scheduled shifts and notify the youth staff of any absences in advance.
- Be courteous, helpful and proactive when assisting library staff and patrons.

Section 2. Disciplinary Action

- Failure to comply with the Code of Conduct may result in a verbal warning, probation or dismissal from the program, depending on the severity and frequency of the violation.

Article V

Volunteer Roles and Responsibilities

Section 1. Volunteer Roles

Teen volunteers may assist with, but are not limited to the following tasks:

- Support library staff during events and programs, such as story times, book clubs, movie nights, or summer reading programs. Tasks may include setup, registration, assisting participants and cleanup.
- Help set up and run the Summer Reading Program. This could involve registering participants, tracking reading logs, handing out prizes and assisting with special activities.
- Assist library staff by preparing and organizing materials for crafting activities for children, teens, and adults. This includes cutting, gluing and assembling items for DIY projects and library programs.
- Participate in library improvement projects and other special tasks as needed.

Section 2. Officers

The officers shall include:

- **President** – Shall preside at all meetings and serve as liaison to the Dunedin Friends of the Library, including attending all Friends of the Library meetings.
- **Vice President** – Shall perform the duties of the President in their absence and shall serve as liaison to the Library Advisory Board, including attending all of the Library Advisory Board meetings.
- **Secretary** – Shall assist library staff with correspondence and maintain a record of all of the monthly DYV meetings.

Section 3. Elections

- Elections for officers shall be for the term of one year.
- Any vacancy in office shall be filled for the remainder of the term through appointment by the officers and library staff.
- Elections shall take place in April
- Newly elected officers shall assume full responsibility of their office at the first DYV meeting in May

Section 4. Supervision

- Volunteers will be supervised by library staff or designated volunteer coordinators during all shifts. Volunteers are expected to follow instructions provided by the supervisor and ask questions if they are unsure of their tasks.

Article VI

Meetings

Section 1. Volunteer Orientation

- All new volunteers must attend an orientation session, where they will receive information about the program, policies and expectations.

Section 2. Regular DYV Meetings

- The DYV meetings will be held monthly for volunteers to provide feedback, discuss upcoming events and reinforce library goals.

- Attendance to the monthly meeting is required for ongoing participation.

Article VII Recognition

Section 1. Tracking Volunteer Hours

- Volunteer hours will be tracked, and a record of service will be provided to the volunteer upon request.

Section 2. Recognition and Awards

- Volunteers who meet certain milestones (e.g. number of hours, special projects) may receive recognition such as certificates, letters of recommendation, or other rewards at the discretion of the library.
- Letters of recommendation for work or educational purposes may be requested of the Volunteer Coordinator and must be requested 2 weeks prior to the date needed by the volunteer.

Article VIII Amendments

Amendment Process

- These bylaws may be amended by the library staff in consultation with the DYV council (if applicable).
- Amendments will be reviewed annually and communicated to volunteers as needed.