

**BY-LAWS of the Venture Out  
Library Service Club  
Approved March 14, 2024**

**ARTICLE 1 - NAME and PURPOSE**

Section 1 **NAME**

Library Service Club

Section 2 **PURPOSE**

The purpose of the Library is to provide an area where a variety of books and various reading materials are available to all residents. Our goal is to be an outstanding library that is available to all Venture Out residents, and supported by the VO Social Club.

**ARTICLE 2 - AUTHORITY and AGREEMENTS**

Section 1 **AUTHORITY**

The Library Service Club is formed under, fully accountable to and derives its authority from the Venture Out Social Club (VOSC), a 501(c)7 Corporation in Mesa, Arizona.

Section 2 **ACCOUNTABILITY**

We hold ourselves accountable to applicable governmental laws, VOSC and our bylaws and ancillary documents.

Section 3 **ANCILLARY AUTHORITY**

The Library Service Club may create Rules and Regulations whose content may be amended by a motion at a regularly called Librarians meeting whose agenda includes such action.

Section 4 **SUPERSEDE**

Our governing documents shall not supersede or conflict with any VOSC document. Should club governing documents appear to lack clarity, be remiss or not explicit, the VOSB may provide instruction and guidance.

**ARTICLE 3 – LIBRARIANS**

Section 1 **LIBRARIAN ELIGIBILITY**

All residents are eligible to become Librarians.

**ARTICLE 4 – LIBRARIAN DUTIES AND PRIVILEGES**

Section 1 **DUTIES**

Par 1	Librarians should continuously help foster goodwill and nurturing relationships with other clubs, lot owners and renters within Venture Out.
Par 2	Librarians are encouraged to provide ideas and feedback for improvements.

Section 2 **PRIVILEGES**  
Librarians in Good Standing are eligible to vote for Leadership Team Members, approve By-Laws and participate in other votes at called Librarian Meetings.

## **ARTICLE 5 - MEETINGS**

Section 1 **Types**  
Meetings of the Leadership Team are held regularly throughout the season. Meetings of all Librarians are held a minimum of two (2) times during the season. The last meeting of the season is considered the Annual Meeting.

Section 2 **Electronic Attendance**  
Meetings held using electronic tools are considered meetings, where electronic voting is permitted.

Section 3 **Quorum**  
A majority of the Leadership Team members and/or a majority of the Librarians in attendance at meetings is considered a quorum.

Section 4 **Conduct**  
Roberts Rules of Order (latest edition) shall be used as a guide in how meetings are to be conducted.

Section 5 **Comment of the Librarians**  
During all open meetings, Librarians shall have an opportunity to address any agenda item or, at the pleasure of the Team Leader, any other topic.

## **ARTICLE 6 - FINANCIAL MANAGEMENT**

Section 1 **FISCAL / SEASON**  
The fiscal year shall coincide with that established by the VOSB.

Section 2 **COMPENSATION**  
No Leadership Team Member or Librarian shall receive any compensation for their services to the Library, but may be reimbursed for pre approved expenses.

Section 3 **CONTRACTS and OBLIGATIONS**  
No Leadership Team Member or Librarian may enter into any contract on behalf of or obligating The Library Service Club or the VOSC any way.

## **ARTICLE 7 – LEADERSHIP TEAM**

Section 1 **Number**  
There shall be a minimum of three (3) Leadership Team positions. Continuous reasonable efforts must be demonstrable to fill any vacant positions as soon as possible.

Section 2 **Duration**  
The term of a Leadership Team Member is for two years at which time they must run for reelection. There is no maximum number of successive, broken or accumulative terms.

Section 3 **Staggered Elections**  
Director positions one (1) and two (2) are voted for at the Annual Meeting held in even years. Director positions three (3) through five (5) are voted for at the Annual Meeting held in odd years.

Section 4 **Qualifications**  
1. All work a two hour shift per week  
2. Previous experiences as a Librarian (ideally 2-3 years)  
3. Commitment to undertaking the role for one term  
4. Commitment to attending Leadership Team meetings

Section 5 **Officer Titles & Duties**  
The Leadership team specific responsibilities are set out in the job descriptions contained in the Rules and Regulations, and may be changed from time to time. Generally the roles encompass the following responsibilities:

**Team Leader** - oversees operations and the Leadership team

**Volunteer Coordinator** - responsible for recruitment, scheduling and training of all librarians

**Secretary** - responsible for minutes, printing needs, supplies

**Book Sales Coordinator** - manages book sales

Section 6 **Dismissal**  
A currently serving Leadership Team member shall become automatically and immediately dismissed upon:  
Par 1 Dismissal action as a result of a VOSC Intervention as prescribed and documented in their governing documents.  
Par 2 The vote of sixty-six and two-thirds percent (66 2/3%) of the Leadership Team affirming a dismissal at the properly called meeting thereof, after first given that the Leadership Team Member notice and an opportunity for a hearing before the The Library Service Club Leadership Team. The Social Board Club liaison shall be invited to attend and minutes shall be taken.

Section 7	<u>Vacancy</u>
	If there becomes a vacancy on the Leadership Team, the Leadership Team members shall appoint a qualified Librarian to serve until the vote at the next Annual Meeting. The appointed Librarian's term shall be for remainder of the position that was vacant.
Section 8	<u>Resignation</u>
Par 1	A Leadership Team member may resign at any time by sending a written or electronic notice to the Team Leader, noting the date the resignation is to take effect.
Par 2	If a Leadership Team member misses more than three (3) consecutive meetings (unless excused by the Leadership Team), such absences shall constitute an automatic resignation without recourse.
Section 9	<u>Nominations</u>
Par 1	Announce Leadership Team vacancies at the January Librarian meeting, requesting that any nominations be submitted to the Team Leader by the end of January.
Par 2	The Leadership Team shall vet all candidates; and circulate the list to all Librarians a minimum of two (2) weeks in advance of the Annual Meeting. The Secretary will arrange ballot procedures should there be more candidates than vacancies.
Par 3	Elections for Leadership Team vacancies will be held at the Annual Meeting, with ballot count results reported to the Annual Meeting Chair.
Par 4	Eligible Librarians may self-nominate, nominate others, or be nominated during the Nomination process up to the call for further nominations at the Annual Meeting. No nominations may be accepted after the nominations are closed at that meeting.
Section 10	<u>Exceptions</u>
	After candidate nominations close and the number of vetted nominees for election to the Library Service Club equals the number of positions available, the candidates <i>may</i> be appointed by unanimous consent of the Leadership Team at the Annual Meeting. If the appointment will be made by unanimous consent, there would be no requirement to set up a voting system or hold elections.

## **ARTICLE 8 - VOTING**

Section 1 **Voting Eligibility**  
Par 1 All working Librarians are eligible to cast one vote.  
Par 2 Proxy voting is allowed, with any eligible Librarian able to carry one proxy vote only.

Section 2 **Leadership Team Positions**  
Voting at the Annual Meeting shall be for Leadership Team members, not positions they may hold. Specific positions are elected by Leadership Team members themselves at an Organizational Meeting following an election.

Section 3 **Progressive Majority Voting**  
After a vote tally is performed, those receiving the most votes will fill the open Leadership Team positions.

## **ARTICLE 9 - AMENDMENTS**

Section 1 **Effectivity**  
By-Laws voted upon in the affirmative by a simple majority of Librarians at the Annual Meeting shall become effective immediately following the close of the Annual Meeting. All previously adopted By-Laws, or amendments thereto, including rewrites and restatements, shall be of no further force and effect.

Section 2 **Amendment Vote**  
The agenda for each Annual Librarian's Meeting shall set aside time for proposed amendment discussions that may be reasonably limited by the Chair. Any amendment vote shall take place prior to a vote for Leadership Team Members.

Section 3 **Amendments, Rewrites and Restatements from the Leadership Team**  
The Leadership Team may draft and submit to the Librarians amended, rewritten and restated By-Laws at Librarian Meeting at least one month prior to the Annual Meeting.

Section 4 **Amendments, Rewrites and Restatements from Librarians**  
Any Librarian may draft and submit to the Leadership Team recommendations for amended, rewritten and restated By-Laws to be voted on by the Librarians at the Annual Meeting, in keeping with the time frame as noted in Section 3.

Section 5 **Review**  
The Library Service Club shall fully review the club's By-Laws in preparation for the Annual Members Meeting that fall in years ending in zero (0) and five (5). The review may include rewrites or amendments and may also occur in other years.

Section 6 **Notification**  
After By-Laws are adopted, electronic copies shall be sent to every Librarian, the VOSB Liaison, and the Lifestyle Director.

## **ARTICLE 10 - DOCUMENTS AND ELECTRONIC FILES**

Section 1 **Records and Information Management**  
Appropriate paper documents and electronic files shall be maintained as per the Rules and Regulations, and protected for a period of at least eight (8) years following standard Records and Information Management (RIM) practices.

Section 2 **Availability**  
Documents and electronic files shall be reasonably made available for review by past and current members and the VOSB, by contacting the club Secretary.

Section 3 **Personal Information**  
Every attempt shall be made to protect personal and private information and destroy it when no longer needed.  
Par 1 When electronic and other communications are sent to more than one person, every attempt shall be made to use 'BCC' (Blind Courtesy Copy) and not "To" so that the mailing list remains confidential.

## **ARTICLE 11 - DEFINITIONS AND ACRONYMS**

Section 1 **Acronyms**

VOCB -	Venture Out Condominium Board – an IRS 501(c)3 corporation in Mesa Arizona
VOSB -	Venture Out Social Board
VOSC -	Venture Out Social Club – an IRS 501(c)7 corporation in Mesa, Arizona

## **ARTICLE 12 - DISBANDMENT**

Section 1 **Notification**  
If the number of Team Leaders falls below the specified minimal number listed elsewhere in these By-Laws, the VOSB Liaison must be notified, and then thereafter every thirty (30) days.

Section 2 **Process**  
If after one hundred eighty (180) days has passed during which the Library Service Club did not have the specified minimal number of Directors listed elsewhere in these By-Laws, the Leadership Team shall request assistance from the VOSB Liaison on what steps to take to officially disband. Every effort must be made to safely retain and protect all documents.

## **ARTICLE 13 - BY-LAW HISTORY**

### **Section 1      Historical Records**

All By-Law reviews, rewrites, revisions, reformatting and amendment activities shall be listed most recent first.

<b><u>Date</u></b>	<b><u>Action or Change</u></b>
March 14,2024	Approved by the Librarians at their Annual General Meeting held on March 14, 2024. Submitted to the Social Board for approval on March 15, 2024
Nov. 5, 2024	Approved by the Venture Out Social Board