

# Best Buddies Club BYLAWS

## Article I. Name

The name of this organization shall be the Best Buddies Club.

## Article II. Mission

- The mission of the Club shall be to enhance the lives of people with intellectual disabilities by providing opportunities for one-to-one friendships and integrated employment. (*This mission comes from the Best Buddies International Organization*)
- Our mission is to provide a safe and friendly environment for both college and community buddies while adhering to the guidelines of Best Buddies International.

## Article III. Members

Section 1. Any Elizabethtown College student will be eligible to join the Best Buddies Club upon fulfillment of the following requirements:

- Completing Membership Application (*Form D*) for both Associate and College paired members
- Matching Survey for members whom wish to be paired with a community member
- Emergency Contact sheet for both Associate and College paired members
- Member must be a full-time college student (*Required by Best Buddies International Organization*)

Section 2. Any Elizabethtown College student who has completed the Section 1 requirements will be accepted as an active member of the Best Buddies Club. All students will remain active members unless they fail to adhere to the following requirements:

- College Paired Member
  - Must attend monthly group outings unless otherwise approved by Best Buddies Officers
  - Must complete once a month individual outing with community buddy; no exceptions
  - Must contact Community Buddy at least once a week (*via phone, e-mail, snail mail, etc*)
  - Must attend all Club meetings throughout the year (*unless pre-approved by a Best Buddies Officer*)
  - Must complete Friendship Update paperwork each month by the date established by the Membership Coordinator
- College Associate Member
  - Must attend monthly group outings unless otherwise approved by Best Buddies Officers
  - Must attend all Club meetings throughout the year (*unless pre-approved by a Best Buddies Officer*)

- [Become involved on various committees throughout the year]
- Section 3. The annual dues shall be \$3.00 and shall be payable on or before the 15<sup>th</sup> of September each year.
- Section 4. The treasurer shall notify the members' who are delinquent of dues by one month in their dues and those members shall forfeit membership on the 16<sup>th</sup> of October if the dues remain unpaid. Any reinstated member shall be treated as a new member.

## Article IV. Officers

- Section 1. The officers of this club shall be College Buddy Director (*President*), Membership Coordinator (*Vice President*), Activities Coordinator (*Secretary*), Treasurer, and Buddy Director (*Community Member*).
- Section 2. The Officers shall perform the duties as described in Article IV.
- Section 3. The Officers shall complete the necessary applications required by the Best Buddies International Organization based upon their desired position. (*All potential officers must complete the Officer Application Form B and those who are interested in becoming College Buddy Director must complete Form M.*) All forms must be completed during the spring semester prior to the Residence Life SDLC Housing selection deadline. Their term of office shall begin with the next academic year and last for one year. Officers may reapply in subsequent years.
- Section 4. No person shall hold office if he is not a member, and no member shall hold more than one office at a time.
- Section 5. Qualifications needed to become an Officer
- a. College Buddy Director (*President*)
    - Must have completed one full year of college
    - Must be a full-time undergraduate student
    - Must have approved College Buddy Director application on file with Best Buddies headquarters
    - Must attend Best Buddies International Leadership Conference
    - Must be paired with a community buddy
    - Must be in good standing, academically, with Elizabethtown College
    - Act as SDLC Representative for the house.
    - Keep an Excel spreadsheet record of the club's finances.
    - Ensure that all officers are completing their required jobs, paperwork, etc.
    - Provide each officer with **three** strikes (due to lack of job performance) prior to contacting Program Manager and scheduling a meeting.
    - Remain in contact with the Program Manager to ensure the continued success of the club.
    - Remain in contact with the Host Site Coordinator regarding Behavioral Policy issues.
    - Work with the Treasurer to complete the club's financial reports (mid-year and annual).
    - Attend weekly Officer Meeting.
    - Attend monthly Advisor Meeting.

- Attend meetings on campus that are required to maintain the club's status as a campus organization.
  - Membership Coordinator (*Vice – President*)
    - Must be a full-time undergraduate student
    - Must be highly organized
    - Must be willing to work with all club members
    - Must be paired with a community buddy
    - Must be in good standing, academically, with Elizabethtown College
  - Ensure that Friendship Update reminders are distributed and collected by date specified by Best Buddies International.
  - Monitor friendships to ensure members are meeting the Best Buddies International commitment.
  - Remain in contact with the Host Site Coordinator to improve the quality of one-to-one matches.
  - Assist CBD in transferring application information from community members to the online website.
  - Monitor and update Chapter Roster on website.
  - Monitor and update club email account changes.
  - Attend weekly Officer Meeting.
  - Attend monthly Advisor Meeting.
- b. Activities Coordinator (*Secretary*)
- Must be a full-time undergraduate student
  - Must be organized and creative
  - Must be paired with a community buddy
  - Must be in good standing, academically, with Elizabethtown College
  - Complete Program Evaluations by date specified by Residence Life (currently the **15<sup>th</sup>** of each month).
  - All van reservations should be made at the beginning of the semester, regardless of event date. Should check up on these reservations **one week** prior to events.
  - Meet with Treasurer approximately **30 days** prior to event to discuss budget.
  - Create semester calendar and distribute to all members.
  - Complete and update the semester calendar on the website.
  - Keep a record of meeting attendance and activity attendance.
  - Act as secretary for the club for meetings and compile minutes to be sent to those who were unable to attend.
  - Oversee an activity committee as deemed necessary.
  - Create sign-up sheets, attendance sheets, etc as needed.
  - Assist the Treasurer with organizing and planning fundraisers.
  - Attend weekly Officer Meeting.
  - Attend monthly Advisor Meeting.
- c. Treasurer

- Must be a full-time undergraduate student
  - Must be detail oriented
  - Must be capable of balancing a checking account
  - Must be paired with a community buddy
  - Must be in good standing, academically, with Elizabethtown College
  - Keep an Excel spreadsheet record of the club's finances.
  - All money must be returned to the Business Office after an event/fundraiser, etc. within **48 hours** of receipt unless the Business Office is closed.
  - Obtain a budget printout from the Business Office on the first Wednesday of each month and show to CBD.
  - Meet with Activities Coordinator approximately **30 days** prior to event to discuss budget.
  - Create donation request letters for local businesses and distribute **two weeks** prior to the date of the event.
  - Organize and plan fundraisers with the help of Activities Coordinator and/or a committee.
  - Work with the College Buddy Director to complete the club's financial reports (mid-year and annual)
  - Oversee a fundraising committee as deemed necessary.
  - Attend weekly Officer Meeting.
  - Attend monthly Advisor Meeting.
  - Attend treasurer-specific meetings that are required to maintain the club's status as a campus organization.
- d. Buddy Director (*Community Member*)
- Must be paired with a College member
- e. Faculty Advisor (*Elizabethtown College Staff/Administration Member*)
- Must be a member of the College faculty or full-time staff member
- Section 6. Duties of the officers
- a. College Buddy Director (*President*)
- Shall preside over meetings
  - Select club officers in collaboration with the Best Buddies International Organization Program Manger
  - Establish regular contact with host site coordinator, faculty advisor, and Best Buddies International staff
  - Shall hold an organizational meeting within the first 30 days of classes
  - Shall oversee the distribution and collection of all forms used throughout the matching process (*Form D, Form F, Form G, Form I, Emergency Contact sheet*)
  - Shall select and match college buddies and community buddies with the assistance of the Membership Coordinator (*Vice – President*)
  - Shall apply for a club charter (*Form A – completed at Leadership Conference*)
  - Complete club update (*Form C*) by the deadline provided by the Best Buddies International Organization

- Must maintain monthly contact with the Best Buddies Program Manager
  - Must submit all required forms by appropriate deadlines (*all forms will be sent to the Best Buddies Program Manager*)
  - Must ensure monthly friendship updates are complete and submitted by the appropriate deadline
  - Must maintain Best Buddies as an official student organization on Elizabethtown College campus
  - Must conduct midyear report (*Form L*) and annual report (*Form N*) with Best Buddies Program Manager
  - Will oversee the distribution of semester calendars and rosters
  - Must oversee the transition of club officers and College Buddy Director in the spring semester
- b. Membership Coordinator (*Vice – President*)
- Shall serve as assistant to the President
  - Will serve as an interim officer if President is absent from a meeting
  - Must prepare the club roster and distribute it to the Best Buddies Program manager, the Elizabethtown College faculty advisor, and the Host Site Coordinator
  - Must maintain regular community with Host Site Coordinator to monitor the progress of matches
  - Must help resolve problems from matching with assistance from College Buddy Director and Host Site Coordinator as necessary
  - Must conduct monthly friendship updates (*Form K*) and submit them to the Best Buddies Program Manager by the appropriate deadline
- c. Activities Coordinator (*Secretary*)
- Shall serve as custodian of all records of the Best Buddies Club
  - Shall record all discussions and business performed during meetings of the club
  - Shall report the minutes to the club at the following meeting
  - Must prepare and distribute the semester calendar to Best Buddies Program Manager, College Paired and Associate Members, Community Buddies, Host Site Coordinator, and Elizabethtown College Faculty Advisor
  - Must plan, direct, and supervise group outings and fundraising activities
  - Must appoint committees to help plan activities when necessary
  - Must keep accurate information about member attendance and committee participation for all group activities
- d. Treasurer
- Shall maintain accurate records of all financial concerns of the club
  - Shall be given the right to access funds and accounts through the Elizabethtown College Business Office
  - Shall allot monies as mandated by the membership of the Best Buddies Club
  - Must be responsible for preparing the Best Buddies Club budget
  - Must meet with the Activities Coordinator (*Secretary*) to ensure that all activities are properly funded

- Must work with the College Buddy Director to prepare the clubs financial reports (*Form L, and Form N*)
  - Must work with Activities Coordinator to manage club fundraising activities
- e. Buddy Director (*Community Member*)
- Must be willing to speak at organizational meeting
  - Must be in direct contact with all current residing officers, and Host Side Coordinator regarding the progress and quality of one – to – one matches
  - Must represent community buddies by attending club meetings to bring up any issues or concerns that may arise
  - Must be in direct contact with all current community buddies
- f. Elizabethtown College Faculty Advisor
- Attend meetings when possible
  - Must meet regularly with the current residing Best Buddies Officers to review club membership, activities, and finances
  - Must assist the chapter in securing official recognition as a student organization on campus
  - Must serve as the faculty representative to Elizabethtown College
  - Must assist the club in accessing campus resources, including financial support from the college when possible
  - Will assist current residing College Buddy Director in pre-approving the applicants interested in becoming a future College Buddy Director

## **Article V. Meetings**

Section 1. A regular meeting of the Best Buddies club shall occur at the beginning of fall semester (*organizational meeting*), prior to winter break, after returning from winter break, and end of the year meeting.

Section 2. A special meeting shall be held upon the decision of the College Buddy Director (*President*). [Before major fundraising events, Into the Streets, and Best Buddies International Ball]

Section 3. Members shall be reminded [by the secretary] a week prior to each meeting and also 2 days prior to each meeting.

Section 4. 10 Best Buddies club members shall constitute a quorum

Section 5. Officer meetings shall be held as needed upon the decision of any current residing Best Buddies Officers. (*Due to the accessibility of the SDLC, most decisions such as dates for activities, activity planning, and membership pairing decisions are held on an as needed basis and can be called by any current officer*)

## **Article VI. Parliamentary Authority**

Section 1. All decisions made by the Best Buddies Officers will be conducted through majority decision. In the instance of a tie, the College Buddy Director will make the final decision.

Section 2. Decisions, ideas, and problems brought forth during club meetings will be discussed to its entirety until all are heard. After discussion, a vote will be taken and a 51% majority will determine the outcome. In the event of a tie, the Best Buddies Officers will make the final decision.

## **Article VII. Amendment**

Section 1. This constitution may be amended at any regular or special meeting by a two – thirds vote of the members present, provided that notice of the amendment was given to the members at least 14 days in advance with a reminder at 7 days in advance.

Section 2. Upon ratification, amendments shall be sent to the Student Senate Judicial Committee and shall be put into effect upon approval from the committee