

# *Best Buddies International Constitution*



## **Article I – NAME**

Best Buddies at

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(University Name)

## **Article II – MISSION**

The mission of Best Buddies is to enhance the lives of people with intellectual disabilities by providing opportunities for one-to-one friendships and integrated employment. We do this at the college level by matching college student volunteers in mutually enriching friendships with persons with intellectual disabilities.

## **Article III – MEMBERSHIP**

Membership in any Best Buddies chapter is open to all registered undergraduate students in good standing with the college/university without regard to race, religion, gender, sexual orientation, or politics. A student can apply to be a College Buddy (a student matched with a person with intellectual disabilities in a one-to-one friendship for the academic year) or an Associate Member (an individual who is not matched but works to support chapter goals and objectives).

Students wishing to join Best Buddies must attend the mandatory Organizational Meeting, held at the beginning of the academic year. Members must then complete an application, attend an interview with a representative of the chapter, and be selected to be matched.

## **Article IV – OFFICERS**

### ***Section One***

Officer positions include the following:

1. **College Buddy Director:** An undergraduate student who organizes, leads and maintains a chartered chapter of Best Buddies for the duration of one academic year.
2. **Buddy Director:** A person with intellectual disabilities who ensures the full participation of Buddies in one-to-one matches and group outings. This person represents the Buddies.
3. **Membership Coordinator:** For at least one full academic year, the Membership Coordinator oversees the individual matches by providing support, conducting Friendship Updates, and reporting to the College Buddy Director as needed.
4. **Activities Coordinator:** For at least one full academic year, the Activities Coordinator works with the College Buddy Director to plan, direct, and supervise all chapter activities (group outings, fundraisers).
5. **Treasurer:** For at least one full academic year, the Treasurer acts as chief financial officer of the chapter.
6. **e-Buddies Coordinator:** For at least one full academic year, the e-Buddies Coordinator works with the College Buddies and Buddies to introduce e-Buddies.

## ***Section Two***

Applications for College Buddy Director must be completed and submitted to Best Buddies International on or before March 1. Best Buddies staff select the College Buddy Director through an application and interview process. College Buddy Director applications are available to any full-time undergraduate student who has completed one academic year. The College Buddy Director must attend the annual Best Buddies International Leadership Conference held during the summer. The College Buddy Director determines all other officer positions.

## ***Article V – Chapter Meetings and Buddy Pair Outings***

There are five mandatory meetings that a chapter holds during the academic year: the Organizational Meeting and four chapter meetings. A chapter will also hold a minimum of four group outings during the academic year.

1. **Organizational Meeting:** This is a recruitment meeting, mandatory for all students who wish to join Best Buddies, held at the beginning of the academic year.
2. **Chapter Meetings:** There are a minimum of four chapter meetings during the year for College Buddies to attend; however, many chapters hold monthly meetings. Buddies are invited to selected meetings. These meetings are scheduled throughout the academic year and include but aren't limited to:
  - a. First Chapter Meeting
  - b. Pre-Break Meeting
  - c. Post-Break Meeting
  - d. End of the Year Meeting

Chapter meetings are a valuable forum for exchanging ideas, expressing concerns, providing training, and motivation and solving problems.

3. **One-to-One Outings:** College Buddies and Buddies are required to contact each other weekly and participate in two one-to-one activities per month for a full academic year.
4. **Group Outings:** Group outings are a time for College Buddies and Buddies to get together as a group for a social activity. Four group outings are required per academic year.

## ***Article VI – FINANCES***

Money may be needed to run the chapter. Therefore, chapters are encouraged to hold fundraisers, or seek available campus funding. Chapters are required to set up a bank account either through their college/university or at a local financial institution. The Faculty Advisor for the chapter should be the signatory on the account, and all records should be kept by the Treasurer. Periodic reports on the status of these accounts are required by Best Buddies.

Best Buddies requires a \$250 fee for the College Buddy Director to attend the Annual Leadership Conference. This fee includes transportation to and from the conference, lodging, meals, entertainment, conference materials and training materials. This fee is due May 1<sup>st</sup>. Chapters are responsible for budgeting for conference fee and planning fundraising activities accordingly.