

Best Buddies Club Constitution

Eastern Connecticut State University

Best Buddies Constitution

Mission Statement: Is to enhance the lives of people with intellectual disabilities by providing opportunities for one-to-one friendships and integrated employment. As a student club of the Eastern community, the Best Buddies Organization is to match college student volunteers in mutually enriching friendships with person with intellectual disabilities. As a club Best Buddies will provide and advocate activities to heighten awareness about equal opportunities for people with intellectual disabilities.



ARTICLE I - NAME

The name of this club shall be Best Buddies Eastern (Club) of Eastern Connecticut State University.

ARTICLE II - MISSION

It shall be the purpose of this organization to enhance the lives of people with intellectual disabilities by providing opportunities for one-to-one friendships and integrated employment.

ARTICLE III - MEMBERSHIP

- Section 1 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, age, politics, and disability, or veteran status except as sanctioned by federal or state law.
- Section 2 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).
- Section 3 Students wishing to join Best Buddies must attend the mandatory Organizational Meeting, held at the beginning of the academic year. Members must then complete and on online application, attend an interview with a representative of the chapter, and be selected to be matched.

ARTICLE IV - EXECUTIVE BOARD & OFFICERS

- Section 1 The membership of the Executive Board shall consist of the **College Buddy Director/President, Buddy Director/member from community who has intellectual disabilities, Membership Coordinator/VP & Secretary, Activities Coordinator (3rd in line of power for student officers, Treasurer, e-Buddies Coordinator** (if need be) The **Faculty Advisor** shall serve as a non-voting ex-officio member of the Executive Board.
- Section 2 The Executive Board shall have general supervision of the affairs of the organization between its regular business meetings and shall make policy recommendations to the organization. The Executive Board shall be subject to the rules of the organization and shall not act in conflict with actions taken by the organization.

- Section 3 The Executive Board shall have the power to establish all standing and ad hoc committees of the organization. College Buddy Director, with the advice and consent of the Executive Board, shall have the power to appoint the chairpersons of all standing and ad hoc committees.
- Section 4 The Executive Board shall meet at least once a week (this can change depending upon the Executives board's schedule) during the academic year. Meetings of the Executive Board shall be called by the College Buddy Director the organization.
- Section 5 A majority of the membership of the Executive Board shall constitute a quorum. All decisions made by the Executive Board shall be by a majority vote of the members present and voting.

ARTICLE V - ENUMERATION OF POWERS AND DUTIES OF OFFICERS

Officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the organization. Duties shall include but shall not be limited to the following.

- Section 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.
- Give 72 hours of notice of all meetings
 - Plan to create a Best Buddies binder with the Membership Coordinator so the next year's Executive board has somewhere to start.
- Section 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.
- Section 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. In addition the Membership Coordinator should:
- Keep a proper record of all activities of the club, including the minutes of every meeting;
 - Take attendance at all business meetings of the organization;
 - prepare a roll call of members and call it when necessary;
 - Authenticate by his/her signature all records and documents of the organization;

- Distribute minutes within 48 hours of the meeting in accordance with the procedure set by the Student Activities Office.

Section 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 the chapter activities (group outings, fundraisers,ect)

Section 5 **Treasuer**: For at least one full academic year, the Treasurer acts as chief financial officer of the chapter.

Section 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. (This position is optional and depends on need for the e-Buddies program)

ARTICLE VI - ADVISOR(S)

Section 1 The advisor shall be chosen by the membership at a duly constituted meeting of the organization by majority vote. Members can nominate themselves for an executive board position.

Section 2 The faculty advisor shall serve as a non-voting ex-officio member of the Executive Board. The advisors shall give advice for the better performance of the Best Buddies Eastern organization.

Section 3 The advisor shall meet his/her responsibilities to the organization as stated in written directives issued by the Student Activities Office and in the Club Advisor's Operating Manual located on the Student Activities Website.

Section 4 The advisor shall serve at the discretion of the University.

ARTICLE VII - NOMINATION AND ELECTION OF OFFICERS

Section 1 Elections shall be held for all offices, including those that are filled temporarily. Members can nominate themselves or volunteer themselves to executive board positions.

Section 2 Officers shall be elected for a term of one (1) year or until their successors are elected. They shall hold office until May 1, 2009 when their successors shall assume office.

Section 3 Elections shall be held during the spring semester. Elections shall take place no earlier than March 28th and no later than April 15th of each year.

- Section 4 Only active members shall be allowed to vote. Voting shall be by secret ballot unless there is only one candidate for an office in which case election may be by voice vote.
- Section 5 Officers shall be elected by a majority of those members voting in the election. If no candidate receives a majority vote on the first ballot, a revote will occur with the President casting a vote.
- Section 6 Election of the College Buddy Director must also be done by the Programs Manager in New Haven.
- Section 6 Notification of elections and nominations must be given a week's notice prior to voting.

ARTICLE VIII - VACANCIES

- Section 1 In the event of the vacancy of the office of President, the duties will be carried out by the Vice-President. The office of Vice-President will be offered to the Secretary and/or Treasurer. If neither officer wish to fill the Vice Presidency and election for the position will be held. If an existing officer does accept the Vice Presidency an election will be held for the vacant position.
- Section 2 In the event of the vacancy of any other offices, the President will appoint a temporary officer and an election will be held as per the provision of Article VI Section 1.

ARTICLE IX - IMPEACHMENT AND/OR RECALL

- Section 1 Any officer is subject to impeachment and /or recall and removal from the office for failing to fulfill his/her constitutional responsibilities.
- Section 2 An impeachment request must be given at least a week in advance of the actual impeachment voting. Both the request and the voting must take place during regular meetings.
- Section 3 Upon conclusion of the discussion and arguments for and against impeaching the officer, a vote shall be taken. No officer shall be impeached except by a two-thirds (2/3) vote. Voting shall be by secret ballot.
- Section 4 An officer who is impeached shall immediately relinquish his/her office but shall be allowed to maintain active membership in the organization unless his/her actions have brought discredit to the organization.

Section 5 If an officer is impeached, the organization shall fill the position following the procedures outlined under Vacancies.

Article X - Meetings

Section 1 Meetings of the organization shall be held at least twice a month during the academic year. There must be 48 hours of notice of all emergency meetings.

Section 2 Quorum... a quorum shall be defined as 50% + 1 member of the club's total voting membership. A quorum must be present for any action to take place by membership.

Section 3 A quorum shall be required to conduct any official business of the organization except to adjourn.

Section 4 If voting results in a tie a re-vote will take place with the President casting a vote.

Article XI - Amendments

Section 1 Amendments to this constitution must be approved by a 2/3 majority of the voting membership present.

Section 2 Proposed amendments to the constitution shall be automatically tabled until the next scheduled meeting of the organization.

Section 3 Prior written notice of the proposed change(s) and the date of the meeting at which the proposed change(s) shall be voted on shall be provided to all members of the organization.

Section 4 The constitution may be amended at a duly constituted meeting of the organization by a two-thirds (2/3) vote provided that prior notice has been given.

Article XII - Parliamentary Authority

Robert's Rule of Order, Newly Revised shall act as the Parliamentary authority for all meetings of the club.

Article XIII - Ratification

This constitution must be ratified by a majority vote at a regular meeting and approved by the Student Government Association Budget and Management Committee.