

OSU Best Buddies Constitution

Article I – Name

OSU Best Buddies

Article II – Mission

The mission of Best Buddies is to establish a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment and leadership development for people with intellectual and developmental disabilities. We do this at the college level by matching college student volunteers in mutually enriching friendships with persons with intellectual and developmental disabilities.

Goals:

1. We want to focus on diversifying our members and specifically getting more males interested in our club. We hope for this to make us a more well rounded club with a large group of diversity for our buddies as well as our overall members.
2. To work towards more skills events for our buddies and collaborate with other clubs at OSU to help our members with IDD's learn more through our events.

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 age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status. A student can apply to be a Peer Buddy (a student matched with a person with intellectual or developmental 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 online application, attend an interview with a representative of the chapter, and be selected to be matched.

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

Article IV – Officers/Advisors

Section One

Officer positions include the following:

1. **President:** An undergraduate student who organizes, leads and maintains a chartered chapter of Best Buddies for the duration of one academic year.
2. **Vice President:** Works closely with the President and the rest of the executive board to oversee all positions. The VP is in charge of sending out update emails at least twice a month, as well as reserving rooms for the events and executive board meetings. They are the acting President when the President is unable to be in attendance.
3. **Treasurer:** For one full academic year the Treasurer acts as chief financial officer of the chapter.
4. **Friendship Coordinator:** For one full academic year the Friendship Coordinator oversees the individual matches by providing support, conducting Friendship Updates, and reporting to the President as needed.
5. **Event Coordinator 1:** For one full academic year the Event Director works with the President to plan, direct, and supervise all chapter activities (group outings, events).
6. **Event Coordinator 2:** For one full academic year the Event Coordinator works with the Event Director to help plan, and supervise all chapter activities (group outings, events).
7. **Event Coordinator 3:** For one full academic year the Event Coordinator works with the Event Director to help plan, and supervise all chapter activities (group outings, events).
8. **Social Media Director:** For one full academic year the Social Media Director creates graphics for events, updates social media, and makes sure we are active on social media. Buddy pair of the week. Run the linktree for Instagram and Buddy Pair of the Week.
9. **Outreach & Inclusion Chair:** For one full academic year the Outreach Chair works to promote our club through presentations, Involvement Fairs, and other opportunities (businesses, the university, clubs, etc) as well as staying up to date with Best Buddies Ohio. Yearly goals for recruitment should be made.
10. **Fundraising Director:** For one full academic year the Fundraising Director creates and coordinates one fundraiser every month as well as fundraising for our Friendship Walk and selling Best Buddies OSU merchandise.
11. **Fundraising Coordinator:** For one full academic year the Fundraising Assistant helps coordinate and promote fundraising events with the Fundraising Director.

Section Two

A member of the college faculty and a staff member of the host site will serve as advisors for the chapter:

1. **Host Site Coordinator:** The Host Site Coordinator works as a liaison between the matched Buddies and College Buddies to provide ongoing information, education, and training for at least one full academic year. The HSC must be a staff member at the host site and be a trained professional in the field of intellectual and developmental disabilities.
2. **Faculty Advisor:** The Faculty Advisor works as a liaison between the school administration and the chapter and provides ongoing leadership and guidance for at least one full academic year. The FA must be a member of the college faculty and/or full-time staff member.

Section Three

The process of making matches includes:

1. Before the school year starts, a form is sent out to people asking if they want to stay in the club and if they want to keep the same buddy or get a new buddy.
2. Everyone fills out a matching survey online with questions such as: favorite hobbies, favorite type of music, availability throughout the week, etc.
3. Have a meet and greet event where everyone meets each other and plays games to get to know each other. At the end of the event, each person writes down their top five choices for a buddy.
4. The president, vice president, friendship coordinator, and any other officer who would like to attend will meet to choose buddy pairs based on peoples' top choices and the matching survey online
5. Peer buddies receive their buddies' contact information at the next event and contacts their buddy as soon as possible to introduce themselves.
6. If buddy pairs are having issues with communication, they email the club email and the friendship coordinator first uses the best buddies website to provide alternative ways to contact their buddy (ex. phone number or email of the emergency contact). If that doesn't work, the friendship coordinator contacts the person not communicating. If that person continues to not contact their buddy and does not attend any events, a new buddy pair is made.

Article V – Meetings/Activities

These are the mandatory events that occur for Best Buddies each year

1. **Info Meetings:** There are two recruitment meetings, mandatory for all students who wish to join Best Buddies, held at the beginning of the academic year.
2. **Chapter Meetings:** There are at least two chapter meetings during the year for members to attend; however, many chapters hold monthly meetings. Buddies are invited to selected meetings. Chapter meetings should discuss pertinent issues in the IDD community and other topics to inform people about living with IDD. Chapter meetings are a valuable forum for exchanging ideas, expressing concerns, providing training, and motivation and solving problems.
3. **One-to-One Outings:** Peer 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 (one of these can include the in person event).
4. **Meet and Greet:** This is an event that is required for new members of the club, or members who need a new buddy match, and is open for attendance for all other club members. This event is for members and buddies to make initial contact and record their preferences for matching.
5. **Welcome Back BBQ:** The welcome back barbeque is an event held for all club members so they can all meet each other as the year starts and mingle. This event usually has food provided as well as different activities for buddies to complete together and get to know each other. One important aspect of this event is everyone filling out their information (“get-to-know-me”) sheets for their buddies to keep and refer back to throughout the year if needed.
6. **Halloween Party:** For the halloween party, buddies wear matching halloween costumes. There are halloween themed games such as a mummy wrap, coloring, and a scavenger hunt. At the end of the event, there is a Halloween costume contest where each buddy walks down the runway and shows off their costume.
7. **Valentines Day Friendship Dance:** This is an event where we dance, eat and have valentines day crafts and games. Formal attire is required, pictures are highly encouraged!
8. **Talent Show at the End of the Year:** The talent show should be reserved in a space that is accessible and should be open to the public. This is the perfect time to fundraise for the chapter by selling merchandise and asking for optional donations.
9. **Friendship Walk:** A national Best Buddies event where we all walk together, typically downtown Columbus, for inclusion and promotion of Best Buddies as a whole. Individuals sign up online and fundraise for Best Buddies Ohio.

Article VI – Finances

Money is needed to run the chapter. Our chapter holds fundraisers and seeks available campus funding. We set up a bank account either through Ohio State 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 International, Inc.

- **Bank Account:** Fifth Third Bank, Checking Account (treasurer holds onto card with account info)
- **Checks / Cash Deposits and Withdrawals:** Treasurer makes monthly deposits/withdrawals as needed to either reimburse or collect funds from events.
- **Fundraising:** Fundraisers are held once a month and are set up by the elected Fundraising Chair. The fundraising chair has the responsibility of contacting managers at the fundraising site to plan the event and ensure that all money and/or checks are received after the event has taken place. Finally, the Fundraising Chair must deliver the checks to the Treasurer so that they can be deposited. They will fundraise for the friendship walk through email updates of fundraising progress, starting the fundraising team, encouraging people to sign up, and making promotional graphics for social media to post and raise money.
- **Merchandise:** Sold at Best Buddies events, all funds go directly to the card and help for future purchases for upcoming events.
- **Event Costs:** We get funds through the university
 - Speaker
 - Food/Candy
 - Consumable Supplies

Best Buddies requires a \$350 club dues fee from each chartered Best Buddies International chapter for the academic year.

- Use of the Best Buddies name and logo
- Use of Best Buddies resources and training materials (program manual)
- Leadership Conference registration fee for College Buddy Director (travel costs are not included)
- Use of the online paperwork and chapter communication system at www.bestbuddiesonline.org
- Attendance of local leadership training for all officers

Article VII – Running the Executive Board

The executive board will be selected in the spring of each year, and it will run into the fall and spring semester of the following year. Members may apply for the executive board if they have been in the club for at least one semester. The current President selects the officers, working with the Vice President to pick the best candidates. The President must attend the annual Best Buddies International Leadership Conference or State Leadership Conference held during the summer. The President determines all other officer positions.

The executive board will have an extended meeting twice during the Spring: once to revise the Constitution if needed and prepare transition documents, and once for the Transitional Meeting. The transition meeting will occur before the final event (the Talent Show), so that the final event of the year can be planned with the exiting and entering executive boards. This also allows for the incoming Exec Board to have a chance to run an event before the upcoming year. The transition meeting should serve to give each executive board member the chance to help their replacement understand the position and an opportunity to see how the executive board functions.

The new President and Vice President should meet at least once during the summer to plan a rough outline for the upcoming year. As much prep work as possible is helpful in order to be ready for the year. If possible, other exec members should meet with the President and VP as well. There should be one executive board meeting per month, preferably in person but on Zoom if needed. These monthly meetings should be scheduled, as a group, at the first executive meeting of the year. Any additional exec meetings can be added to the calendar if necessary.

Article VIII – Dismissal of Members/Officers

The requirements for being on the roster include:

Peer Buddy Requirements (per semester)	Associate Buddy Requirements (per semester)
<ul style="list-style-type: none">- All group events- All chapter meetings- **Hang out with your buddy 2x a month- **Text/call/contact your buddy once a week	<ul style="list-style-type: none">- All in-person events- 2 chapter meetings

If a member or officer does not fulfill the requirements of his/her commitment, the friendship coordinator will investigate the situation before taking any action. After gathering all necessary information, the friendship coordinator will approach the individual in question to address the

situation. If needed, the friendship coordinator can speak to the president and can get involved. The last resort would be the president reaching out to the host site coordinators.

After this point, should the individual in question fail to meet the requirements of his/her commitment as a peer buddy or associate buddy or officer, the member/officer will be taken off the roster or would be considered a general member in the future.

The chapter is required to rematch a Peer Buddy or Buddy if the match has been dissolved. If a friendship is dissolved and the remaining individual would like to be matched again, every effort will be made to rematch this individual in a second Best Buddies friendship. The process of re-matching is generally not done during the spring, and is instead pushed to the next academic year, but is dependent on the circumstance.