

# Best Buddies Ohio State

## Student Organization Constitution

### ARTICLE I. NAME OF ORGANIZATION

Best Buddies Ohio State

### ARTICLE II. ORGANIZATION PURPOSE

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.

### ARTICLE III. UNIVERSITY REGULATIONS

#### **Section A. Harassment and Discrimination, including Sexual Misconduct**

Best Buddies Ohio State *agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.*

#### **Section B. Hazing**

Best Buddies Ohio State *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

#### **Section C. Bylaws**

Best Buddies Ohio State *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership Eligibility**

Membership 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.

### **Section B. Member Selection**

Students who wish to join Best Buddies at Ohio State must attend our mandatory disability training held at the beginning of the academic year. Members must then complete an online application and attend our monthly meeting to be recognized as official members of our chapter.

### **Section C. Membership Timeline**

Members must register to join no later than October 31st.

### **Section D. Member Removal**

Violation of the organization's policies and values is grounds for removal. Disrespectful or harmful behavior, missing all events, not maintaining contact with your buddy, and violation of our organization's rules will result in removal from our chapter for the academic year. The decision to remove a member must be agreed upon by the student President, Vice President, and faculty advisor.

Any member or officer may submit a written concern or complaint regarding a member's conduct to the Executive Board. The President, Vice President, and faculty advisor will review the concern to determine if there is sufficient evidence to proceed with the formal removal process.

If it is determined that the evidence is sufficient to move forward with the formal removal process, the member in question will receive email notice outlining the alleged grounds for removal. The notice must include a summary of the evidence/behavior in question and the opportunity for the member in question to schedule a meeting with the student President, Vice President, and faculty advisor to address the matter and explain their perspective.

The student President, Vice President, and faculty advisor will then hold a formal meeting with the member via Zoom to give the member the opportunity to present their defense and any supporting evidence as well as call witnesses or other written statements. The student President, Vice President, and faculty advisor will also have the opportunity to present evidence and ask questions to clarify the situation.

Following the formal meeting, the student President, Vice President, and faculty advisor will vote on the member's removal. A unanimous vote between these three officers is required to move forward in the removal process. The decision on removal will be communicated to the member in question within 5 business days of the vote.

If they feel it is necessary, the member in question may submit a written appeal to the faculty advisor within 5 business days of notice of removal. The appeal must state specific reasons why the decision should be reconsidered. The student President, Vice President, and faculty advisor will then review the appeal and make the final decision on the member's status. The decision on removal must be unanimous between the student

President, Vice President, and faculty advisor. The final decision on removal will be communicated to the member in question within 5 business days of the vote.

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

Advisor is responsible for attending the student organization training meeting, approving our organization on the management system, and being available for any questions from student leaders.

### **Section B. Advisor Term**

Advisor serves an entire academic year, from autumn through spring semester.

### **Section C. Advisor Selection**

The advisor must be a full-time or part-time faculty or staff member of The Ohio State University. The Advisor should have an interest in the mission and goals of the organization and be willing to provide guidance, oversight, and support to its members and officers.

When an advisor vacancy occurs, the student President, Vice President, and the Best Buddies Columbus Area Director will initiate the process to identify a new Faculty Advisor. Members may nominate eligible faculty or staff members by submitting names to the Executive Board and/or the Executive Board may also reach out to university departments or faculty known to have relevant interests for recommendations.

The student President will reach out to the potential advisor to explain the organization's mission, goals, and activities, the advisor's expected role and responsibilities, and the advisor's expected time commitment. If the candidate expresses interest, the student President, Vice President, and the Best Buddies Columbus Area Director will schedule a meeting between the candidate and the officers to discuss expectations and compatibility.

Following the meeting, the student President, Vice President, and the Best Buddies Columbus Area Director will vote to recommend the candidate for advisor appointment. A majority vote (2/3) is required to move forward with the appointment. Upon approval, the advisor's name will be submitted to the Ohio State Student Organizations Office as well as Best Buddies Ohio.

The Faculty Advisor will serve a term of one academic year, and is renewable by mutual agreement between the advisor and the student President, Vice President, and Best Buddies Columbus Area Director. At the end of each term, the student President, Vice President, and Best Buddies Columbus Area Director will review the advisor's continued interest and effectiveness and may recommend reappointment through the same confirmation process.

### **Section D. Advisor Replacement**

In the event that the current Faculty/Staff Advisor can no longer uphold their commitment, the student President, Vice President, and Best Buddies Columbus Area Director will initiate the process to identify and confirm a new advisor to ensure consistent guidance and organizational continuity.

When an advisor vacancy occurs, the student President, Vice President, and the Best Buddies Columbus Area Director will initiate the process to identify a new Faculty Advisor. Members may nominate eligible faculty or staff members by submitting names to the Executive Board and/or the Executive Board may also reach out to university departments or faculty known to have relevant interests for recommendations.

The student President will reach out to the potential advisor to explain the organization's mission, goals, and activities, the advisor's expected role and responsibilities, and the advisor's expected time commitment. If the candidate expresses interest, the student President, Vice President, and the Best Buddies Columbus Area Director will schedule a meeting between the candidate and the officers to discuss expectations and compatibility.

Following the meeting, the student President, Vice President, and the Best Buddies Columbus Area Director will vote to recommend the candidate for advisor appointment. A majority vote (2/3) is required to move forward with the appointment. Upon approval, the advisor's name will be submitted to the Ohio State Student Organizations Office as well as Best Buddies Ohio.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

1. President: An undergraduate student who organizes, leads and maintains a chartered chapter of Best Buddies for one full year. Responsibilities include: overseeing all positions, checking in weekly with the Vice President for any chapter updates, coordinate with the Best Buddies Columbus Area Director, attend one mandatory training per semester as well as the 4-day Best Buddies Leadership Conference in July, create slides before every event with important dates and information for members, check the Best Buddies gmail at least once daily, review exec applications in April and assign roles in collaboration with the Best Buddies Columbus Area Director, set expectations for one-to-one buddy matches, set goals in the Student Organization Management System, and lead exec board meetings every other month. Time commitment: ~4 hours weekly

2. Vice President: Works closely with the President and the rest of the executive board to oversee all positions for one full year. The VP is in charge of sending out update emails at least twice a month, as well as reserving rooms for the events. They are the acting President when the President is unable to be in attendance. Responsibilities include: sending out email updates twice monthly, reserve rooms for events, assist president with checking emails and responding in a timely manner, assist with the one-to-one buddy matching process as necessary, encouraged to attend one Best Buddies Ohio training per semester as well as the Best Buddies Leadership Conference, check in with other exec members to ensure their success. Time commitment: ~2 hours weekly

3. Treasurer: For one full academic year the Treasurer acts as chief financial officer of the chapter. Responsibilities include: collect \$10 dues from all members, attend mandatory treasurer training through Ohio State, keep up to date with any financial deadlines, cash in checks from fundraisers, fill out any Ohio State forms to get reimbursed for events, fill out any other forms necessary to submit to Ohio State, create a budget with event coordinators for every event. Time commitment: ~2 hours weekly
4. Friendship Coordinator: For one full academic year the Friendship Coordinator oversees individual buddy matches by providing support, conducting Friendship Updates, and reports to the President as needed. Responsibilities include: create one-to-one buddy matches, check BB360 (Best Buddies organization management tool) and ensure buddy matches are going smoothly, take attendance at every event to keep track of who is in attendance, check email daily and respond to emails in regard to buddy pairs, address any one-to-one buddy issues (help them get each others contact information, schedule times to meet up, ensure they spend time together at least once monthly). Time commitment: ~1 hour weekly
5. Events Director: For one full academic year the Event Director works with the President to plan, direct, and supervise all chapter activities (group outings, events). Responsibilities include: plan all events, work with the President to come up with games/activities for events, save all receipts of items bought to give to the Treasurer, buy supplies for events, direct activities throughout the event, communicate details about the event to the President and Vice President to ensure details are shared to members. Time commitment: ~2 hours weekly
6. Event Coordinator: For one full academic year the Event Coordinator works with the Event Director to help plan, and supervise all chapter activities (group outings, events). Responsibilities include: helping to plan all events, save all receipts of items bought to give to the Treasurer, helping the Events Director to buy supplies for events, assist in directing activities throughout the event, helping to communicate details about the event to the President and Vice President to ensure details are shared to members. Time commitment: ~1 hour weekly
7. 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. Responsibilities include: posting a buddy pair of the week, run the linktree, create posters and fliers for events and post them at least a week before, take pictures at all events to post on social media, post on our instagram stories at each event. Time commitment: ~30 minutes weekly
8. Friendship Walk Coordinator: For one full academic year the Friendship Walk Coordinator is responsible for setting up our chapter's participation in Best Buddies International's Friendship Walk that occurs at the end of April. Responsibilities include: send frequent communications to the chapter in the spring that encourage members to raise funds to benefit Best Buddies International, coordinate all fundraising efforts for the walk, encourage members to sign up for the walk. Time commitment: ~2 hours weekly from February-April
9. Buddy Director: For one full academic year the Buddy Director is responsible for communicating with all members involved in a one-to-one friendship to ensure it is going smoothly. Responsibilities include: providing insight and ways to make our events more accessible to all members, assist members with finding and

accessing our event spaces, work with event coordinators to suggest games/activities for events. Time commitment: ~30 minutes weekly

10. Fundraising Director: For one full academic year the Fundraising Director is responsible for scheduling a monthly fundraiser to raise money for the chapter. Responsibilities include: create monthly fundraisers for the organization, promote fundraisers in our chapter GroupMe, contact the Social Media Director to have fundraiser details posted on our social media. Time commitment: ~1 hour weekly

11. Fundraising Coordinator: For one full academic year the Fundraising Coordinator assists the Fundraising Director in scheduling fundraisers as needed. Responsibilities include: helping with monthly fundraisers for the organization, helping to promote fundraisers in our chapter GroupMe, assisting in contacting the Social Media Director to have fundraiser details posted on our social media. Time commitment: ~30 minutes weekly

## **Section B. Officer Eligibility**

Leadership is open to all registered full-time 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. Interested members must be in the chapter as a general member for one full academic year before serving in a leadership role.

## **Section C. Officer Selection Process**

Student leadership is selected based upon interest and previous experience in similar roles. Best Buddies Ohio advisors work to choose the Best Buddies Ohio State student leaders in collaboration with the Chapter President and Vice President from the previous year.

Student leaders must be a full-time undergraduate student at The Ohio State University. Student leaders should have an interest in the mission and goals of the organization, have an interest in leadership, and be willing to provide their time to support other members and officers.

At the end of each academic year (April), the student President, Vice President, and the Best Buddies Columbus Area Director will initiate the process to identify new student leaders. Members may nominate eligible full-time students by submitting names to the Executive Board and the Executive Board will also provide the opportunity to all general chapter members who are interested.

The student President will reach out to the potential student leaders to explain the organization's mission, goals, and activities, the leader's expected role and responsibilities, and the leader's expected time commitment. If the candidate expresses interest, the student President, Vice President, and the Best Buddies Columbus Area Director will schedule a meeting between the candidate and the officers to discuss expectations and compatibility.

Following the meeting, the student President, Vice President, and the Best Buddies Columbus Area Director will vote to recommend the candidate for advisor appointment. A majority vote (2/3) is required to move forward with the appointment. Upon approval, the leader's name will be submitted to the Ohio State Student Organizations Office as well as Best Buddies Ohio.

## **Section D. Officer Removal**

In the event that the current student leader can no longer uphold their commitment, the student President, Vice President, and Best Buddies Columbus Area Director will initiate the process to identify and confirm a new student leader to ensure consistent leadership and organizational continuity.

Violation of the organization's policies and values is grounds for removal. Disrespectful or harmful behavior, missing all events, not upholding their leadership commitment, not maintaining contact with your buddy, and violation of our organization's rules will result in removal from our chapter for the academic year. The decision to remove a student leader must be agreed upon by the student President, Vice President, and faculty advisor.

Any member or officer may submit a written concern or complaint regarding a student leader's conduct to the Executive Board. The President, Vice President, and faculty advisor will review the concern to determine if there is sufficient evidence to proceed with the formal removal process.

If it is determined that the evidence is sufficient to move forward with the formal removal process, the student leader in question will receive email notice outlining the alleged grounds for removal. The notice must include a summary of the evidence/behavior in question and the opportunity for the member in question to schedule a meeting with the student President, Vice President, and faculty advisor to address the matter and explain their perspective.

The student President, Vice President, and faculty advisor will then hold a formal meeting with the member via Zoom to give the member the opportunity to present their defense and any supporting evidence as well as call witnesses or other written statements. The student President, Vice President, and faculty advisor will also have the opportunity to present evidence and ask questions to clarify the situation.

Following the formal meeting, the student President, Vice President, and faculty advisor will vote on the student leader's removal. These three individuals will decide if immediate removal is necessary, or if the student leader will enter a month long probation period where at the end of the month their behavior will be re-evaluated with another meeting. A unanimous vote between these three officers is required to move forward in the removal process. The decision on removal will be communicated to the member in question within 5 business days of the vote.

If they feel it is necessary, the student leader in question may submit a written appeal to the faculty advisor within 5 business days of notice of removal. The appeal must state specific reasons why the decision should be reconsidered. The student President, Vice President, and faculty advisor will then review the appeal and make the final decision on the member's status. The decision on removal must be unanimous between the student President, Vice President, and faculty advisor. The final decision on removal will be communicated to the student leader in question within 5 business days of the vote.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

The process to determine dissolution would begin by Best Buddies Ohio State student leaders identifying reasons for dissolution. Then, we would consult our chapter advisor and Best Buddies Ohio leaders to identify

if we should move forward with dissolving the chapter. If it is unanimously decided to dissolve the chapter, we would then move forward with settling administrative matters – closing our bank account and donating remaining funds to Best Buddies International, return Best Buddies materials to Best Buddies Ohio leaders, and finally submit a final report to both Ohio State and Best Buddies International including reasons for dissolution.

#### **Section B. Dissolution Procedures, including Assets and Debts**

Settle both assets and debts - handle assets by donating the rest to Best Buddies International, and handing over any materials to Best Buddies Ohio leaders. Handle debts by reviewing financial records, paying all outstanding debts (might require fundraising to cover the cost), and work with Best Buddies Ohio leaders to ensure all debts are resolved.

### **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

#### **Section A. Amendment Process**

Best Buddies Ohio State student leaders will look over and amend the constitution once yearly in the spring. The process to amend includes proposing an amendment to the entire leadership team, drafting the amendment, voting on implementing it as a group, and finally adding it to the constitution if approved.

An amendment can be proposed by any individual of the student leadership team, and the entirety of the student leadership team should work together to draft the amendment. Once the amendment has been drafted, a simple majority vote is required to implement the amendment. If the amendment is approved by the majority of the student leaders, the amendment will be added to the constitution.