

Best Buddies at Iowa State University

Article I. Name

The name of this organization shall be Best Buddies at Iowa State University.

Article II. Purpose

Section One

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 student volunteers in mutually enriching friendships with persons with intellectual disabilities.

The Iowa State chapter of Best Buddies is a member of Best Buddies International. This chapter works with The Arc of Story County, Friendship Ark, and Mainstream Living to facilitate matches and friendships.

Section Two

Best Buddies abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Best Buddies agrees to annually complete President's and Treasurer's Training.

Article III. Membership

Membership in any Best Buddies chapter is open to all registered students in good standing with the college/university. 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 are encouraged to 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. During the academic year they must attend monthly chapter meetings and chapter activities. They must also make a minimum of twice monthly contact with their buddy.

Article IV: Officers

Section One

Officer positions include the following:

1. **Chapter President:** Beginning with the fall semester and ending with the end of the academic term, the Chapter President organizes, leads and maintains a chartered chapter of Best Buddies.
2. **Buddy Director:** Beginning with the fall semester and ending with the end of the academic term, the Buddy director ensures the full participation of Buddies in one-to-one matches and group outings. This person represents the Buddies.
3. **Buddy Coordinator:** Beginning with the fall semester and ending with the end of the academic term, the Buddy Coordinator oversees the

- individual matches by providing support, conducting Friendship Updates, and reporting to the College Buddy Director as needed.
4. **Social Media Coordinator:** Beginning with the fall semester and ending with the end of the academic term, the Social Media Coordinator handles all social media postings and picture taking.
 5. **Treasurer:** Beginning with the fall semester and ending with the end of the academic term, the Treasurer acts as chief financial officer of the chapter. The treasurer is also responsible for risk management. Their duties include minimizing potential risks for club activities, recommending risk management policies or procedures, submitting documentation to ISU's Risk Management Office, and ensuring that proper waivers and background checks are on file with Risk Management if needed.

Section Two

Applications for College Buddy Director must be completed and submitted to Best Buddies International on or before March 1. Best Buddies staff selects 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 at least 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.

Officer selection will occur in April of each year, with the remainder of the positions being filled at the beginning of the following fall semester. Should it be necessary to find a replacement for a vacant office, applications would be available to all members. The College Buddy Director, Officers, and Best Buddies staff would then choose a replacement. These parties would also decide on the removal of an officer.

Section Three

The officers of this organization must meet the following requirements:

- (a) Have a minimum cumulative grade point ratio (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- (b) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
- (d) Be matched with a buddy.

Section Four

Removal and Replacement Procedures:

Officers may be removed from office by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership if actions are deemed inappropriate by the membership. Actions include failing to attend at least 50% of chapter meetings, failing to actively participate in executive team meetings, and failing to effectively execute their designated roles as listed in Section One. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. Officer replacement shall be appointed by the Buddy Director and confirmed by $\frac{1}{2}$ vote of the other officers.

Advisor

The faculty advisor is appointed by Best Buddies staff at the beginning of each academic year. They are selected after a thorough search by the executive team. Potential advisors are considered based on their professional relation to the Best Buddies mission and a meeting with the executive team. They serve as a liaison between campus administration and the chapter. Their duties include:

- Attend the Organizational Meeting
- Meet regularly with the Chapter President to review membership, activities, and finances.
- Assist chapter in securing official recognition as a student organization on campus.
- Serve as the faculty representative to the university or college.
- Assist the chapter in accessing campus resources, including financial support from the college/university when possible.

The faculty advisor will serve for an academic year, after which they may resign or inform the executive team of their continued involvement. They may be removed from their position by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership if actions are deemed inappropriate by the membership. Actions include failing to maintain an open communication line with the executive team, failing to respond to Workday requests in a timely manner, or failing to sign their annual Compliance Agreement. A removed advisor's replacement will be chosen by the executive team

Article V. Finances

Money may be needed to run the chapter. There are no dues required of the members. Therefore, the chapter is encouraged to hold fundraisers, or seek available campus funding. The chapter is 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 International requires a \$300 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 by May 1st. The chapter is responsible for budgeting for conference fee and planning fundraising activities accordingly.

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment. No dues will be assessed.

Article VI. Amendments and Ratification

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary.

Amended constitution will be submitted within 10 days to Student Engagement for approval.

This constitution shall become effective upon approval by a ¾ vote of the membership. Ratified constitutions must be submitted to Student Engagement within 10 days for final approval.

In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.

Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.

Notification of these changes must be communicated at the next full organizational meeting.

College Buddy Director

Signature _____ Date _____

Primary Advisory

Signature _____ Date _____

Non-Discrimination Statement

Iowa State University and the ISU Best Buddies Club do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, or status as a U.S Veteran.