



# The Constitution of **BEST BUDDIES AT KING'S**



An official club of the King's University College Students' Council

**EFFECTIVE:** January 1<sup>st</sup>, 2020      **SUPERSEDES:** January 1<sup>st</sup>, 2014

**AUTHORITY:** BEST BUDDIES AT KING'S      **RATIFIED BY:** Executive Council,  
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## **1. BEST BUDDIES AT KING'S**

1.1. The club's official name shall be Best Buddies at King's and may be referred to as Best Buddies. No other name shall be used in the advertisement, promotion, or formal discussion of the club.

## **2. MANDATE**

2.1. The club's mandate will be as follows:

- (1) Create lasting one-to-one friendships between students and members of the community living with intellectual and developmental disabilities.
- (2) Best Buddies at King's will partner up with Hutton House who will provide the club with individuals interested in participating in the Best Buddies program.
- (3) All King's students over the age of 18 must obtain a vulnerable sector police check in order to become a member of the club. This is required by law as they will be interacting with persons who have intellectual or developmental disabilities and are therefore considered to be vulnerable persons.
- (4) Students and buddies will be matched based on similar interests in order to help foster a strong and long-lasting friendship.
- (5) Students and their buddy are expected to partake in activities that both parties enjoy and have agreed upon a minimum of three times a month.
- (6) During examination periods, King's students are required to partake in one outing with their buddy during that month, all other months students should aim to see their buddies on a weekly basis.
- (7) All details, including transportation, should be discussed amongst buddy pairs and are not the responsibility of the executive council.
- (8) Students will not be financially responsible for their buddy during these activities. All expenses are expected to be covered by the individual.
- (9) Best Buddies at King's will hold monthly group events for all its members and their buddies. These events will be funded by the club.



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- (10) If a member of the club does not meet the minimum expectations, the executive council may schedule a meeting with that person and remind them of the expectations of peer buddies. The executive council will then work with them to make accommodations if needed. If the executive council finds that no changes have been made within one month OR another complaint is made then the member will be asked to resign from the club and will not be refunded their membership fee.

### **3. MEMBERSHIP**

- 3.1. The club's membership is open to all undergraduate students at King's University College.
- 3.2. All members who are undergraduate students at King's University College have voting rights.
- 3.3. Any non-undergraduate student members, including staff members, do not have voting rights.
- 3.4. All Executive members shall be undergraduate students at King's University College.
- 3.5. Each club member shall abide by the conflict of interest provisions written in the KUCSC Clubs Policy.

### **4. EXECUTIVE AND EXECUTIVE RESPONSIBILITIES**

- 4.1. There shall be an Executive Committee.
- 4.2. Collectively, the Executive Committee will ensure that the club's activities do not violate the KUCSC's and the University's policies and procedures, and municipal, provincial, and federal laws.
- 4.3. There will not be less than four (4) Executive members at any one time that fulfill the following functions:

(1) The "President" will:

- i. Oversee the other members of the executive in fulfilling their responsibilities;
- ii. Chair all meetings;
- iii. Keep in contact with Student Life, Best Buddies Canada and Hutton House;
- iv. Official contact if any issues arise concerning buddies or their peers;
- v. Have signing authority for the club; and,



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vi. If absent, assign an executive with all the responsibilities of the President.

(2) The "Vice-President Communications" shall:

- i. Record votes and minutes of all meetings;
- ii. Give or cause to be given notice of all meetings;
- iii. Correspond with other clubs to promote events and communicate with Things at King's Newsletter to promote events;
- iv. Communicate event information to all club members; and,
- v. Act as Chief Returning.

(3) The "Vice-President Events" shall:

- i. Organize club programs, activities and events in accordance with its Constitution's mandate; and,
- ii. Be responsible for submitting event proposals through Council.

(4) The "Vice-President Finance" shall:

- i. Oversee all financial dealings of the club;
- ii. Keep complete records of all financial dealings of the club;
- iii. Make all donations made to the KUCSC, to be moved into the Best Buddies at King's financial account; and,
- iv. Have signing authority for the club.

4.4. If an Executive member is found to not be meeting the requirements of their position, all executive members will schedule a meeting to discuss accommodations. If it is found that accommodations are not working, the "President" may designate a club member with good standing to take the position.

## **5. MEETINGS**

5.1. The club's quorum for meetings shall be twenty (20) percent of the total membership.

5.2. At least three (3) general meetings shall be held during each school year, including the Annual General Meeting.



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## **6. ELECTIONS**

- 6.1. Elections shall be carried out in accordance with the executive election provisions in the KUCSC Clubs Policy.
- 6.2. A successful candidate in a club Executive election will be decided by a plurality vote.

## **7. AMENDMENTS**

- 7.1. Any amendments to this constitution must be made in accordance with the constitution amendment provisions in KUCSC Clubs Policy.

## **8. MEMBER REMOVAL**

- 8.1. Club members may only be removed from the membership in accordance with the member removal provisions of the KUCSC Clubs Policy.

## **9. REFUND POLICY**

- 9.1. Membership fee refunds shall be given in accordance with the membership fee refund provisions of the KUCSC Clubs Policy.

## **10. CONFLICT RESOLUTION**

- 10.1. A club member may only seek assistance or guidance from the Clubs Coordinator after the member has been unable to resolve an issue with the executive members.

## **11. AGENCY CLAUSE**

- 11.1. Clubs are not authorized to enter into contracts or other dealings on behalf of the club or the KUCSC. Clubs are not permitted to represent to third parties that they have the authority to act on behalf of the KUCSC. Clubs are not permitted to lead third parties, directly or indirectly, to believe that its beliefs, views or actions represent those of the KUCSC.

(1) Best Buddies at King's is not an agent of the KUCSC and its views and actions do not represent those of the KUCSC.

(2) Best Buddies at King's and its members are not permitted to sign contracts on behalf of the club or the KUCSC.

## **12. EXTERNAL AFFILIATIONS**

- 12.1. The club shall disclose any relationship with external organizations, in accordance with the external affiliation provisions of the KUCSC Clubs Policy.