



BEST BUDDIES BYLAWS

Article I. Best Buddies

The name of the club is **BEST BUDDIES**, hereafter referred to as the club.

Article II. Purpose of the Club

- I. Promote awareness of special needs children and create connections with students and buddies.
- II. Provide a positive forum in which students can be creative, innovative, and marketable in their prospective area of interests.
- III. Meet monthly for activities.

Article III. Membership

- I. Membership is open to any currently enrolled Mundelein High School student.
- II. Current members may bring up new business during the open floor session of regularly scheduled meetings.

Article VI. Faculty Sponsors

- I. There must be a faculty sponsor(s).
- II. A sponsor must be present at all club meetings.
- III. A sponsor will be responsible for maintaining order within the club.

Article V. Officer Positions

- I. The officers of this club shall be President, Vice-president, Secretary, Treasurer and Officer Advisor and Fundraiser/Creative Chair
- II. Officers will be elected one year by sponsors

Article VI. Officer Duties

- I. President- Must attend the buddies International Leadership Conference, attend officer meetings, share knowledge and experience in working online with best buddies and coordinate Best Buddies initiatives, including "Spread the Word to End the Word", Eunice K. Shriver Day, etc
- II. Vice-President – Attend officer meetings, plan, supervise and evaluate chapter activities, help delegate tasks, communication between officers and advisors and help match buddies
- III. Secretary/Co-Secretary – Attend officer meetings, friendship updates online along with bi-weekly updates with officers and advisers, help match buddies, help plan activities, take attendance at meetings and activities, type up flyers for meeting reminders to be sent home with buddies, and record minutes from each meeting.
- IV. Treasurer – collects monies for events, calls for prices or donations, keeps records of club spending, and attends officer meetings
- V. Fundraiser/Creative Chair – create flyers to post around school, help decorate/setup tables for fundraisers, attend officer meetings and homecoming planner
- VI. Officer Advisor – offer valuable advice to new officers, share knowledge and experience in working online with best buddies, attend officer meetings and coordinate best buddies initiatives including "Spread the Word to End the Word", Eunice K. Shriver Day, etc.

Article IX. Meetings

- I. General meetings will be held monthly. Meeting locations and times are subject to change by a consensus of the club's officers.
- II. At least one sponsor is required to attend each meeting.
- III. Minutes and attendance will be taken during all meetings.
- IV. Minutes will be submitted to the Assistant Principal at the end of each term.

Article X. Activities

- I. Fundraisers - proceeds from fundraisers will be deposited into the club's school account via school's business office.
- II. Field Trips
- III. One meeting per month, one activity per month, weekly buddy contact

Article XI. Website

- I. The content of the website may include, but is not limited to:
 - o Discussion
 - o Q&A
 - o Schedule
 - o MHS program information
 - o Newsletter
- II. Items and links on the website will adhere to all Mundelein School District policies.

Article XII. Code of Ethics

- I. All members will adhere to the Mundelein High School Activity Code of Conduct.
- II. The club shall operate under current school policy.

Article XIII. Changes to Bylaws

- I. Articles in this set of bylaws may be deleted or modified as deemed necessary by a majority of the club.
- II. Changes to the bylaws will be done as amendments.