

BYLAWS

ARTICLE I: NAME & PURPOSE

Section A – Name

The name of this organization shall be **Helpers United Together**, which will heretofore be referred to as **HUT**.

Section B – National Affiliation

HUT has no official affiliation at this time.

Section C – Purpose

The purpose of this organization shall be:

1. To provide fellowship, cooperation, and a supportive setting for students in the Counseling Program that encourages professional and personal growth.
2. To facilitate the exploration of theories, research, and practice of counseling.
3. To provide resources to Counseling students on career/experience opportunities in Southwest Missouri.
4. To participate in community/volunteer work in order to gain exposure, become acquainted with the professional community, and better integrate counseling and the university with the surrounding community.
5. To improve collegiality among Counseling students and faculty.

ARTICLE II: MEMBERSHIP & DUES

Section A – Eligibility

Membership shall be open to Missouri State University students who are currently registered for at least one Counseling course and are interested or admitted into the Counseling Program, upon payment of the required dues.

Section B – Restrictions

Other interested students or community members may not be official members, however they are welcome to sit in on meetings. Such interested persons will not be allowed to participate in official voting or running for office.

It is the policy of Missouri State University and HUT not to discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University.

Section C – Dues

Dues shall be \$5 per semester.

ARTICLE III: OFFICERS

Section A – Officers

The officers shall be a President, Vice President, Secretary, Treasurer, and Historian.

Section B – Eligibility

The President shall be a full or half-time Missouri State graduate student admitted in the Counseling Program and in good academic standing. All officers must be in good academic standing and have attended one-half (1/2) of the meetings the previous semester.

Section C – Election

The officers shall be elected by ballot at the last meeting of each semester by a majority of the vote cast for that office.

Section D – Term

The officers shall serve one to two semesters and their term of office shall begin at the commencement of the fall or spring semester.

Section E – Vacancy

If a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term and vacancies in any other shall be filled by a special election.

ARTICLE IV: DUTIES OF OFFICERS

Section A – President

It shall be the duty of the President to:

1. Preside at all regular and executive meetings
2. Vote only in case of a tie
3. Represent the organization
4. Appoint committee chairpersons, subject to the approval of the Executive Committee
5. Serve as an ex-officio member of all committees except the nominating committee

Section B – Vice President

It shall be the duty of the Vice President to:

1. Assist the President and preside in his/her absence
2. Manage public relations and communications of the organization
3. Chair the Program Committee

Section C – Secretary

It shall be the duty of the Secretary to:

1. Record the minutes of all meetings, including a list of those in attendance at meetings
2. Distribute minutes to each member through e-mail

3. Keep a file of the organization's records
3. Maintain a current roster of membership
4. Create and maintain a mailing list of all members, officers, and other interested parties.
5. Keep a record of all club activities and correspondence related to club matters
6. Issue notices of meetings and conduct the general correspondence of the organization

Section D – Treasurer

It shall be the duty of the Treasurer to:

1. Receive all funds and pay out by order of the Executive Committee and signed by the President and faculty/staff advisor.
2. Deposit all organizational dues as well as other funds into HUT accounts
3. Keep an itemized account of all receipts and expenditures and make reports, as directed
4. File all paid bills with the secretary.
5. Make a yearly audit to the membership at the end of each school term

Section E – Historian

It shall be the duty of the Historian to:

1. Take and develop pictures of HUT members, activities, and events
2. Maintain a scrapbook
3. Maintain a website

ARTICLE V: MEETINGS

Section A – Meetings

Regular meetings will be held bi-weekly during the regular school year.

Section B – Special Meetings

Special meetings may be called by the President with the approval of the Executive Committee.

Section C – Quorum

A quorum shall consist of a majority of the voting membership.

Section D – Parliamentary Authority

HUT Rules of Order, newly revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A – Responsibility

Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold these Bylaws.

Section B – Membership

This committee shall consist of the officers, as listed in Article III, and the faculty advisor.

Section C – Meetings

The committee shall meet at least once between regular meetings of the organization to organize and plan future activities.

Section D – Quorum

A quorum of this committee shall consist of the president or vice president plus other executive members to total a majority.

ARTICLE VII: FACULTY ADVISOR

Section A – Selection

There shall be a faculty advisor who is to be selected each year by the membership.

Section B – Duties

The responsibilities of the faculty advisor shall be to:

1. Advise and stimulate interest in the organization
2. Provide guidance in the development and implementation of programs and activities
3. Serve as liaison between the University and the organization, interpreting, if necessary, university policies or philosophies
4. Attend to meeting and activities regularly

ARTICLE VIII: COMMITTEES

Section A – Vote

These Bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B – Notice

All members shall receive advance notice of the proposed amendment at least five (5) days before the meeting