

CONSTITUTION

DATE CREATED: July 5, 2006

PREAMBLE

We, the members of this organization, do ordain this constitution of Helpers United Together, of Missouri State University, Springfield, Missouri, as the Constitution for the members of Helpers United Together. In accordance with the rules and regulations of Missouri State University, the Laws of the State of Missouri, and the Laws of the United States of America.

ARTICLE I

Purpose of the Organization

Section 1. The name of the organization is **Helpers United Together**, which will heretofore be acknowledged as **HUT**.

Section 2. The purpose of HUT 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

Section 1. 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 2. 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 3. Other interested students or community members may not be official members, however are welcome to sit in on meetings. Such interested persons will not be allowed to participate in voting or running for office.

ARTICLE III **The Executive Officers**

Section 1. 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 2. 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 3. 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

Section 4. 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 5. 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

Section 6. Qualifications of executive officers will be as follows: They must meet requirements for general membership and maintain a GPA of 3.0 or better. Officers must be admitted to the Counseling Program at MSU. Officers must have attended no less than ½ of official meetings from the previous semester.

Section 7. Selection process for the officers will be as follows: In the second to the last general meeting of each semester each member will anonymously nominate members for President, Vice President, Secretary, Treasurer, and Historian. The current Secretary will announce the nominees giving each person nominated a chance to accept or decline nomination.

Section 8. A secret ballot vote will be held during the last general meeting of the semester. Only dues paid members will be allowed to vote.

Section 9. Election of officers will be decided by a simple majority vote.

ARTICLE IV

Installation of the executive officers

Section 1. The term of office for all executive offices shall be one semester. Officers may serve up to a two term period.

ARTICLE V

Resignation of Executive Officers

Section 1. Resignation of officers will require a letter of resignation to be presented at a general meeting and shall not take effect until a replacement officer has been elected.

ARTICLE VI

Meetings

Section 1. Regular meetings of HUT will be held during the first and third week of every month during the regular fall and spring semesters.

Section 2. Special meetings may be called at the discretion of the executive officers.

ARTICLE VII

Impeachment and Removal from Office

Section 1. While the organization intends for conflicts to be resolved through discussion, and when possible, consensus, any member of HUT who is in good standing may bring a written grievance against any officer during regular session after exhausting informal

methods or as appropriate according to professional ethics or other rules. Upon their request a special committee shall be formed to look into said grievance. Findings of this special committee shall be presented at the next regular meeting of HUT. Immediately following this presentation a vote shall be taken of all members present as to whether or not the officer in question shall have a sanction or be removed. Removal of the officer shall require a $\frac{3}{4}$ majority.

ARTICLE VII

Amendments to the Constitution

Section 1. Any member of HUT who is in good standing may bring a written proposal to amend the constitution during regular session of HUT and upon their request a special committee shall be formed to look into said proposal. Findings of this special committee shall be presented at the next regular meeting of HUT.

Section 2. Following this presentation a vote shall be taken of all members present as to whether or not the amendment shall be added to the constitution. Addition of said amendment shall require a $\frac{3}{4}$ majority.

ARTICLE VIII

Ratification

Section 1. If $\frac{2}{3}$ of the members of HUT ratifies the document proposed and it is accepted by both the Office of Student Activities and Student Government Association of Missouri State it becomes a valid constitution.

ARTICLE IX

Empowerment

Section 1. This constitution will take effect after it is accepted by both the Office of Student Activities and Student Government Association of Missouri State University, and unanimously (or by a specific quorum vote) accepted by the members of HUT.