

DISCLAIMER: PLEASE BE AWARE THAT THIS IS A **GUIDE** TO HELP YOU WRITE A CONSTITUTION FOR YOUR ORGANIZATION. UNLESS STATED, **DO NOT COPY AND PASTE THE EXAMPLES.**

Article I. NAME

INSTRUCTIONS

Give the full name of the organization, as well as any abbreviated or shortened forms that may be commonly used.

EXAMPLE

The name of this organization is Students Advocating Lettuce and Dressing, also known as SALAD.

Article II. PURPOSE

INSTRUCTIONS

State the purpose, aim, and function of the organization, as well as its main mission-supporting activities. Remember that all student organizations at USA must have separate and distinct missions. New organizations cannot overlap or duplicate existing student groups.

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organization is required to have a President, a Vice-

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Article VIII. FINANCES

INSTRUCTIONS

Section 1. Financial Transparency Statement

The financial transparency statement in the example below must be included word-for-word. **Copy-and-paste it into your constitution. Make no additions or deletions!**

Section 2. Bank Account

This section should provide general information regarding the organization's bank account. Will it be an on-campus or off-campus account? Refer to student organization handbook for more information.

Section 3: Dues

If the organization has dues, this section explains how they are assessed and collected.

Section 4: Dissolution

This section explains what happens to the organization's funds should the organization become inactive. Feel free to **Copy-and-paste example into your constitution inserting your non-profit.**

EXAMPLE

Section 1. Financial Transparency Statement

All accounts, financial records, and transactions of the organization are subject to audit or review at the University's discretion.

Section 2. Bank Account

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Article IX. AMENDMENTS AND BYLAWS

INSTRUCTIONS

Explain how the constitution can be amended and how bylaws can be adopted.

EXAMPLE

Amendments and bylaws can be proposed in writing by any member at any regular meeting. A majority vote is required for adoption.