

***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.