

*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.***

~~Give the full name~~ Give the full name of the organization, as well as any abbreviated or shortened forms that may

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

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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The financial transparency statement in the example below must be included word-for-word.

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.

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

This section explains what happens to the organization's funds should the organization become inactive. Feel free to

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

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

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