

Sample Constitution and By-Laws

A constitution and by-laws are written to guide an organization in its operations and activities. These documents should be clearly worded, intentionally structured, and kept up-to-date to meet the needs of the student organization.

The constitution:

- Establishes the broad structure and fundamental principles of an organization
- Should be straightforward and comprehensive
- Should be difficult to amend

The by-laws:

- Outline the rules of procedures for an organization
- Should be consistent with the constitution
- Tend to be easier to amend than the constitution

The following sample constitution and by-laws are provided as a **guideline** to assist you in writing or revising your organization's constitution. There are many ways to structure an organization, so feel free to write your constitution or by-laws to meet the needs of your organization. For further assistance, contact the SGA Student Organizations Committee Chair (Jake Haigis – haigisbl@xavier.edu).

Sample Constitution -----

Constitution of _____ (Name of your group)

Article I: Name

Section 1: The name of this organization shall be... (Provide actual name which will be used for all official business), hereafter referred to as...

Article II: Purpose

Section 1: The purpose of this organization shall be... (State the purpose, aims, and Function of the organization. All of these can come from the Initial Proposal)

Article III: Affiliations

Section 1: This organization is affiliated with... (Indicate if your group has an affiliation with a Xavier University department and/or any other campus, local, state, national, or international organization and explain the relationship. Organizations with inter/national affiliations must submit their inter/national constitution or statement of purpose. If your organization has no affiliation, this section may be omitted.)

Articles Association Constitution Laws Cincinnati

CH Cherryholmes



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