GUIDELINES FOR WRITING A CONSTITUTION AND BYLAWS 
FOR GPSA RECOGNIZED STUDENT ORGANIZATIONS

In order to be a recognized GPSA student organization you are required to submit a constitution and bylaws. You can update your documents at any time. Here are a few things to keep in mind and a few tips when writing your constitution and bylaws.

Constitution

- Your organization’s constitution should be a guiding document that guides your organization in decision making around programs, membership selection and the overall direction of your group.
- Depending on the stability of your organization and the strength of your constitution, your group should revisit its constitution once a year to revise and amend as necessary. It’s supposed to be a living document that changes over time.
- Your constitution should be stable and require at least ⅔ or ¾ membership approval to revise. Items in our constitution should be very basic. More specific topics should be covered in your group’s bylaws.

ARTICLE I - Name
State the full name of your organization.

ARTICLE II - Preamble
State the purpose and aims of your organization

ARTICLE III – Non-discrimination clause
As a registered student organization at UNLV, you are agreeing to comply with the non-discrimination clause of the University and the appropriate recognizing body, i.e. GPSA. You can find the non-discrimination clause in the GPSA’s Constitution (Article V, Section 2) available on the GPSA website: http://gpsa.unlv.edu/council/, on the right-hand side of the page under “Related Links”.

ARTICLE IV – Membership
Who is eligible for membership? Who makes up your membership? (i.e. graduate and professionals students, undergraduates).

ARTICLE V – Officers / Executive Council
List the officers of your organization (President, Vice President, Secretary, Treasurer, etc.), the method of selection, i.e. elections, term of office and general duties and responsibilities.

ARTICLE VI - Amendments
How can the group amend this document? How many people are required to be in attendance for an amendment to pass (quorum)? How many people must make an affirmative vote for an amendment to this document (traditionally, ¾ or ⅔ affirmative vote)?

Bylaws

- Committee structure (standing and ad hoc committees, who serves on committees? etc.)
- Meeting time, dates, location
- How are meetings run? (Robert’s Rule of Order is a good base)
- Any other items that you deem important to your organization

**Your bylaws should be an easier process to revise than your constitution. Update as needed.**