

CONSTITUTION AND BYLAWS INSTRUCTIONS

- Submit this document in its original **.docx (editable)** format.
- **Do not** submit cloud-based documents (not acceptable).
- These templates include the **basic provisions** for drafting the constitution and bylaws.
- **Items in red are mandatory** and must be included **verbatim** as shown.
- Complete all **highlighted fields** (select or enter the required information).
- Other (non-red) items are **optional** and may be adapted to fit the organization's objectives.
- **All articles and sections** shown in the example **must be addressed** in each private organization's bylaws.