



Constitution & Bylaws

Last Reviewed: February 2026

Reviewed by: LFNP Contributors

Time to Read: 15 minutes

This Fact Sheet provides information about the constitution and bylaws of a non-profit in the Yukon.

To incorporate as a non-profit under the *Societies Act*, you need two documents: a constitution and bylaws. These documents can be submitted to the [Yukon Corporate Online Registry](#). In practical terms, the constitution describes the purpose of the non-profit and the bylaws are the rules for its governance. The bylaws can also be thought of as a contract between the members and the non-profit.

Constitution

The constitution lists only the name and purpose(s) of the non-profit. Everything else is in the bylaws. The only exception is that if a non-profit wishes to be a Member Funded Society, a clause needs to appear in its constitution. [Member Funded Society](#) status is unique and must be considered very carefully.

Do's	Don'ts	Best Practices
Have the name requested, approved, and reserved by the Registrar.	Use certain words in the non-profit's name without the correct approvals e.g., government, municipality, hospital.	Keep the constitution in both a paper and digital format in an official records folder.

Make sure the name is unique, includes a descriptive word, and ends with “society”, “association”, or “club”.	Use purpose statements in the constitution that are inconsistent with the non-profit’s intended activities.	Provide a copy of the constitution to each director in a board manual.
The purposes can include agricultural, artistic, benevolent, charitable, educational, environmental, patriotic, philanthropic, political, professional, recreational, religious, scientific, social or sporting purposes.	Put anything else other than the name and purposes in the constitution.	Have the board chair or president review the constitution annually with incoming members of the board of directors.

Bylaws

Bylaws are the rules by which your non-profit operates. These include rules about important matters such as how to become a member, conducting meetings, and elections.

Do’s	Don’ts	Best Practices
Address membership i.e., how to become a member, remain in good standing, or lose membership, classes of membership, and how long it lasts.	Have any rules that conflict with the <i>Societies Act</i> .	Bylaws should reflect the nature, character, and operation of the non-profit, its board, and the membership structure.
Provide for the election or appointment of directors and their term.	Include policies governing day-to-day operations.	When in doubt, adopt and modify the sample bylaws (see below).



Outline meeting rules such as quorum (default is 3) and whether proxy/alternative methods of voting (electronic) are permitted.	Adopt bylaws of another non-profit without reviewing them and making sure they are a good fit for your non-profit.	Use caution in adopting or modifying the bylaws of another non-profit.
Stipulate any restrictions on activities of the non-profit.		

Sample Bylaws

When a group of people applies to incorporate as a non-profit, sample bylaws are provided as an example of a set of bylaws that a non-profit can adapt . A non-profit does not have to use these sample bylaws but may find them useful. Non-profits should read the sample bylaws carefully and customize them to fit the non-profit's needs rather than simply adopting them. A non-profit's bylaws ought to reflect individual non-profits and relations amongst its members.

The sample bylaws are found [here](#) and are example bylaws that can be adopted by a non-profit under the Societies Act.