

How to download your existing constitution from OrgCentral

Center for Student Involvement, Kansas State University

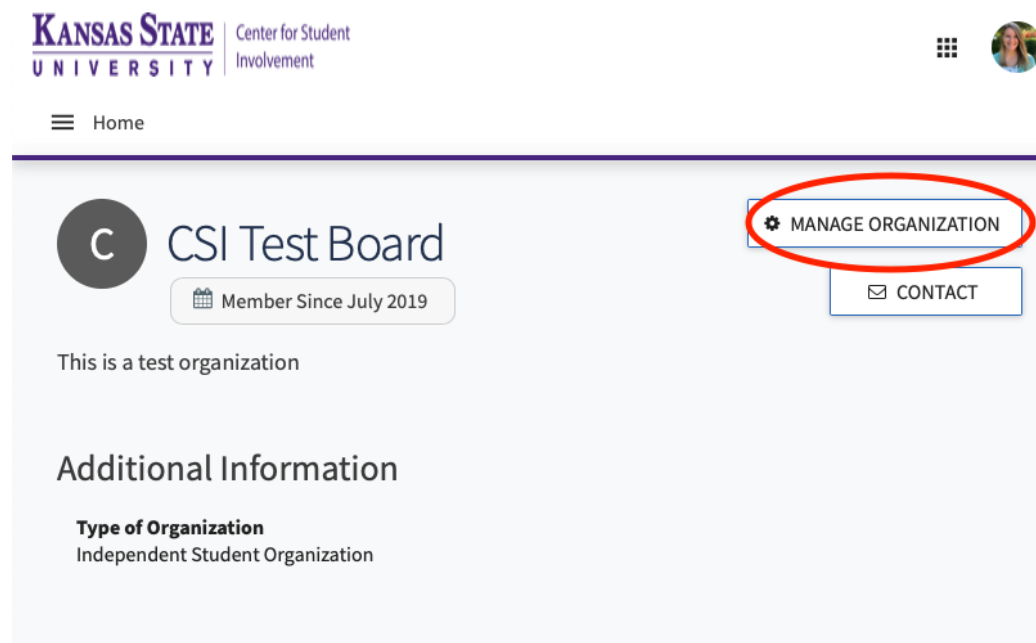
1. Login to OrgCentral using your K-State eID and password
 - a. <https://k-state.campuslabs.com/engage/>
2. Go to your organization's portal

The screenshot shows the OrgCentral portal interface. At the top left is the Kansas State University logo and the text "Center for Student Involvement". To the right is a user profile picture. Below the logo is a "Home" link. The main heading is "Explore Kansas State University". Below this is a search bar with the placeholder text "Search Events, Organizations, and News Articles". The main content area is divided into two columns. The left column is titled "Memberships" and contains three cards: "Center for Student Involvement" (with a 'C' icon), "K-State 360 Events" (with a 'K' icon), and "Week of Welcome" (with a 'W' icon). The right column is titled "Example Organization" and contains two cards: "CSI Test Board" (with a 'C' icon) and "Resources for Student Organizations" (with a magnifying glass icon). The "CSI Test Board" card is circled in red.

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3. Click “Manage Organization”



The screenshot shows the OrgCentral interface for the "CSI Test Board" organization. At the top left is the Kansas State University logo and "Center for Student Involvement". A navigation menu shows "Home". The organization profile includes a circular logo with the letter "C", the name "CSI Test Board", and a "Member Since July 2019" badge. A note states "This is a test organization". Under "Additional Information", the "Type of Organization" is listed as "Independent Student Organization". On the right side, there are two buttons: "MANAGE ORGANIZATION" (highlighted with a red circle) and "CONTACT".

KANSAS STATE UNIVERSITY | Center for Student Involvement

Home

C CSI Test Board

Member Since July 2019

This is a test organization

Additional Information

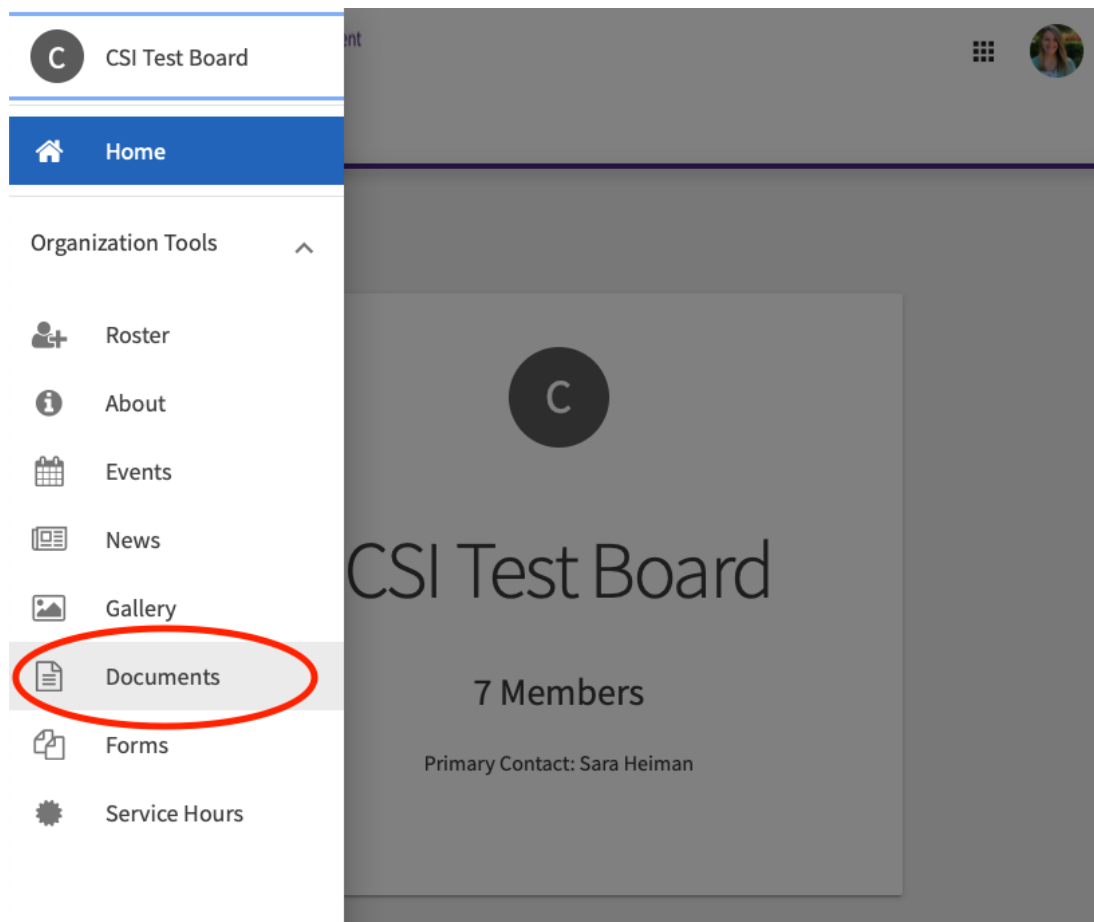
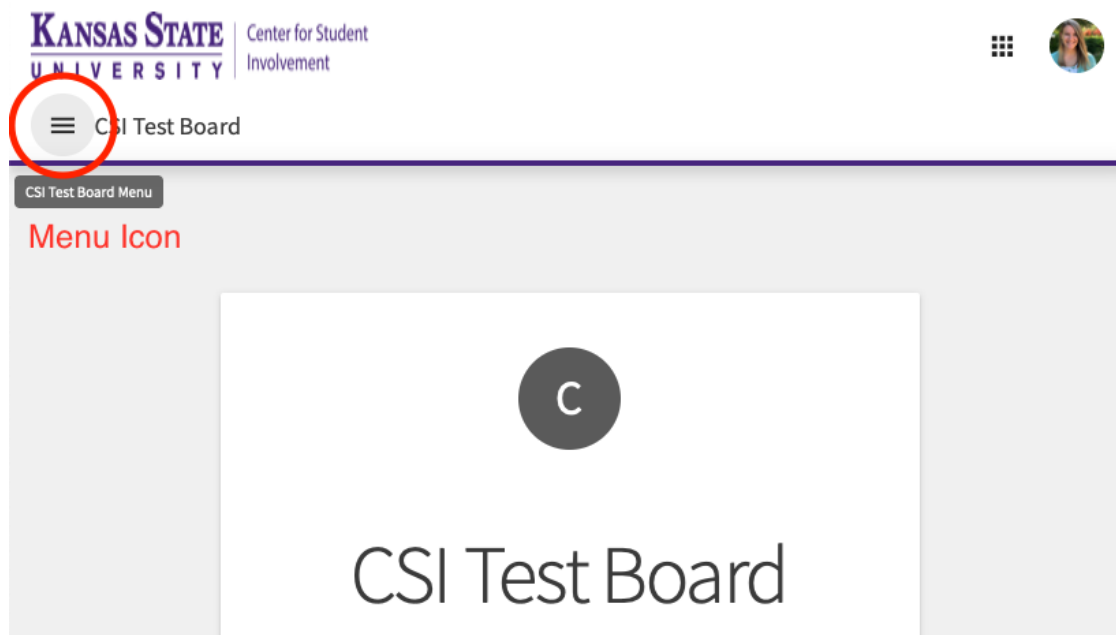
Type of Organization
Independent Student Organization

MANAGE ORGANIZATION

CONTACT

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4. Select "Documents" from the left-side drop-down menu



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5. Click the Download icon next to the "Constitution/Bylaws" document

The screenshot shows the OrgCentral interface for the Center for Student Involvement at Kansas State University. The top navigation bar includes the university logo, the text 'Center for Student Involvement', a user profile picture, and a hamburger menu. Below the navigation bar, the page title is 'CSI Test Board'. The main content area is titled 'Documents' and features two buttons: '+ ADD FOLDER' and '+ ADD FILE'. A search bar is present with the placeholder text 'Search'. A document entry is listed with the title 'Constitution/Bylaws - 8/16/19 12:11 PM', which is underlined in red. To the right of this entry is a download icon, also circled in red.