

Constitution Updates

1. Submit a [Constitution Update Interest Form](#).
 - a. Interest Forms are reviewed every Sunday morning at 9 AM for the academic year.
 - b. Please do not vote on your Constitution until later in the process.
 - c. Please note that there is a [Constitution template](#) online that you **MUST** use if you begin to make changes.
2. The submitter of the Constitution Update Interest Form will receive a CCC chat message with further instructions about how to reach out to their assigned analyst.
3. Meet with your ARC Analyst and go over proposed changes.
4. Once you have met with your ARC Analyst and all changes have been discussed, and your Constitution Update Interest Form has been approved, you may then submit a [Final Constitution Submission](#).
5. Once the Administration and Review Committee reviews the Final Constitution Submission and votes on the update(s), you will receive a notification-- you may now vote within your organization.
 - a. Please note that if you are updating either your mission statement or name, then the process could take additional time as there is more to this than an ARC vote.
 - b. Record voting results as they will be needed (i.e. In Favor: 14, Opposed: 1, Abstain: 1).
6. Submit your signed constitution on the CCC chat with your voting results.
7. Your approved Constitution will then be signed by the ARC Chair and uploaded to your CCC site for you.
 - a. Please note that you will know when your Constitution is uploaded as then your Constitution Update Form will be approved.