

Constitution Updates

1. Submit a [Constitution Update Interest Form](#).
 - a. Interest Forms are reviewed weekly on Thursdays during 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 via Zoom.
4. Once you have met with your ARC Analyst and all changes have been discussed, you may then submit a [Final Constitution Submission](#). Once a Final Constitution Submission has been received, your Constitution Interest Form will be approved.
5. Once the Administration and Review Committee reviews the Final Constitution Submission and votes on the update(s), you will receive a notification within the CCC chat-- 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 voting results on the CCC Chat.
7. Your approved Constitution will then be signed by the ARC Chair. You will then receive further instruction on how to sign your constitution.
 - a. Once you have signed your constitution, you will receive a copy and a copy will be uploaded to the WCSA constitution website.
 - b. Once the constitution has been uploaded to CCC, your Final Constitution Submission Form will be approved.

