

Constitution Updates

1. Submit a [Constitution and Resource Agreement Update Interest Form](#).
 - a. Please note, there is a [Constitution Template](#) online, which you **must** use if you begin to make changes. Submissions received with the incorrect template will be denied.
 - b. Please do not vote on your Constitution until later in the process.
2. The submitter of the Constitution and Resource Agreement Update Interest Form will receive instructions from their analyst.
3. Meet with your Administration and Review Committee (ARC) analyst to review your proposed changes.
4. Once you have met with your ARC analyst and all changes have been discussed and approved, they will provide you with a link to the Final Constitution Submission form. Once ARC reviews your Final Constitution submission and approves it, your Organization can then hold a vote.
 - a. Please note, if you are updating either your mission statement or Organization name, the process could take additional time as the Student Organization Review Board (SORB) also reviews these submissions.
5. The President(s) of your Organization will receive a copy of the approved Constitution in order for your Organization to hold a vote. If the Constitution is approved by the membership, please sign the Constitution and return it. The Constitution will then be signed by the ARC Chair.
 - a. Once the Constitution has been signed by all parties, a copy will be uploaded to the [College Student Organization Constitution and Resource Agreement](#) webpage, which can be linked to your Organization's CCC site. Lastly, your Final Constitution form submission will be approved.

