JAPANESE AMERICAN CITIZENS LEAGUE
46th JACL National Convention
National Council Meeting
Las Vegas, NV
July 14, 2015

CONSTITUTION & BYLAWS AMENDMENT CHECKLIST

** This checklist was prepared only as a convenient quick reference. Review the Committee Procedures carefully to ensure strict compliance with official requirements.

OPTIONAL Preliminary Review File by **April 15, 2015,** by email, U.S. mail, *or* fax (see contact information below under Filing Options).
- ❑ Completed Amendment Form
- ❑ Signature of Sponsor

MANDATORY Formal Review File as soon as possible, but *no later than* **May 15, 2015,** through one of the filing options listed below.
- ❑ Completed Amendment Form
- ❑ Required signature of Movant by authorized District Council, NY/SC, or National Board representative.
  - ❑ Optional signature by Sponsor from chapter or youth.
- ❑ Completed Fiscal Impact Statement unless no fiscal impact checked on proposal (2 page, Excel format)

Filing Options

1. **ELECTRONIC filing requires satisfying all of the following steps (A, B, and C).**

   A. Email by deadline to JACL: snitahara@jacl.org; and
   B. Email by deadline to Committee: daleikeda@att.net; and
   C. Record of original signature provided by PDF attachment to the above email addresses *or* sent by U.S. mail or fax to JACL (see contact information below).

2. **NON-ELECTRONIC filing requires satisfying either option A *or* B below.**

   A. Submit by U.S. mail, postmarked by the deadline, to the address below; *and* also mail a CD or flash drive containing the files to the address below.
   > JACL
   > c/o Stephanie Nitahara
   > 250 E. 1st Street, Suite 303
   > Los Angeles, CA 90012

   B. Fax by the deadline (see instructions below); *and* also mail a CD or flash drive containing the files to the address listed above.
   > JACL
   > c/o Stephanie Nitahara
   > Fax: (213) 626-4282

Questions? Contact Dale Ikeda, Constitution and Bylaws Committee Chair at daleikeda@att.net. Additional forms should be available at the JACL or Convention websites. Otherwise, submit requests to the Chair.