**JAPANESE AMERICAN CITIZENS LEAGUE**

54th National Convention

National Council Session

Philadelphia, PA

July 10, 2024

**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 10, 2024,** by email, U.S. mail, or expedited delivery (see contact information below under Filing Options).

* Completed Amendment Form
* Signature of Sponsor

**MANDATORYFormal Review** File as soon as possible, but *no later than* **May 11, 2024,** 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.

**Filing Options** You may file by electronic or non-electronic means.

1. **ELECTRONIC filing requires satisfying all of the following steps (A, B and C):**
	1. Email by deadline to JACL: convention@jacl.org;
	2. Email by deadline to Constitutional and Bylaws Chair: tiffanyikeda@gmail.com; *and*
	3. Signatures appear on electronic version or record of original signature is provided by PDF or other image attached to the above email addresses ***or*** sent by U.S. mail or expedited delivery to JACL (see contact information below).

**2. NON-ELECTRONIC filing requires:**

 Submit signed originals by U.S. mail or expedited delivery, postmarked or shipped by the deadline, to the address below; *and* mail flash drive containing the files to the address below.

JACL

1612 K Street

Washington, DC 20004

**Questions?** Contact Chair Tiffany Ikeda at tiffanyikeda@gmail.com. Additional forms should be available at the JACL Convention website.