

JAPANESE AMERICAN CITIZENS LEAGUE

40th Biennial National Convention

National Council Meeting

Salt Lake City, UT

July 16-20, 2008

CONSTITUTION & BYLAWS AMENDMENT CHECKLIST

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

OPTIONAL PRELIMINARY REVIEW: filed by **April 7, 2008**, through one of the filing options listed below.

- Completed Amendment Form
- Signature of Sponsor

MANDATORY FORMAL REVIEW: preferably filed by **May 5, 2008**, but NO LATER THAN **May 15, 2008**, 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 (**2 page, Excel format**)

FILING OPTIONS

1. **Electronic – BOTH a. and b. must be completed**
 - a. 2 separate email transmissions by deadline to:
JACL: jaclpnwro@msn.com AND
Committee: gmayeda@aol.com; AND
 - b. record of original signature must be provided by:
A PDF file attachment to email (see info above) OR
Mail or fax to JACL (see info below); OR

2. **Non-Electronic – ONE of a. or b. may be chosen**
 - a. MAIL, postmarked by deadline, to:
JACL c/o Karen Yoshitomi, PNW Director
671 S. Jackson St., Suite 206
Seattle, WA 98104; or
 - b. FAX, transmitted by deadline, to:
JACL c/o Karen Yoshitomi, PNW Director
(206) 623-0526

****Non-Electronic methods also require the submission of the documents on a CD disk or flash drive to the address listed above.**

Questions? Write to Gary Mayeda, Constitution and Bylaw Committee Chair, at: gmayeda@aol.com. Additional forms should be available at the JACL or convention web sites. Otherwise, submit requests to Gary.