

JAPANESE AMERICAN CITIZENS LEAGUE
53rd National Convention
National Council Session
Los Angeles, CA
July 20, 2023

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 20, 2023**, by email, U.S. mail, or expedited delivery (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 21, 2023**, 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):

- A. Email by deadline to JACL: mtanaka@jacl.org;
- B. Email by deadline to Constitutional and Bylaws Co-Chairs: tiffanyikeda@gmail.com and puyehara@gmail.com; *and*
- C. 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
c/o Michael Tanaka
1629 K St. NW, Suite 400
Washington, D.C. 20006

Questions? Contact Co-chairs Tiffany Ikeda and Paul Uyehara at tiffanyikeda@gmail.com and puyehara@gmail.com. Additional forms should be available at the JACL Convention website.