

**AMENDMENT OF CREDIT UNION BYLAWS**

**TO THE COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF BANKING AND SECURITIES:**

In compliance with the provisions of the Credit Union Code, 17 Pa. C.S. § 101 et seq., the following named credit union, being desirous of amending its Bylaws, hereby certifies that:

FIRST, the name of the credit union is \_\_\_\_\_  
and its principal place of business is located at:

\_\_\_\_\_  
\_\_\_\_\_

SECOND, the meeting at which the amendment was adopted was a:  
Board of Directors' Meeting    Regular Membership Meeting    Special Membership Meeting

THIRD, the date of the meeting was \_\_\_\_\_

FOURTH, if the amendment was adopted at a Board of Directors' meeting, the number of directors present was \_\_\_\_\_ and \_\_\_\_\_ directors voted for the amendment.

FIFTH, if the amendment was adopted at a membership meeting, the number of members constituting a quorum is \_\_\_\_\_, the number of members present was \_\_\_\_\_, and \_\_\_\_\_ members voted for the amendment.

SIXTH, the amendment adopted at the aforementioned meeting is hereinafter set forth in its entirety.

THIS IS TO CERTIFY that the aforementioned amendment to the Bylaws of \_\_\_\_\_ was adopted in accordance with the Credit Union Code, 17 Pa. C.S. § 101 et seq.

\_\_\_\_\_  
Secretary (Typed Name)

\_\_\_\_\_  
Secretary (Signature)

Unsworn Declaration: I understand by submitting this Amendment of Credit Union Bylaws, I am agreeing to be bound by the following declaration: "I declare that all of my answers on this Amendment of Credit Union Bylaws are complete, true and correct. I make this declaration subject to the penalties of 18 PA.C.S. section 4904 relating to unsworn falsification to authorities."



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## **AMENDMENT OF CREDIT UNION BYLAWS**

### **Instructions**

Pursuant to Section 305 of the Credit Union Code, 17 Pa. C.S. § 305, the Bylaws of a credit union may be amended by the Board of Directors at any regular or special Board meeting.

When the Bylaws are amended by the Board of Directors, written notice of the amendment shall be given to the members prior to the next meeting of the members or within 90 days after such action by the Board of Directors, whichever is sooner.

An amendment adopted by the Board of Directors may be repealed or amended by a two-thirds vote of the responding members at an annual or special meeting held at least 10 days after the notice of the amendment is mailed to the members. This vote may be conducted by mail ballot if the credit union's Bylaws provide for mail ballot voting.

### **The Department of Banking and Securities must be notified of any amendment to the credit union's Bylaws.**

Therefore, the credit union should complete the Amendment of Credit Union Bylaws form and submit it to the Department of Banking and Securities as soon as possible after an amendment has been adopted.

Amendments shall be effective immediately upon adoption by the Board of Directors and shall remain effective unless disapproved by the Department of Banking and Securities within 60 days of receipt of notice thereof. If an amendment is disapproved, the Department of Banking and Securities will advise the credit union accordingly.

**Please Note:** To complete the SIXTH statement of the Amendment of Credit Union Bylaws form, insert the number of the Section of the Bylaws that has been amended (including the Article number, if any) followed by the amended Section of the Bylaws in its entirety, stated *exactly* as the credit union would like it to be amended.

If the entire Section does not fit on the form, complete the SIXTH statement by inserting the words "Attached as Exhibit A," and attach a separate page, labeled "Exhibit A," containing the entire Section of the Bylaws, as amended.

## **Bylaws Amended and Restated in Their Entirety**

If changes will be made to more than one Article, the credit union may wish to amend and restate the Bylaws in their entirety, in which case the following should be submitted to the Department of Banking and Securities:

1. A cover letter describing all changes that have been made to the Bylaws.
2. A completed Amendment of Credit Union Bylaws form, with the words “Attached as Exhibit A” inserted after the SIXTH statement.
3. A copy of the amended and restated Bylaws, labeled as “Exhibit A.”

If you have any questions regarding amendment of Bylaws, please contact Administrative Officer of Corporate Applications, at 717-783-2253.