

**ARTICLES OF AMENDMENT**

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

Pursuant to the provisions of the Credit Union Code, 17 Pa. C.S. § 101 et seq., the following named credit union, being desirous of amending its Articles of Incorporation, hereby certifies that:

FIRST, the name and principal place of business of the credit union is

\_\_\_\_\_

SECOND, the date of the meeting at which the amendment was adopted is

\_\_\_\_\_.

THIRD, members of the credit union were given notice, as provided by law, of the meeting at which the amendment hereinafter set forth was considered.

FOURTH, there were \_\_\_\_\_ members present at the meeting at which this amendment was voted upon and approved, which constituted a quorum of the members as provided in the bylaws of the credit union.

FIFTH, the amendment was approved by \_\_\_\_\_ members, thus constituting at least a majority of the members then present.

SIXTH, the amendment adopted by the members at said meeting is hereinafter set forth in its entirety.

Article \_\_\_\_\_:

IN WITNESS WHEREOF, the credit union has caused these Articles of Amendment to be signed by its President and Secretary this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**ATTEST:** \_\_\_\_\_ Credit Union

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Unsworn Declaration: I understand by submitting this Articles of Amendment I am agreeing to be bound by the following declaration: "I declare that all of my answers on this Articles of Amendment 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."

COMMONWEALTH OF PENNSYLVANIA )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me \_\_\_\_\_,  
the undersigned officer, personally appeared \_\_\_\_\_ and \_\_\_\_\_,  
who acknowledge themselves to be the President and the Secretary, respectively, of

\_\_\_\_\_ Credit Union (a corporation), and who hereby aver that  
they, as such officers, executed the foregoing instrument for the purposes therein contained, by signing  
the name of the corporation in their capacities as such corporate officers.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

[Notarial Seal]

My commission expires: \_\_\_\_\_

Approved and filed in the Department of State, Commonwealth of Pennsylvania, this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Book No. \_\_\_\_\_, Page \_\_\_\_\_.

\_\_\_\_\_  
Secretary of the Commonwealth

**ARTICLES OF AMENDMENT**

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

Pursuant to the provisions of the Credit Union Code, 17 Pa. C.S. § 101 et seq., the following named credit union, being desirous of amending its Articles of Incorporation, hereby certifies that:

FIRST, the name and principal place of business of the credit union is

\_\_\_\_\_

SECOND, members of the credit union were given notice, as provided by law, of the amendment hereinafter set forth, and the required membership vote was conducted through mail ballot as provided in the bylaws of the credit union.

THIRD, there were \_\_\_\_\_ ballots mailed to members on \_\_\_\_\_.

FOURTH, there were \_\_\_\_\_ valid ballots returned, which constituted a quorum of the members as provided in the bylaws of the credit union.

FIFTH, the amendment was approved by \_\_\_\_\_ members, thus constituting at least a majority of the members responding by mail ballot.

SIXTH, the date on which the membership vote was certified and the amendment was adopted is

\_\_\_\_\_.

SEVENTH, the amendment adopted by the members is hereinafter set forth in its entirety.

Article \_\_\_\_\_:

IN WITNESS WHEREOF, the credit union has caused these Articles of Amendment to be signed by its President and Secretary this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**ATTEST:** \_\_\_\_\_ Credit Union

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Unsworn Declaration: I understand by submitting this Articles of Amendment I am agreeing to be bound by the following declaration: "I declare that all of my answers on this Articles of Amendment 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."

COMMONWEALTH OF PENNSYLVANIA )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me \_\_\_\_\_,  
the undersigned officer, personally appeared \_\_\_\_\_ and \_\_\_\_\_,  
who acknowledge themselves to be the President and the Secretary, respectively, of

\_\_\_\_\_ Credit Union (a corporation), and who hereby aver that  
they, as such officers, executed the foregoing instrument for the purposes therein contained, by signing  
the name of the corporation in their capacities as such corporate officers.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

[Notarial Seal]

My commission expires: \_\_\_\_\_

Approved and filed in the Department of State, Commonwealth of Pennsylvania, this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Book No. \_\_\_\_\_, Page \_\_\_\_\_.

\_\_\_\_\_  
Secretary of the Commonwealth



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## ARTICLES OF AMENDMENT Instructions

Pursuant to Section 901 of the Credit Union Code, 17 Pa. C.S. § 901, an amendment to the Articles of Incorporation of a credit union must be approved by the members of the credit union. At an annual meeting, or at a special meeting for which members were given notice at least ten (10) days prior, amendments may be considered and must be approved by a majority of the members present, provided that at least a quorum attends the meeting. Alternatively, an amendment may be approved by the members through mail ballot, **but only** if the credit union's Bylaws provide for mail ballot voting.

Two sample Articles of Amendment have been provided here; if voting is conducted through mail ballot, the second sample should be used.

To amend the Articles of Incorporation, please submit the following to the Department of Banking and Securities:

1. A letter requesting the Department of Banking and Securities' approval of the Articles of Amendment and stating the credit union's desired effective date, which should be no sooner than forty-five (45) days from the date the Articles of Amendment are submitted to the Department of Banking and Securities.
2. The completed, signed, and notarized Articles of Amendment.
3. A check for the required filing fee, in the amount of \$70.00, payable to the **Department of State**.
4. Original, notarized proof of publication of the "Notice of Filing Articles of Amendment" in both a **newspaper of general circulation** and a **legal newspaper**. (Please refer to the sample notice at the end of these instructions.)

In addition, the credit union should review its Bylaws, which may be affected by the amendment to the Articles of Incorporation. If the credit union determines that an amendment to the Bylaws is necessary, an Amendment of Credit Union Bylaws form should be completed and submitted to the Department of Banking and Securities.

Upon receipt of the above items, and upon review and approval of the Articles of Amendment and expiration of the required comment period, the Department of Banking and Securities and Securities will file the Articles of Amendment with the Department of State.

**Please Note:** When completing the SIXTH section of the Articles of Amendment (or the SEVENTH section, if voting is conducted through mail ballot), insert the number of the amended Article in the blank after the word “Article.” The amended Article should then follow in its entirety, stated *exactly* as the credit union would like the Article to be amended.

If the entire amended Article does not fit in this section, place the words “Attached as Exhibit A” to the right of the colon, and attach a separate page containing only: the words “Exhibit A”; the Article number; and the entire Article, as amended.

### **Publication Requirement**

Pursuant to Section 503.E of the Department of Banking and Securities Code, any application or notice submitted to the Department of Banking and Securities relating to the amendment of a credit union’s charter is subject to a thirty (30) day comment period.

Simultaneously with the filing of the Articles of Amendment with the Department of Banking and Securities, the credit union must have a notice of filing published in a format similar to the sample below.

The notice of filing must be published once in a newspaper of general circulation and once in a legal newspaper in the county in which the credit union’s principal place of business is located.

An original, notarized copy of each proof of publication must be received by the Department of Banking and Securities within fifteen (15) calendar days of receipt of the Articles of Amendment for the filing to be considered complete.

A list of legal publications, by county, is available at the Department of State, Corporation Bureau Web site: <http://www.dos.pa.gov/BusinessCharities/Business> (Select “Resources.”)

#### **NOTICE OF FILING ARTICLES OF AMENDMENT**

**Notice is hereby given that on [Date], [Name of Credit Union], with its principal place of business located at [Address, County], filed Articles of Amendment with the Pennsylvania Department of Banking and Securities pursuant to the provisions of Chapter 9 of the Credit Union Code.**

**The purpose of the amendment is [fully describe the nature of the amendment].**

**All interested persons may file comments regarding this amendment, in writing, with the Pennsylvania Department of Banking and Securities, Bureau of Credit Unions and Trust Supervision, 17 North Second Street, Suite 1300, Harrisburg, PA 17101-2290.**

**In order to be considered, comments regarding this amendment must be received by the Department of Banking and Securities no later than thirty (30) days after the date that notice of the filing of this amendment is published in the *Pennsylvania Bulletin*. Publication in the *Pennsylvania Bulletin* may or may not appear contemporaneously with this notice. Please check the *Pennsylvania Bulletin* Web site at [www.pabulletin.com](http://www.pabulletin.com) to determine the due date for filing comments.**

If you have any questions regarding Articles of Amendment, please contact the Bureau of Credit Unions and Trust Supervision, at 717-783-2253.