



# Credit Union Department

## Filing Instructions:

Mail or email this completed application form to:

Credit Union Department

914 East Anderson Lane

Austin, Texas 78752

Email: [isabel.velasquez@cud.texas.gov](mailto:isabel.velasquez@ cud.texas.gov)

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## APPLICATION TO AMEND BYLAWS (SECTION 3.01) COMMUNITY OF INTEREST – OCCUPATIONAL

### TO THE CREDIT UNION COMMISSIONER:

\_\_\_\_\_ Credit Union

\_\_\_\_\_, \_\_\_\_\_, Texas \_\_\_\_\_  
(mailing address) (city) (zip)

I, \_\_\_\_\_, \_\_\_\_\_  
(name) (title or position)

of the credit union, file this application to amend Section 3.01 of its Bylaws to expand the credit union's field of membership (FOM) in accordance with Section 122.011 of the Texas Credit Union Act and Title 7, Section 91.301 of the Texas Administrative Code.

1. The text of the proposed amendment is attached as **Exhibit "A"**. (The text of the proposed amendment must include a geographic definition, limiting the group to the local service area of applicant, as defined in 7 TAC§91.301.)
2. The board of directors of the credit union, at a duly constituted meeting, approved the amendment on \_\_\_\_\_, 20 \_\_\_\_, and authorized and directed the submission of this application. There were \_\_\_\_\_ members present and \_\_\_\_\_ votes were cast in favor of the amendment and \_\_\_\_\_ votes were cast against.

3. Check One – The proposed occupational community of interest (“Occupational Group”) is based on:
- Employment (or a long-term contractual relationship equivalent to employment) by a single employer, affiliated employers or employers under common ownership with at least a 10% ownership interest.
  - Employment or attendance at a school.
  - Employment in the same trade, industry, or profession (TIP) with a close nexus and narrow commonality of interest, which is geographically limited.
4. Check All That Apply:
- A majority of the persons in the Occupational Group live, work, or gather regularly within applicant’s local service area.
  - The Occupational Group’s headquarters is located within applicant’s local service area.
  - The persons in the Occupational Group are “paid from” or “supervised from” and office or facility located within applicant’s local service area.
5. A budget for each of the next three years, which includes the following information related to providing service only to those persons within the proposed occupational community of interest is attached as **Exhibit “B”**:
- (a) Projected number of new members;
  - (b) Estimated incremental cost (e.g. dividends, personnel, office space, marketing, supplies, etc.);
  - (c) Estimated incremental revenues; and
  - (d) Other data showing the financial impact of the proposed expansion, including any assumptions or projection figures used in preparing the budget.
6. A map showing the location of each of applicant’s existing offices (as defined by 7 TAC §91.101 (21) is attached as **Exhibit “C”**. If the Occupational Group is based on a TIP, the map must also show the geographic boundaries of the TIP Community of Interest.

Proposed office(s) may only be shown on this map if:

- (a) costs for the proposed office(s) are reflected in the budget required by item 5, and

(b) a detailed timeline for opening the proposed office, which may not be longer than 15 months, is provided, along with evidence to support the viability of this timeline.

7. Check One:

The proposed Occupational Group would make less than 3000 people eligible for primary membership.

The proposed Occupational Group would make 3000 or more people eligible for primary membership and copies of letters sent to each state or federal credit union that would be overlapped by this proposed Occupational Group are attached as **Exhibit “D”**.

8. Information describing the types of services that applicant would provide to people within the proposed Occupational Group is attached as **Exhibit “E”**.

9. A letter from an officer of the Occupational Group requesting credit union services from applicant and specifying the information listed below is attached as **Exhibit “F”**:

(a) The name and address of the Occupational Group;

(b) A description of the locations where members of the group work or attend school, including the distance from each location to the nearest office of the applicant; and

(c) How many members would be eligible to join as primary members of applicant?

This letter is not required when the Occupational Group is based on a TIP.

**VERIFICATION**

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

\_\_\_\_\_, being duly sworn, on (his/her) oath deposes and says: “I am the \_\_\_\_\_ of \_\_\_\_\_ Credit union and acting pursuant to resolution of the board of directors of said credit union, I am filing this application; and I have all statements, facts and representations contained in this application, including all Exhibits, and they are true and correct.”

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title