



# 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 – GEOGRAPHIC

### 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 its Bylaws, Section 3.01 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 language of the proposed amendment must conform to the requirements of 7 TAC §§91.101(a)(7) and 91.301.
2. The board of directors of the credit union, at a duly constituted meeting, approved the proposed 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 against.

3. Check One:

The proposed geographic community of interest is a recognized single political jurisdiction (e.g. a city or a county or a portion thereof) **Please Note: A separate application will need to be submitted for each requested single political jurisdiction.**

A detailed narrative demonstrating how the proposed geographic community of interest is based on a clearly defined and specific geographic area where persons have common interests and/or interact is attached as **Exhibit “B”**.

4. A detailed budget and detailed marketing plan for each of the next three years, which includes the following information related to providing service only to those persons within the proposed geographic area is attached as **Exhibit “C”**.

- (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 (including balance sheet and key ratio projections) of the proposed expansion, including any assumptions or projection figures used in preparing the budget.

5. A map showing the boundaries of the proposed geographic community of interest and the location of each applicant’s existing offices (as defined by 7 TAC §91.101(21)) is attached as **Exhibit “D”**.

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 4, 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.

6. Check One:

The proposed geographic expansion would make less than 3000 people eligible for primary membership.

The proposed geographic expansion 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 geographic expansion are attached as **Exhibit “E”**.

7. Information describing the types of services that applicant would provide to people within the proposed geographic community of interest is attached as **Exhibit “F”**.

8. (a) Will the credit union service the requested area with a preexisting physical location in the requested political jurisdiction or a contiguous political jurisdiction.

Yes \_\_\_\_\_ No \_\_\_\_\_

(b) Or, does the credit union intend to add such a physical location within the next 15 months?

Yes \_\_\_\_\_ No \_\_\_\_\_

(c) If the answer is “No” to both (a) & (b) above, please provide a Business/Strategic Plan or comprehensive information (strategic initiatives, etc.) detailing how the credit union will attract and retain potential new members in the requested area, and why those members will want to utilize the loan, deposit and other services of the credit union instead of local financial service providers. The information provided should include historical data showing penetration levels of digital services with the credit union’s current FOM, to allow the Department to assess the credit union’s success in serving its existing membership via digital and technological means.

9. Information which demonstrates how the credit union will provide service that is responsive to the convenience and needs of prospective members (including those who do not utilize, or infrequently utilize digital services) and provides protection for the interest of current and future members of the credit union. [(7 TAC §91.301 (g))].

**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 reviewed all statements, facts, and representations contained in this application, including all Exhibits, and they are true and correct."

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title