



State of Rhode Island  
Department of Business Regulation



**Division of Banking**  
233 Richmond Street, Suite 231  
Providence, Rhode Island 02903  
Telephone (401) 222-2405 -- Facsimile (401) 222-5628

**CREDIT UNION  
REQUEST FOR APPROVAL TO AMEND BY-LAWS  
Pursuant To R. I. Gen. Laws §19-5-4**

Credit Union Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Date of Filing: \_\_\_\_\_

**The Above Credit Union Hereby Requests the Approval of the Director of the Department of Business Regulation ("Director") for Amendments to its By-Laws Pursuant to R. I. Gen. Laws §19-5-4. The Credit Union Shall File with the Division of Banking ("Division") the Following:**

1. One set of the existing by-laws, before amendment.
2. One set of the amended sections of the by-laws, with the amendments clearly highlighted or otherwise conspicuously identified.
3. A statement of purpose for the proposed amendment along with a summary explanation of each amendment being requested;
4. A copy of the dated notice, signed by the Secretary or comparable officer, of either:
  - A. The meeting of the members, if applicable, which clearly states that an amendment to the by-laws will be considered; or
  - B. The meeting of the Board of Directors ("Board"), if applicable, which clearly states that an amendment to the by-laws will be considered.
5. A copy of the newspaper publication, if required by the by-laws, and an affidavit of publication from

the newspaper, which indicates the dates of publication.

6. Evidence of compliance with any applicable notice of the meeting provisions in the credit union's by-laws.
7. A copy of the minutes of the meeting of the members or Board, whichever is applicable, signed by the Secretary or comparable officer, which evidences:
  - A. The existence of a quorum;
  - B. The actual motions made;
  - C. The actions taken on the proposed amendment(s) demonstrating an affirmative vote by at least three-fourths (3/4) of the members present at the meeting or an affirmative vote by at least two-thirds (2/3) of the authorized number of members of the Board, whichever is applicable; and
  - D. That, prior to being presented for a vote, a detailed discussion of the proposed amendment(s) took place or a certification by the Secretary or comparable officer of the credit union that the proposed amendment(s) were available for distribution to all credit union or Board members, whichever is applicable, for their review.
8. Certification by the President or Vice President and Secretary or Treasurer that the information contained in the request is true and that any schedules provided correctly represent the true state of the several matters contained within the request to the best of their knowledge and belief.

**The credit union must submit a copy of the proposed by-law amendments to the Division for its review prior to the meeting of the members so that any potential concerns may be resolved prior to the membership vote.**

#### **Post approval procedures**

1. Credit union shall file two (2) copies of the approved by-laws, which indicate the date approved by the Director, with the Division within thirty (30) days of approval by the Director.