



# IDFPR

Illinois Department of  
Financial and Professional Regulation

Division of Financial Institutions

[www.idfpr.com](http://www.idfpr.com)

## General Bylaw Request Instructions

The bylaw amendment below is a fillable PDF which can be completed digitally. This prevents the need to print the bylaw off to fill it out by hand.

For the Chairman of the Board's signature line, the Department will accept their typed name in that field instead requiring a wet signature.

Once the form has been completed, simply save it, and attach it to the submission email.

The completed form can be submitted to the Credit Union Section by:

- Email: [FPR.CreditUnion@illinois.gov](mailto:FPR.CreditUnion@illinois.gov) (preferred method)
- Fax: 217-557-8461
- Or by mail to:

IDFPR  
Credit Union Section  
320 West Washington Street, Suite 550  
Springfield, IL 62786

Upon receipt of your request, the Department will review each form(s). The Department will then sign and date any request that is approved and return the signed form to the Credit Union by email along with an invoice for the processing fee.

**Amendments are not effective until the Department has signed and dated the form(s).**

**If you have any questions or concerns, please contact the Credit Union section at: 217-782-2834 or [FPR.CreditUnion@illinois.gov](mailto:FPR.CreditUnion@illinois.gov).**

Last Updated 03/23/2022

**STATE OF ILLINOIS  
DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION  
DIVISION OF FINANCIAL INSTITUTIONS  
CREDIT UNION SECTION**

**CERTIFICATE OF PROCEEDINGS  
AMENDMENT TO BYLAWS**

STATE OF ILLINOIS

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

I hereby certify that at a \_\_\_\_\_ meeting of the \_\_\_\_\_ of the:

(Official Credit Union Name) \_\_\_\_\_,

held on this date \_\_\_\_\_ pursuant to the notice required by Article XXI of the Bylaws of the said Credit Union and by Section 305/4 of the Illinois Credit Union Act, the following Resolution was adopted.

**RESOLVED: THAT ARTICLE IV - MEETING OF THE MEMBERS- OF THE BYLAWS OF THIS CREDIT UNION BE AMENDED TO READ AS FOLLOWS:**

Section 1. The annual meeting of members for the election of directors and the transaction of such other business as may properly come before the meeting shall be held at a place designated by the Board of Directors during the months of January, February, or March, or \_\_\_\_\_, or such other month as may be approved by the Department of Financial Institutions.

I further certify on the date of said meeting of the above listed credit union, that a quorum was present, and per the guidelines of 305/4 of the Illinois Credit Union Act, the vote was passed in favor of this Resolution.

I, \_\_\_\_\_, being duly sworn, declare on oath that I am Chairperson of the Board of the above listed Credit Union, and that the statements made therein are true in substance and in fact as attested to on this date \_\_\_\_\_.



Approved by:

\_\_\_\_\_  
Director of Financial Institutions

\_\_\_\_\_  
Date