

STEP-BY-STEP PROCEDURES TO AMEND BYLAWS

1. Review Current Bylaws & Statutory Requirements

- Review the amendment requirements established in your bylaws. These requirements are typically found in Article 19 of the credit union bylaws.
- Review any regulatory or statutory references that govern the section you are considering amending.

2. Draft Proposed Amendment

- A full version of the bylaws is required when submitting the amendment request with the Division of Credit Unions
- Prepare exact new wording or deletions in red and bold print.
- In addition to being in red and bold, deleted language must be struck through and added language underlined.

3. Director Review

- Engage with the Director **prior to finalizing** your amendment to ensure required statutory language is included.
- The Director reviews for:
 - Legal/statutory compliance, especially sections required by law (§ 370.060)

4. Obtain Internal Approval

- Depending on your bylaws, secure approval via:
 - **Board resolution**, or
 - **General membership vote**

5. Obtain Amendment Form

- Download the up-to-date version of the Division's standard forms at cu.mo.gov/forms-0:
 - There are general and article/section specific amendment forms for ease of filing:
 - General Amendment Forms:
 - *Amendment of Standard Bylaws – General Board Vote* (for board-approved changes)
 - *Amendment to Standard Bylaws – General Membership Vote* (for membership-approved changes)
 - Article/Section Specific Amendment Forms:
 - *Name Change*
 - *Board of Directors* (to change the number of directors)
 - *Supervisory Committee – Change in Number*
 - *Elected Supervisory Committee*
 - *Elected Credit Committee*
 - *Appointed Credit Committee*
 - *Credit Manager*
 - *Par Value Change*
- Complete the appropriate form, have your Board Secretary record results, notarize required signatures in triplicate if being filed by mail.

6. File with the Division of Credit Unions

- Filing electronically by email is preferred
- If filing electronically by email, submit only one notarized copy of the completed form to: cu@cu.mo.gov
- Whether submitting by mail or email, include a full version of the bylaws reflecting the final amendments (formatted as described in step 2).
- If filing by mail, submit the full version of the bylaws and three notarized copies of the completed form to:

**Division of Credit Unions
PO Box 1607
Jefferson City, Missouri 65102**

7. Certification

- Upon approval, the Director will certify the amendment.
- The amendment becomes effective upon:
 1. Director's formal approval
 2. Filing a certified copy alongside your original revised bylaws with the Secretary of State (filing completed by the Division of Credit Unions).
- You will receive a certified copy from the Division of Credit Unions once returned by the Secretary of State.

8. Recordkeeping & Implementation

- Maintain the certified amendment with your official bylaws and minute books.
- Update internal governance documents and inform the board that the amendments have been officially certified.



Bylaw Amendment Checklist Summary

Task	Completed
Review current bylaws & statutory needs	☐
Draft amendment language	☐
Pre-file discussion with Director	☐
Board or member approval recorded	☐
Select correct Division form	☐
Notarize forms and obtain signatures	☐
Submit all documents to Director	☐
Obtain Director's approval & certification	☐
File certified copy with original bylaws	☐
Communicate and update governance records	☐