

## **Bylaws Amendment Information**

### **A.R.S. §6-508. Certificate of organization and bylaws**

C. The board of directors may adopt proposed amendments to the bylaws at any duly held meeting by a three-fourths majority vote. After proposed amendments have been approved, the board shall submit the proposed amendments to the superintendent for his approval. The amendments are effective on approval of the superintendent. At the next regular or special meeting of the membership the board shall submit all amendments to the bylaws to the members for ratification.

### Arizona Administrative Code. **R20-4-202. Bylaws**

A licensee shall deliver to the Superintendent a copy of each amendment to the licensee's bylaws within 30 days after the amendment is adopted. An officer of the licensee shall certify the copy delivered in compliance with this Section, in writing, attesting to the completeness, accuracy, and authenticity of the certified copy.

If changes will be made to more than one Article, the credit union may wish to amend and restate the bylaws in their entirety, in either case, the following should be submitted to the Department:

1. Cover letter describing all changes that have been made to the bylaws.
2. A completed proposed [amendment\(s\) to the bylaws](#) form;
3. A completed [Credit Union Board Certification](#) form;
4. A copy of the redlined amended bylaws;
5. A copy of the restated bylaws;
6. A copy of the board minutes;
7. If needed, a completed copy of the Application for Group Membership or SEG.

If you have any questions regarding the amendment of bylaws, please contact the Financial Institutions Division at 602-771-2816. You may mail your documents to:

Arizona Department of Financial Institution  
ATTN: **Financial Institutions Division**  
100 N. 15th Ave, Suite 261  
Phoenix, AZ 85007