STATE OF MINNESOTA
DEPARTMENT OF COMMERCE
DIVISION OF FINANCIAL INSTITUTIONS

REQUIREMENTS TO AMEND THE FIELD OF MEMBERSHIP
THE ADDITION OF A COMMUNITY

Field of membership amendments, that parallel those allowed federal credit unions, are permitted based on parity provisions of Minnesota Statutes, Section 52.04, subd. 3 and membership qualification provisions of 52.05, subd. 1. The process is initiated by a request from the board to amend the bylaws to add a defined community or convert to a community charter. A $50 fee payable to the “Department of Commerce” is required with the following supporting documentation:

I. Narrative Request Explaining the Proposed Change to the Field of Membership
   • State the statutory authority for the proposal.
   • Describe existing field of membership.
   • Describe the proposed field of membership and submit a bylaw amendment adding the proposed community.
   • Describe how the change would benefit existing members.
   • Explain the rationale for the request.

II. Define the Community
   • The geographic boundaries must be clearly defined by:
     – Single political jurisdiction, or
     – Multiple contiguous political jurisdiction
   • Support of a well-defined community requires:
     – Evidence of political jurisdiction(s) and population
     – Regional or state maps with the proposed community outlined and another map identifying geographic characteristics of the surrounding areas.
   • Documentation to support that the area is a “well defined” local community, neighborhood, or rural district.
     – Applicant must demonstrate the relevance of documentation provided supports the application.
     – Must explain how the documentation demonstrates interaction or common interests.
   • Establish that the residents have common interests or interact.

III. Provide the following data that will Demonstrate Service the Geographical Area
   • Current financials.
   • Proforma financials, 2 year minimum with assumption for growth and costs to service the trade area.
   • Business and Marketing plans.
   • Financial services to be provided.
   • Location of service facilities (use maps).
   • Anticipated financial impact – employees/assets.

The Commissioner must approve or deny the request within 60 days after submission of an informationally complete application.

1 This process is authorized by parity with federal credit unions and is described in the NCUA Chartering and Field of Membership Manual. Go to http://www.ncua.gov and the guide can be found under reference information. Chapter V addresses community charter requirements.