

HONDA
Federal Credit Union

Bylaws

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BYLAWS

HONDA FEDERAL CREDIT UNION

Charter No. 17623

(A Corporation Chartered under the laws of the United States)

Article I. Name – Purpose

Section 1. Name. The Name of this Credit Union is as stated in Section 1 of the Charter (Approved Organization Certificate) of this Credit Union.

Section 2. Purposes. This credit union is a member-owned, democratically operated, not-for-profit organization managed by a volunteer Board of Directors. Its stated mission is to meet the credit and savings needs of members, especially individuals of modest means. The purpose of this credit union is to promote thrift among its members by affording them an opportunity to accumulate their savings and to create a source of credit for provident, business or productive purposes.

Article II. Qualification for Membership

Section 1. Field of Membership. The field of membership of this credit union is limited to that stated in Section 5 of its Charter.

Section 2. Membership Application Procedures. Application for membership from persons eligible to membership under Section 5 of the Charter shall be signed by the applicant on forms approved by the Board. Upon approval of such an application by a majority of the Directors or a majority of the members of a duly authorized Executive Committee or by a Membership Officer and upon his/her subscription to at least one share, payment of the initial installment thereon, and the payment of any uniform required entrance fee, if required by the Board, the applicant is admitted to membership. If a membership application is denied, the reasons therefore shall be furnished in writing to the person whose application is denied, upon written request.

Section 3. Maintenance of Membership Share Required. A member who withdraws all shareholdings or fails to comply with the time requirements in Article III, Section 3, thereby ceases to be a member. The Board may by resolution require persons readmitted to membership to pay another entrance fee.

Section 4. Continuation of Membership.

(a) Once a Member, Always a Member. Once a member, always a member until the person or organization chooses to withdraw its membership or is expelled under the Act and Article

XIV of these Bylaws.

(b) Limitation of services. Notwithstanding any provision of these Bylaws, the Board of Directors may adopt a policy that limits credit union services to any member not in good standing.

Section 5. Member in Good Standing. A member in good standing retains all their rights and privileges in the credit union. A member not in good standing may be subject to a policy that limits credit union services. A member not in good standing is one who has engaged in any of the conduct in Article XIV, section 3, related to for-cause expulsion. In the event of a suspension of service, the member will be notified of what accounts or services have been discontinued. Subject to Article XIV and any applicable limitation of services policy approved by the Board, members not in good standing retain their right to attend, participate, and vote at the Annual and Special Meetings of the members and maintain a share account.

Article III. Shares of Members

Section 1. Par Value. The par value of each share is \$5. Subscriptions to shares are payable at the time of subscription, or in installments of at least \$2 per month. To establish membership in the credit union, the member must subscribe to one share in a Regular Share Savings account.

Section 2. Cap on Shares Held by One Person. The maximum amount of shares which may be held by any one member shall be established from time to time by Resolution of the Board.

Section 3. Time Periods for Payment and Maintenance of Membership Share. The shareholdings of a member who fails to complete payment of one share within 3 months of his/her admission to membership, or of a member who reduces his/her share balance below \$5 and does not increase the balance to at least \$5 within 3 months of the reduction, may be terminated from membership.

Section 4. Transferability. Shares may be transferred from one member to another or by written instrument in such form as the Board may prescribe. Such transfer shall carry dividend credits with it.

Section 5. Withdrawals. Members may withdraw money paid in on shares provided that:

- a. The Board has the right, at any time, to require members, or a subset of members, to give up to 60 days written notice of intention to withdraw all or part of the amounts they paid in.
- b. [Reserved].
- c. A member delinquent on any loan or obligation to the credit union may not withdraw

their shares below the delinquent amount without the written approval of the Credit Committee or Loan Officer. This withdrawal restriction also applies if the member is a co-maker, endorser, or guarantor of a delinquent loan. Coverage of overdrafts under an overdraft protection policy does not constitute delinquency for purposes of this paragraph. Shares issued in an irrevocable trust as provided in Section 6 of this article are not subject to withdrawal restrictions except as stated in the Trust Agreement.

- d. The share account of a deceased member (other than one held in joint tenancy with another member) may be continued until the close of the dividend period in which the administration of the deceased's estate is completed.
- e. The Board can impose a fee for excessive share withdrawals from regular share accounts. By resolution, the Board can set the number of withdrawals not subject to a fee and the amount of the fee subject to regulations relevant to the advertising and disclosure of terms and conditions on member accounts.

Section 6. Trusts. Shares may be issued in revocable or irrevocable trust, subject to the following:

When shares are issued in a revocable trust, the settlor must be a member of this credit union in his/her own right.

When shares are issued in an irrevocable trust, either the settlor or the beneficiary must be a member of this credit union.

The name of the beneficiary must be stated in both a revocable and irrevocable trust.

For purposes of this section, shares issued pursuant to a pension plan authorized by the rules and regulations will be treated as an irrevocable trust unless otherwise indicated in the rules and regulations.

Section 7. Joint Accounts and Membership Requirements. Owners of a joint account may both be members of the credit union without opening separate accounts. For joint membership, both owners are required to fulfill all of the membership requirements including each member purchasing and maintaining at least one share in the account.

Article IV. Meetings of Members

Section 1. Annual Meeting. The Board must hold the Annual Meeting of the members during the month of September/on the fourth Wednesday no later than September 30, in the county in which any office of the credit union is located or within a radius of 100 miles of an office, at the time and place as the Board determines and announces in the notice of the Annual

Meeting. This Credit Union may permit virtual attendance and participation in the Annual Meeting, provided that an in-person meeting complying with the geographic requirements of this paragraph is also held.

Section 2. Notice of Meetings Required.

- a. The Secretary must give written notice to each member at least 30 but no more than 75 days before the date of any Annual Meeting. The Secretary must give written notice to each member at least 7 days before the date of any Special Meeting of the members and at least 45 but no more than 90 days before the date of any meeting to vote on a merger with another credit union. The Secretary may deliver the notice in person, by mail to the member's address, or, for members who have opted to receive statements and notices electronically, by electronic mail. The Secretary must give notice of the Annual Meeting by posting the notice in a conspicuous place in the office of this credit union where members may read it at least 30 days before the meeting. The Secretary must also prominently display the notice on the credit union's website if such credit union maintains a website.
- b. All Special Meeting notices must state the purpose of the meeting. The officials and members may only transact business related to the stated purpose at the meeting.

Section 3. Special Meetings. Special Meetings of the members may be called by the Chair, or the Board of Directors upon a majority vote, or by the Supervisory Committee as provided in the Bylaws, and may be held at any location permitted for the Annual Meeting. A Special Meeting must be called by the Chair within 30 days of the receipt of a written request of 25 members or 5% of the members as of the date of the request, whichever number is larger. However, a request of no more than 500 members may be required for such meeting. The notice of a Special Meeting must be given as provided in Section 2 of this Article.

Section 4. Items of Business for Annual Meeting and Rules of Order for Annual and Special Meetings. The suggested order of business at Annual Meetings of members is—

- a. Ascertain that a quorum is present.
- b. Reading and approval or correction of the minutes of the last meeting.
- c. Report of Directors, if there is one. For credit unions participating in the Community Development Revolving Loan Program, the Directors must report on the credit union's progress on providing needed community services, if required by NCUA Regulations.
- d. Report of the Chief Financial Officer or the Chief Management Official.
- e. Report of the Credit Committee, if there is one.

- f. Report of the Supervisory Committee, as required by Section 115 of the Act.
- g. Unfinished business.
- h. New business other than elections.
- i. Elections, as required by Section 111 of the Act.
- j. Adjournment.
- k. To the extent consistent with these bylaws, the Board will conduct all meetings of the members according to Robert's Rules of Order. The order of business for the Annual Meeting may vary from the suggested order, provided it includes all required items and complies with the rules of procedure adopted by the credit union.]

Section 5. Quorum. Except as hereinafter provided, at Annual or Special Meetings, 15 members shall constitute a quorum. If no quorum is present, an adjournment may be taken to a date not fewer than 7 nor more than 14 days thereafter. The members present at such adjourned meeting shall constitute a quorum, regardless of the number of members present. The same notice shall be given for the adjourned meeting as is prescribed in Section 2 of this Article for the original meeting, except that such notice shall be given not fewer than 5 days previous to the date of the meeting as fixed in the adjournment.

Section 6. Emergency Exception to In-person Quorum Requirement. The Credit Union may hold its Annual Meeting of the members, and special member meetings for authorized purposes other than member expulsion under Article XIII of these Bylaws, virtually and without an in-person quorum if all of the following conditionals apply and are certified in meeting minutes by a resolution of the majority of a quorum of the Board of Directors.

- At least one of the following is located in an area where a Federal, State, or local authority has declared a state of emergency or major disaster
 - All or part of a community the credit union serves; or
 - The Credit Union's headquarters
- The Credit Union has the technological capacity to facilitate virtual meeting attendance, voting and participation.
- Members receive at least seven days advance notice of the change to a virtual meeting format and appropriate instructions for how to join, participate, and vote during the virtual meeting.
- The NCUA has issued general or specific guidance notifying the credit union that it is appropriate to invoke this bylaw provision.

The decision of whether to hold the Annual Meeting in-person, virtually, or both, will be made

by the Board of Directors within the timeframe of the ballot and meeting notification.

Article V. Elections – Option A4

Section 1. Nomination Procedures.

- a. At least 120 days before each Annual Meeting, the Chair will appoint a Nominating Committee of three or more members. The Nominating Committee will nominate at least one member for each vacancy, including any unexpired term vacancy, for which elections are being held, and determine that the members nominated are agreeable to the placing of their names in nomination and will accept office if elected. The Nominating Committee must widely publicize the call for nominations to all members by any medium and interview each member that meets any qualifications established by the Nominating Committee.
- b. At least 90 days before the Annual Meeting, the Nominating Committee files its nominations with the Secretary of the Credit Union. At least 75 days before the Annual Meeting, the Secretary notifies, in writing, all members eligible to vote that they may make nominations for vacancies by petition signed by 1% of the members with a minimum of 20 and a maximum of 500. The Secretary may use electronic mail to notify members who have opted to receive notices or statements electronically.
- c. The written notice must specify that the Credit Union will not conduct the election by ballot and there will be no nominations from the floor when the number of nominees equals the number of open positions.
- d. The notice will include, in a form approved by the Board of Directors, a brief statement of qualifications and biographical data for each nominee submitted by the Nominating Committee. Each nominee by petition must submit a similar statement of qualifications and biographical data with the petition.
- e. The written notice must state the closing date for receiving nominations by petition. At least 40 days before the Annual Meeting, nominee(s) must file the nomination petition with the Secretary of the Credit Union. To be effective, nominee(s) must include a signed certificate with the nomination petition stating that they are agreeable to nomination and will serve if elected to office.
- f. At least 35 days before the Annual Meeting, the Secretary will post the nominations by petition along with those of the Nominating Committee in a conspicuous place in each credit union office and on the credit union's website (if the credit union maintains a website).

Section 2. Election Procedures. The plurality of vote determines all elections. The election is

conducted by electronic device or mail ballot, subject to the following conditions:

- a. The Board of Directors will appoint the Election Tellers;
- b. At least 30 days before the Annual Meeting, the Secretary will ensure either a printed ballot or notice of ballot is mailed to all members eligible to vote if there are sufficient nominations made by the Nominating Committee or by petition to provide more nominees than open positions. The Secretary may use electronic mail to provide the notice of ballot to members who have opted to receive notices or statements electronically;
- c. If the Credit Union conducts its elections electronically, the Secretary will ensure the transmission of the following materials to each eligible voter using the following procedures:
 1. One notice of balloting stating the names of the candidates for the Board of Directors and the candidates for other separately identified offices or committees. The notice must include a brief statement of qualifications and biographical data for each candidate in a form approved by the Board of Directors. The Secretary may use electronic mail to provide the notice of ballot to members who have opted to receive notices or statements electronically.
 2. One mail ballot that conforms to Section 2(d) of this article, as well as instructions for the electronic election procedure, including how to access and use the system and the timeframe for voting. The instructions will state that members without the requisite electronic device necessary to vote on the system may vote by submitting the enclosed mail ballot and specify the date the mail ballot must be received by the credit union. For members who have opted to receive notices or statements electronically, the mail ballot is not required and the secretary may use electronic mail to provide the instructions for the electronic election procedure.
 3. The Election Tellers verify, or cause to be verified, the name of the voter and their credit union account number as registered in the electronic balloting system. The Election Tellers will test the integrity of the balloting system at regular intervals during the election period.
 4. Election Tellers must receive ballots no later than midnight, 5 calendar days before the Annual Meeting.
 5. Election Tellers will tally the vote and the chair will make the result of the vote public at the Annual Meeting.
 6. If the electronic balloting system malfunctions, the Board of Directors may, in its

discretion, hold the election by mail ballot only. The mail ballots must conform to Section 2(d) of this article and the Secretary must mail them once more to all eligible members 30 days before the Annual Meeting. The Board may make reasonable adjustments to the voting time frames above, or postpone the Annual Meeting when necessary, to complete the elections before the Annual Meeting.

- d. If the Credit Union conducts its election by mail ballot, the secretary will ensure the mailing of the following materials to each member using the following procedures:
 1. One ballot, clearly identified as the ballot, with the names of the candidates for the Board of Directors and the candidates for other separately identified Offices or Committees printed in random order. A brief statement of qualifications and biographical data for each candidate, in a form approved by the Board of Directors, will accompany the ballot;
 2. One ballot envelope, with instructions to place the completed ballot placed in the envelope and seal the envelope;
 3. One identification form the member completes that includes their name, address, signature and credit union account number;
 4. One mailing envelope that instructs the member to insert the sealed ballot envelope and the identification form. The mailing envelope must have prepaid postage and be preaddressed for return to the Election Tellers;
 5. When properly designed with features that preserve the secrecy of the ballot, the ballot, identification form, and prepaid postage and preaddressed return envelope may be combined;
 6. The Election Tellers will verify, or cause to be verified, the name and credit union account number of the voter as appearing on the identification form. The Tellers will retain the verified identification form and the sealed ballot envelope until the vote count is completed. In the event of a questionable or challenged identification form, the tellers must retain the identification form and sealed ballot envelope together until the verification or challenge is resolved;
 7. Election Tellers must receive ballots mailed to them no later than midnight 5 days before the date of the Annual Meeting;
 8. The Election Tellers will tally the vote. They will verify the result at the Annual Meeting and the chair will make the result of the vote public at the Annual Meeting.]

Section 3. Order of Nominations. Nominations may be in the following order:

- a. Nominations for Directors
- b. Nominations for Credit Committee members, if applicable. Elections may be by separate ballots following the same order as the above nominations or, if preferred, may be by one ballot for all offices.

Section 4. Proxy and Agent Voting. Members cannot vote by proxy, but a member other than a natural person may vote through an agent designated in writing for the purpose. A trustee, or other person acting in a representative capacity, is not, as such, entitled to vote.

Section 5. One Vote Per Member. Irrespective of the number of shares, no member has more than one vote.

Section 6. Submission of Information Regarding Credit Union Officials to NCUA. The names and addresses of members of the Board, Board Officers, Executive Committee, and members of the Supervisory Committee must be forwarded to the Administration in accordance with the Act and Regulations in the manner as may be required by the Administration.

Section 7. Minimum Age Requirement. Members must be at least 18 years of age by the date of the meeting in order to vote at meetings of the members, sign nominating petitions, or sign petitions requesting Special Meetings. Members must be at least 18 years of age to hold elective or appointive office.

Section 8. Absentee ballots. The Board of Directors may authorize the use of absentee ballots in conjunction with the other procedures authorized in this article, subject to the following conditions:

- a. The Board of Directors will appoint the election tellers;
- b. If there are sufficient nominations made by the Nominating Committee or by petition to provide more than one nominee for each open position, at least 30 days before the Annual Meeting, the Secretary will ensure a printed ballot is mailed to all members of the credit union who are eligible to vote and who have submitted a written or electronic request for an absentee ballot;
- c. The Secretary will ensure the following materials are mailed to each eligible voter who submitted a written or electronic request for an absentee ballot:
 - 1. One ballot, clearly identified as the ballot, with the names of the candidates for the Board of Directors and the candidates for other separately identified Offices or Committees printed in random order. A brief statement of qualifications and biographical data for each candidate, in a form approved by the Board of Directors, will accompany the ballot;

2. One ballot envelope clearly marked with instructions to place the completed ballot placed in the envelope and seal the envelope;
 3. One identification form the member completes that includes their name, address, signature and credit union account number;
 4. One mailing envelope that instructs the member to insert the sealed ballot envelope and the identification form. The mailing envelope must have prepaid postage and be preaddressed for return to the Election Tellers;
 5. When properly designed with features that preserve the secrecy of the ballot, the ballot, identification form, and prepaid postage and preaddressed return envelope may be combined;
- d. The Election Tellers will verify, or cause to be verified, the name and credit union account number of the voter as appearing on the identification form. The Tellers will retain the verified identification and the sealed ballot envelope until the vote count is completed. In the event of a questionable or challenged identification form, the Tellers must retain the identification form and the sealed ballot envelope together until the verification or challenge is resolved. If more than one voting procedure is used, the Tellers must verify that no eligible voter voted more than one time;
 - e. Election Tellers must receive ballots mailed to them no later than midnight 5 days before the date of the Annual Meeting;
 - f. Members or authorized personnel will deposit absentee ballots in the ballot boxes taken to the Annual Meeting or included in a precount in accordance with procedures specified in Article V, Section 2; and
 - g. If a member has chosen to receive statements and notices electronically, the credit union may provide notices required in this section by email and provide instructions for voting by electronic means instead of mail ballots.]

Article VI. Board of Directors

Section 1. Number of Members. The Board shall consist of 9 members, all of whom shall be members of this credit union. The number of Directors may be changed to an odd number not fewer than 5 nor more than 15 by resolution of the Board. No reduction in the number of Directors may be made unless corresponding vacancies exist as a result of deaths, resignations, expirations of terms of office or other actions provided in these Bylaws. A copy of the Resolution of the Board covering any increase or decrease in the number of Directors shall be filed with the

official copy of the Bylaws of this Credit Union.

Section 2. Composition of Board and Committees.

One Director may be a paid employee of the credit union. The Board may appoint a Management Official who may be a member of the Board and one or more assistant Management Officials who may not be a member of the Board. If the Board permits the Management Official or Assistant Management Official(s) to serve on the Board, he or she may not serve as the Chair.

No immediate family members, or those persons living in the same household, of a Director may be a paid employee of the credit union.

The total number of Directors serving who fall into the categories below must not constitute a majority of the Board:

- Management Official plus Assistant Management Official(s) plus other employees;
- Immediate family members or persons in the same household as the Management Official, Assistant Management Official(s), and other employees; or
- Management Official plus Assistant Management Official(s) plus other employees, plus immediate family members or persons in the same household as Management Officials, Assistant Management Officials, and other employees.

No Committee member(s) may be a paid employee of the credit union. No immediate family members, or those persons living in the same household, of a Committee member(s) may be a paid employee of the Credit Union.

No Director or Committee member, who is not then a paid employee of the credit union, may become a paid employee of this credit union for a minimum of 2 years from the date the official terminates his or her position as a Director or Committee member unless the employee position to be filled exists as a result of a death or disability.

Section 3. Terms of Office. Regular terms of office for Directors shall be for periods of 2 or 3 years as the Board shall determine: provided however, that all regular terms shall be for the same number of years and until the election and qualification of successors. The regular terms shall be so fixed at the beginning, or upon any increase or decrease in the number of Directors, that approximately an equal number of regular terms shall expire at each Annual Meeting.

Section 4. Vacancies. Any vacancy on the Board or Supervisory Committee shall be filled by a vote of a majority of the Directors then holding office. Directors so appointed shall hold office only until the next Annual Meeting, at which any unexpired terms shall be filled by vote of the members, and until the qualification of their successors. Members of the Supervisory

Committee so appointed shall hold office until the first regular meeting of the Board following the next Annual Meeting of members at which the regular term expires and until the appointment and qualification of their successors.

Section 5. Regular and Special Meetings. A regular meeting of the Board must be held each month at the time and place fixed by resolution of the Board. (One regular meeting each calendar year must be conducted in person. By resolution, the Board can require more than one meeting each year to be conducted in person.) If a quorum is present in person for the annual in person meeting, the remaining Board members may participate using audio or video teleconference methods. The other regular meetings may be conducted using audio or video teleconference methods. The Chair, or in the Chair's absence the ranking Vice Chair, may call a Special Meeting of the Board at any time and must do so upon written request of a majority of the Directors then holding office. Unless the Board prescribes otherwise, the Chair, or in the Chair's absence the ranking Vice Chair, will fix the time and place of Special Meetings. Notice of all meetings will be given in such manner as the Board may from time to time by resolution prescribe. Special Meetings may be conducted using audio or video teleconference methods. The Board may take action and vote on Resolutions without a meeting. The Board must first obtain unanimous consent for the action in writing or by electronically recorded means.

Section 6. Board Responsibilities. The Board has the general direction and control of the affairs of this credit union and shall be responsible for performing all the duties customarily performed by the Boards of Directors. This includes but is not limited to the following:

- a. Directing the affairs of the credit union in accordance with the Act, these Bylaws, the Rules and Regulations and sound business practices.
- b. Establishing programs to achieve the purposes of this credit union as stated in Article I, Section 2 of these Bylaws.
- c. Establishing lending policies, a loan collection program and authorizing the charge off of uncollectible loans.
- d. Determining that all persons appointed or elected by this credit union to any position requiring the receipt, payment or custody of money or other property of the credit union, or in its custody or control as collateral or otherwise, are properly bonded in accordance with the Act and Regulations. Establishing policies to address training for Directors and Volunteer Officials in areas such as ethics and fiduciary responsibility, regulatory compliance, and accounting.
- e. Performing such additional acts and exercising such additional powers as may be

required or authorized by applicable law and regulations.

- f. Reviewing denied loan applications of members who file written requests for such reviews.
- g. Appointing one or more loan officers and delegating to those officers the power to approve or disapprove loans, lines of credit, or advances from lines of credit
- h. In its discretion, appointing a Loan Review Committee to review loan denials and delegating to the committee the power to overturn denials of loan applications. The Committee will function as a midlevel appeal committee for the Board. Any denial of a loan by the Committee must be reviewed by the Board upon written request of the member. The Committee must consist of at least three (3) members and the regular term of office of the committee member will be reviewed after one (1) year. Not more than one member of the committee may be appointed as a Loan Officer.

Section 7. Quorum. A majority of Directors, including any vacant positions, constitutes a quorum for the transaction of business at any meeting. A majority of the Directors holding office constitutes a quorum to fill any vacancies as stated in Section 4 of this article. Less than a quorum may adjourn from time to time until a quorum is in attendance. A reduced quorum is important for filling vacancies on the Board.

Section 8. Attendance and Removal.

- a. If a Director or Committee member, if applicable, fails to attend regular meetings of the Board, respectively, for 3 consecutive months, or 4 meetings within a calendar year, or otherwise fails to perform any of the duties devolving upon him/her as a Director or Committee member, the office may be declared vacant by the Board and the vacancy filled as herein provided in the Bylaws.
- b. The Board may remove any executive officer from office for failure to perform the duties thereof, after giving the officer reasonable notice and opportunity to be heard.
- c. When any Executive Officer, Membership Officer, or Executive Committee member is absent, disqualified, or otherwise unable to perform the duties of his or her office, the Board may by resolution designate another member of this credit union to act temporarily in his/her place. The Board may also, by resolution, designate another member or members of this credit union to act on the Committee when necessary in order to obtain a quorum.

Section 9. Suspension of Supervisory Committee Members. Any member of the Supervisory Committee may be suspended by a majority vote of the Board of Directors. The members of this credit union will decide, at a Special Meeting held not fewer than 7 days nor more than 14

days after such suspension, whether the suspended committee members will be removed from or restored to the Supervisory Committee.

Article VII. Board Officers, Management Officials & Executive Committee

Section 1. Board Officers. The Board officers of this credit union are comprised of a Chair, one or more Vice Chair's, a Treasurer, and a Secretary, all of whom are elected by the Board and from their number. The Board determines the title and rank of each Board Officer and records them in the addendum to this Article.

One Board officer, the President, may be compensated for services as determined by the Board. If more than one Vice Chair is elected, the Board determines their rank as First Vice Chair, Second Vice Chair, and so on. The offices of the Treasurer and Secretary may be held by the same person. Unless removed as provided in these bylaws, the Board officers elected at the first meeting of the Board hold office until the first meeting of the Board following the first Annual Meeting of the members and until the election and qualification of their respective successors.

Section 2. Election and Term of Office. Board officers elected at the meeting of the Board next following the Annual Meeting of the members, which must be held not later than 7 days after the Annual Meeting, hold office for a term of 1 year and until the election and qualification of their respective successors; provided, however, that any person elected to fill a vacancy caused by the death, resignation, or removal of an officer is elected by the Board to serve only for the unexpired term of such officer and until a successor is duly elected and qualified.

Section 3. Duties of the Chair. The Chair presides at all meetings of the members and at all meetings of the Board, unless disqualified through suspension by the Supervisory Committee. The Chair also performs such other duties as customarily appertain to the office of the Chair or as may be directed to perform by resolution of the Board not inconsistent with the Act and Regulations and these Bylaws.

Section 4. Approval Required. The Board must approve all individuals who are authorized to sign all notes of this credit union and all checks, drafts and other orders for disbursement of credit union funds.

Section 5. Vice Chair. The ranking Vice Chair has and may exercise all the powers, authority, and duties of the chair during the Chair's absence or inability to act.

Section 6. Duties of Chief Financial Officer.

- i. The Chief Financial Officer manages this credit union under the control and direction of the Board unless the Board has appointed a Management Official to act as General Manager. Subject to limitations, controls and delegations the Board may impose, the Chief Financial Officer will:

- a. Have charge over all funds, securities, valuable papers and other assets of this credit union.
 - b. Provide and maintain full and complete records of all the assets and liabilities of this credit union in accordance with prescribed law, regulation, and Administration guidance.
 - c. Within 20 days after the close of each month, prepare and submit to the Board a financial statement showing the condition of this credit union as of the end of the month, including a summary of delinquent loans; and post a copy of the statement in a conspicuous place in the office of the credit union where it will remain until replaced by the next month's financial statement.
 - d. Ensure that financial and other reports the Administration may require are prepared and sent.
 - e. Within standards and limitations set by the Board, employ sufficient staff to run the credit union, and have the power to remove these employees.
 - f. Perform other duties customarily assigned to the office of the Chief Financial Officer or duties assigned by Board Resolution that are not inconsistent with the Act, regulations, and these Bylaws.
- ii. The Board may employ one or more Assistant Financial Officers, none of whom may also hold office as Chair or Vice Chair. The Board may authorize them, under the direction of the Chief Financial Officer, to perform any of the duties falling to the Chief Financial Officer, including the signing of checks. When designated by the Board, any Assistant Financial Officer may also act as Chief Financial Officer during the Chief Financial Officer's temporary absence or temporary inability to act.

Section 7. Duties of Management Official and Assistant Management Official. The Board may appoint a Management Official who is under the direction and control of the Board or of the Chief Financial Officer as determined by the Board. The Board may assign any or all of the responsibilities of the Chief Financial Officer described in Section 6 of this article. The Board will determine the title and rank of each Management Official and record them in the addendum to this article. The Board may employ one or more Assistant Management Officials. The Board may authorize Assistant Management Officials under the direction of the Management Official, to perform any of the duties falling to the Management Official, including the signing of checks. When designated by the Board, any Assistant Management Official may also act as Management Official during the Management Official's temporary absence or temporary inability to act.

Section 8. Board Powers Regarding Employees. The Board employs, fixes the compensation, and prescribes the duties of employees as necessary, and has the power to remove employees, unless it has delegated these powers to the Chief Financial Officer or Management Official. Management does not have the power or duty to employ, prescribe the duties of, or remove necessary clerical and auditing assistance employed or used by the Supervisory Committee or remove any Loan Officer appointed by the Credit Committee.

1. No Director, Committee Member, immediate family member of a Director or Committee Member, or person in the same household as a Director or Committee Member, who is not then a paid employee of the credit union, may become a paid employee of this credit union for a minimum of 2 years from the date the official terminates his or her position as a Director or Committee Member, unless the employee position to be filled exists as a result of a death or disability.

Section 9. Duties of Secretary. The Secretary shall prepare and maintain full and correct records of all meetings of the members and of the Board, which records shall be prepared within 7 days after the respective meetings. The Secretary shall promptly inform the Administration in writing of any change in the address of the office of this Credit Union or the location of its principal records. The Secretary will give or cause to be given, in the manner prescribed in these Bylaws, proper notice of all meetings of the members, and shall perform such other duties as he or she may be directed to perform by resolution of the Board not inconsistent with the Act and Regulations and these Bylaws.

The Board may employ one or more Assistant Secretaries, none of whom may also hold office as Chair, Vice Chair, or Treasurer, and may authorize them under direction of the Secretary to perform any of the duties devolving on the Secretary.

Section 10. Executive Committee. The Board may appoint an Executive Committee of not fewer than 3 Directors to serve at its pleasure, to act for it with respect to specifically delegated functions authorized by the Act and Regulations. The Board may also authorize such Executive Committee or a Membership Officer(s) appointed by the Board from the membership other than a Board member paid as an Officer, the Chief Financial Officer, any assistant to the paid officer of the Board or to the Chief Financial Officer or any Loan Officer, to serve at its pleasure to approve applications for membership under such conditions as the Board and these Bylaws may prescribe. No Executive Committee member or Membership Officer may be compensated as such.

Section 11. Investment Committee. The Board may appoint an Investment Committee composed of not less than two, to serve at its pleasure to have charge of making investments under rules and procedures established by the Board. No member of the Investment Committee may be compensated as such.

Addendum: The Board must list the positions of the Board Officers and Management

Officials of this Credit Union. They are as follows:

Position	Credit Union Title	Officer of Official Name
Board Chairman	Board Chairman	Carl Coe
Vice Chair	Vice Chairwoman	Allison Neumann
Treasurer	Treasurer	Charles Harmon
Secretary	Secretary	Steven Nicholson
Management Official	Chief Executive Officer	Steve Brandon

Article VIII. (No Credit Committee)

Section 1. Records of Loan Officer; Prohibition on Loan Officer Disbursing Funds. Each Loan Officer must maintain a record of each approved or not approved transaction within 7 days of the filing of the application or request. This record then becomes a part of the records of the credit union. No individual may disburse funds of this Credit Union for any application or share withdrawal that the individual has approved as a Loan Officer.

Section 2. Loan Officer Duties. For each loan, the Loan Officer must review the character and financial condition of the applicant and their surety, if any. The Loan Officer will ascertain the applicant's ability to fully and promptly repay the loan. The Credit Union may use an automated loan processing system to conduct this review, subject to the conditions set forth in Section 3, below. Where appropriate, the Loan Officer should provide, or refer applicants to, financial counseling assistance.

Section 3. Unapproved Loans Prohibited. The Loan Officer must approve all loans. Loan terms and rates must comply with applicable law and regulations. If the Credit Union uses an automated lending system, the Loan Officer must review all loan applications the system has denied, and review at least a sample of approved loans to screen for fraud and ensure the automated system is functioning within the lending policies the Board has established.

Section 4. Lending Procedures. The Loan Officer or automated lending system determine the required security, if any, and the terms of repayment for each application. All lending decisions and loan terms must comply with applicable law and regulation, these Bylaws, and Board policy. The security furnished must be adequate in quality and character as well as consistent with sound lending practices. When the Credit Union does not have the funds available to make all the loans requested, the Loan Officer should give preference, in all cases, to the smaller applications if the need and credit factors are nearly equal.

Article IX. Supervisory Committee

Section 1. Appointment and Membership. The Supervisory Committee shall be appointed by

the Board from among the members of this credit union, one of whom may be a Director other than the Treasurer. The Board shall determine the number of members on the Committee, which shall not be fewer than 3 nor more than 5. No employee of this credit union may be appointed to the Committee. Regular terms of the Committee members shall be for periods of 1, 2 or 3 years as the Board shall determines: provided, however, that all regular terms shall be for the same number of years and until the appointment and qualification of successors. The regular terms shall expire at the first regular meeting of the Board following each Annual Meeting.

Section 2. Officers of Supervisory Committee. The Supervisory Committee members shall choose from among their number a Chair and a Secretary. The Secretary of the Supervisory Committee shall prepare, maintain and have custody of full and correct records of all actions taken by it. The offices of Chair and Secretary may be held by the same person.

Section 3. Duties of Supervisory Committee.

- a. The Supervisory Committee makes, or arranges for, the audits, and prepares and submits the written reports required by the Act and regulations. The Committee may employ and use the clerical and auditing assistance required to carry out its responsibilities. The Committee may request the Board to provide compensation for this assistance. It will prepare and forward to the Administration required reports.
- b. If all Director positions become vacant at once, the Supervisory Committee immediately assumes the role of the Board of Directors. The Supervisory Committee acting as the Board must generally call and hold a Special Meeting to elect a Board. That Board will serve until the next Annual Meeting. They must hold the Special Meeting at least 7 but no more than 14 days after all Director positions became vacant. Nominations for the Board at the Special Meeting are by petition or from the floor. However, the Supervisory Committee may forego the Special Meeting if the next Annual Meeting will occur within 45 days after all the Director positions become vacant.
- c. The Supervisory Committee acting as the Board may not act on policy matters. However, Directors elected at a Special Meeting have the same powers as Directors elected at the Annual Meeting.

Section 4. Verification of Accounts. The Supervisory Committee will cause the verification of the accounts of all members with the records of the financial officer from time-to-time and not less frequently than as required by the Act and Regulations. The Committee must maintain a record of such verification.

Section 5. Powers of Supervisory Committee – Removal of Directors and Committee Members. By unanimous vote the Supervisory Committee may suspend until the next meeting of the members any Director, Board Officer, or member of the Loan Review Committee. In the

event of any such suspension, the Supervisory Committee must call a Special Meeting of the members to act on the suspension, which meeting must be held not fewer than 7 nor more than 14 days after the suspension. The Chair of the committee acts as Chair of the meeting, unless the members select another person to act as Chair.

Section 6. Powers of Supervisory Committee – Special Meetings. By affirmative vote of a majority of its members, the Supervisory Committee may call a Special Meeting of the members to consider any violation of the provisions of the Act, the Regulations, or of the Charter or Bylaws of this Credit Union, or to consider any practice of this credit union which the Committee deems to be unsafe or unauthorized.

Article X. Organization Meeting

Section 1. Initial Meeting. Within 90 days of receipt of the approved organization certificate (Charter), the subscriber thereto shall meet for the purpose of nominating and electing a Board of Directors. Failure of the subscribers to elect a Board of Directors within the 90-day period or request an extension therefore from the Administration shall be cause for revocation of the Charter.

Section 2. Election of Directors and Credit Committee. The subscribers shall elect a Chair and a Secretary for the meeting. The subscribers shall then elect from their number, or from those eligible to become members of this credit union, a Board of Directors, to hold office until the first Annual Meeting of the members and until the election and qualification of their respective successors. If not already a member, every person elected under this section or appointed under Section 3 of this Article must qualify as a Director or appointed as a Supervisory Committee member does not qualify as a member within 30 days of such an election or appointment, his or her office shall automatically become vacant and shall be filled by the Board.

Section 3. Election of Board Officers. Promptly following the elections held under the provisions of Section 2 of this Article the Board shall meet and elect the Executive Officers who shall hold office until the first meeting of the Board of Directors following the first Annual Meeting of the members and until the election and qualification of their respective successors. The Board shall also appoint at this meeting a Supervisory Committee as provided in Article VIII, Section 1 of these Bylaws. The members so appointed shall hold office until the first regular meeting of the Board following the first Annual Meeting of the members and until the appointment and qualification of their respective successors.

Article XI. Loans to Members

Section 1. Loan Purposes. Loans may only be made to members for provident, business or productive purposes in accordance with applicable law and regulations.

Section 2. Delinquency. Any member whose loan is delinquent may be required to pay a late

charge as determined by the Board of Directors.

Article XII. Dividends

Section 1. Power of Board to Declare Dividends. The Board shall establish dividend periods and declare dividends as permitted by the Act as applicable and applicable Regulations.

Article XIII. Reserved

Article XIV. Expulsion and Withdrawal

Section 1. Expulsion Procedure. A Credit Union may expel a member in one of three ways. The first way is through a Special Meeting. Under this option, a Credit Union must call a Special Meeting of the members, provide the member the opportunity to be heard, and obtain a two-thirds vote of the members present at the Special Meeting to expel a member. The second way to expel a member is under a nonparticipation policy given to each member that follows the requirements found in the Act. The third way to expel a member is by a two-thirds vote of a quorum of the Directors of the Credit Union. A Credit Union can only expel a member for cause and through a vote of the Directors of the Credit Union if it follows the policy for expulsion in section 2.

Section 2. A Credit Union's Directors may vote to expel a member for cause if the Credit Union has provided a written copy of this Article or the optional standard disclosure notice to each member of the Credit Union. The communication of the policy, along with all notices required under this section, must be legible, written in plain language, reasonably understandable by ordinary members, and may be provided electronically only in the case of members who have elected to receive electronic communications from the Credit Union.

If a member will be subject to expulsion, the member shall be notified in writing in advance, along with the reason for such expulsion. The notice must include, at minimum, (i) relevant dates, (ii) sufficient detail for the member to understand the grounds for expulsion, (iii) the member's right to request a hearing, (iv) how to request a hearing, (v) the procedures related to the hearing, (vi) notification that, if a hearing is not requested, membership will terminate after 60 calendar days, and (vii) if applicable, a general statement on the effect of expulsion related to the member's accounts or loans at the Credit Union. The notice cannot include only conclusory statements regarding the reason for the member's expulsion. The notice must also tell the member that any complaints related to the member's potential expulsion should be submitted to NCUA's Consumer Assistance Center if the complaint cannot be resolved directly with the Credit Union. The FCU must maintain a copy of the provided notice for its records. The notice shall be provided in person, by mail to the member's address, or, if the member has elected to receive electronic communications from the credit union, may be provided electronically.

A member shall have 60 calendar days from the date of receipt of a notification to request a

hearing from the Board of Directors of the Credit Union. A member is not entitled to attend the hearing in person, but the member must be provided a meaningful opportunity to present the member's case orally to the FCU board through a videoconference hearing. The member may choose to provide a written submission to the Board instead of a hearing with oral statements. If a member cannot participate in a videoconference hearing, then the FCU may offer a telephonic hearing. If a member does not request a hearing or provide a written submission, the member shall be expelled after the end of the 60-day period after receipt of the notice. If a member requests a hearing, the Board of Directors must provide the member with a hearing. At the hearing, the Board of Directors may not raise any rationale for expulsion that is not explicitly included in the notice to the member.

After the hearing, the Board of Directors of the Credit Union must hold a vote within 30 calendar days on expelling the member. If a member is expelled, either through the expiration of the 60-day period or a vote to expel the member after a hearing, written notice of the expulsion must be provided to the member in person, by mail to the member's address, or, if the member has elected to receive electronic communications from the Credit Union, may be provided electronically. The notice must provide information on the effect of the expulsion, including information related to account access and any deductions by the Credit Union related to amounts due. The notice must also tell the member that any complaints related to their expulsion should be submitted to NCUA's Consumer Assistance Center if the complaint cannot be resolved directly with the Credit Union. The notice must also state that the member has an opportunity to request reinstatement.

A member expelled under this authority must be given an opportunity to request reinstatement of membership. The FCU may act on a reinstatement request through a majority vote of a quorum of the Directors of the Credit Union, a majority vote of the members of the Credit Union present at a Special Meeting, or a majority vote of members at an Annual Meeting, provided the Annual Meeting occurs within 90 days of the member's reinstatement request. If the FCU holds a meeting of the members to vote on the reinstatement request, an in-person vote is not required. An FCU is only required to hold a Board vote or Special Meeting in response to a member's first reinstatement request following expulsion.

FCUs are required to maintain records related to any member expelled through a vote of the Directors of the credit union for six years.

Section 3. The term cause in this Article means

- A. A substantial or repeated violation of the membership agreement of the Credit Union;
- B. A substantial or repeated disruption, including dangerous or abusive behavior, to the operations of a Credit Union, as defined below; or
- C. Fraud, attempted fraud, or conviction of other illegal conduct in relation to the Credit Union, including the credit union's employees conducting business on behalf of the Credit Union.

If the FCU is considering expulsion of a member due to repeated non-substantial violations of the membership agreement or repeated disruptions to the credit union's operations, the Credit Union must provide written notice to the member at least once prior to the notice of expulsion, and the violation or conduct must be repeated within two years after having been notified of the violation. The written notice must state the specific nature of the violation or conduct and that if the violation or conduct occurs again, the member may be expelled from the Credit Union.

Dangerous or abusive behavior includes the following: (1) violence, intimidation, physical threats, harassment, or physical or verbal abuse of officials or employees of the credit union, members, or agents of the Credit Union. This only includes (a) actions while on Credit Union premises or otherwise related to Credit Union activities, and through use of telephone, mail, email, or other electronic method; (b) behavior that causes or threatens damage to credit union property; or (c) unauthorized use or access of credit union property. Expressions of frustration with the credit union or its employees through elevated volume and tone; expressions of intent to seek lawful recourse, regardless of perceived merit; or repeated interactions with credit union employees are insufficient to constitute dangerous or abusive behavior. Additionally, members cannot be expelled due to or in retaliation for their complaints to the NCUA or any other regulatory agency or law enforcement, and members who are employees or former employees of the FCU cannot be expelled for any protected whistleblower activities.

Section 4. Expulsion or withdrawal does not relieve a member of any liability to the credit union. The Credit Union will pay all of the member's shares upon the member's expulsion or withdrawal less any amounts due to the Credit Union.

Section 5. An expulsion of a member pursuant to section 2 shall be done individually, on a case-by-case basis, and neither the NCUA Board nor any Credit Union may expel a class of members.

Article XIV. Minors

Section 1. Minors permitted to own shares. The credit union may issue shares in the name of a minor. State law governs the rights of minors to transact business with this credit union.

Article XV. General

Section 1. Compliance with Law and Regulation. All power, authority, duties and functions of the members, Directors, Officers and employees of this Credit Union, pursuant to the provisions of these Bylaws, shall be exercised in strict conformity with the provisions of applicable Law and Regulations, and of the Charter and the Bylaws of this Credit Union.

Section 2. Confidentiality. The Officers, Directors, members of committees and employees of this Credit Union must hold in confidence all transactions of this Credit Union

with its members and all information respecting their personal affairs, except when permitted by State or Federal law.

Section 3. Removal of Directors and Committee Members. Notwithstanding any other provisions in these Bylaws, any Director, Committee Member, Officer, or employee of this Credit Union may be removed from office by the affirmative vote of a majority of members present at a Special Meeting called for the purpose, but only after an opportunity has been given him or her to be heard.

Section 4. Conflicts of Interest Prohibited. No Director, Committee Member, Officer, Agent, or employee of this Credit Union shall in any manner, directly or indirectly, participate in the deliberation upon or the determination of any question affecting his or her pecuniary interest or the pecuniary interest of any corporation, partnership, or association (other than this credit union) in which he or she is directly or indirectly interested. In the event of the disqualification of any Director respecting any matter presented to the Board for deliberation or determination; and in such event the remaining qualified Directors present at the meeting, if constituting a quorum with the disqualified Director or Directors, may exercise with respect to this matter, by majority vote, all the powers of the Board. In the event of the disqualification of any member of the Supervisory Committee, such committee member shall withdraw from such deliberation or determination.

Section 5. Records. The Board must preserve copies of the organization certificate of this Credit Union, its Bylaws, any amendments to the Bylaws, and any special authorizations by the Administration. The Board must attach copies of the organization certificate and field of membership amendments as an appendix to these Bylaws. The Board must record all returns of nominations, elections, and proceedings of all regular and Special Meetings of the members and Directors in the minutes of this Credit Union. The respective Chair or presiding Officer and the person serving as Secretary of the meeting must sign all minutes of the meetings of the members, the Board, and the Committees. All copies and records maintained under this section may be stored physically or electronically provided that the information is readily accessible to the Directors Committee members of this Credit Union, members, and the Administration. Moreover, signatures may be provided electronically where permissible under Federal or State law.

Section 6. Availability of Credit Union Records. All books of account and other records of this Credit Union must be available upon request at all times to the Directors, Committee Members of this Credit Union, and members provided they have a proper purpose for obtaining the records. If this Credit Union maintains a website currently or in the future, the Board must post the Bylaws of this Credit Union on the website. The Board must also make the Charter and Bylaws of this Credit Union available for inspection by any member, upon request. If the member requests a copy of the Charter or Bylaws, the Board will provide a copy to the member. The Board may provide this copy to the member in physical or electronic copy. If the member requests a physical copy, the Board may charge a reasonable fee for the

physical copy.

Section 7. Member Contact Information. Members must keep the Credit Union informed of their current address.

Section 8. Indemnification.

- a. The Credit Union may elect to indemnify to the extent authorized by the Model Business Corporation Act:

The following individuals from any liability asserted against them and expenses reasonably incurred by them in connection with judicial or administrative proceedings to which they are or may become parties by reason of the performance of their official duties.

- Current officials
- Former officials
- Current employees
- Former employees

- b. The Credit Union may purchase and maintain insurance on behalf of the individuals indicated in (a) above against any liability asserted against them and expenses reasonably incurred by them in their official capacities and arising out of the performance of their official duties to the extent such insurance is permitted by the applicable state law or the Model Business Corporation Action.
- c. The term "Official" in this Bylaw means a person who is a member of the Board of Directors or Supervisory Committee, other volunteer committee (including elected or appointed Loan officers or membership officers), established by the Board of Directors.

Section 9. Pronouns, Singular and Plural. Unless the context requires otherwise, words denoting the singular may be construed as denoting the plural, words of the plural may be construed as denoting the singular, and words of one gender may be construed as denoting such other gender as is appropriate.

Article XVI. Amendments of Bylaws and Charter

Section 1. Amendment procedures. The Board may adopt amendments of these Bylaws by an affirmative two-thirds vote of the Directors. Written NCUA approval is required for the amendment of the Bylaws to become effective. After adopting amendments, the Credit Union will update the Bylaws posted on its website (if such credit union maintains a website) and ensure that members seeking to inspect the Bylaws receive the most current version of the Bylaws. To adopt amendments to the Credit Union's Charter, Board Members must vote at a duly held meeting after receiving prior written notice of the meeting and a copy of the proposed amendment or amendments with the notice. Written NCUA approval

is required for the amendment to the Charter to become effective.

Article XVII. Definitions

Section 1. General definitions. When used in these bylaws the terms:

“Act” means the Federal Credit Union Act, as amended.

“Administration” means the National Credit Union Administration.

“Agency” means the Regional Director, the Director of the Office of National Examinations and Supervision, or the Director of the Office of Credit Union Resources and Expansion.

“Applicable law and regulations” means the Federal Credit Union Act and rules and regulations issued thereunder or other applicable federal and state statutes and rules and regulations issued thereunder as the context indicates.

“Board” means Board of Directors of the federal credit union.

“Board officers” means:

1. “Chair” means Presiding Board Officer, President of the Board, Presiding Board Officer, or Chairperson.
2. “Vice Chair” means Vice President.
3. “Financial Officer” means Treasurer.
4. “Secretary” means Recording Officer.
5. “Management Official” means General Manager, Manager, President, or Chief Executive Officer.

“Charter” means the approved organization certificate and field of membership issued by the National Credit Union Administration or one of its predecessors. It is the document that authorizes a group to operate as a credit union, defines the fundamental limits of its operating authority, and includes the persons the credit union is permitted to accept for membership.

“Field of membership” means the persons (including organizations and other legal entities) a credit union is permitted to accept for membership.

“Immediate family member” means spouse, child, sibling, parent, grandparent, grandchild, stepparents, stepchildren, stepsiblings, and adoptive relationships.

“Loans” means any type of loan product the credit union offers. This includes, but is not limited to, consumer loans, lines of credit, credit cards, member business loans, commercial loans, and real estate loans.

“Management” means the Board, Financial Officer, and Management Official.

“Member” means a person must:

1. Be eligible for membership under Section 5 of the charter;
2. Sign membership forms as approved by the credit union board;
3. Subscribe to at least one share (par value) of stock;
4. Pay the initial installment;
5. Pay an entrance fee, if required; and
6. Be eligible to vote upon reaching the minimum age the credit union establishes for voting and participation in the affairs of the credit union.

“Membership Officer” means a majority of the Board of Directors, a majority of the members of a duly authorized executive committee, or an individual(s) appointed by the Board of Directors to serve as such.

“NCUA Board” means the Board of the National Credit Union Administration.

“Person in the same household” means an individual living in the same residence maintaining a single economic unit.

“Regulation” or “regulations” means rules and regulations issued by the NCUA Board.

“Share” or “shares” means all classes of shares and share certificates that may be held in accordance with applicable law and regulations.]

Section 2. If included in the definition of the field of membership in the organization certificate (Charter) of this credit union, the terms or expressions:

- a. An Immediate family member is: A spouse, child, sibling, parent, grandparent, or grandchild. This includes stepparent, stepchild, stepsibling, and adoptive relationships.²
- b. "Organizations of such persons" means an organization or organizations composed exclusively of persons who are within the field of membership of this credit union.