



# IDFPR

Illinois Department of  
Financial and Professional Regulation

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## **How to add or change a Select Employee Group (SEG) or Associational Group (AG) to a credit union's Field of Membership**

1. The Credit Union will need to obtain a letter of support from the SEG or AG, preferably on their company letterhead. The letter of support must be signed by a representative of the SEG or AG.

Per [Illinois Credit Union Rule 190.10 Field of Membership Procedures](#):

All requests to amend the field of membership of a credit union must be in writing and provide sufficient detail to establish conformance with a definition of common bond as specified in Section 1.1 of the Illinois Credit Union Act (the Act) [205 ILCS 305]. At a minimum this detail must include a definition of the common bond, number of individuals and demographics of potential members, and a letter of support from a sponsor organization, association, or employer if applicable.

Demographic analysis can include the study of a population based on factors such as age, race, gender, and other socioeconomic factors. This type of information will also be helpful in understanding the impact in consideration of the Illinois Community Reinvestment Act.

2. The Credit Union's Board of Directors will need to vote on a board resolution accept the new SEG or AG. The Credit Union's Board of Directors need to be aware of all the bylaw requirements that are laid out in the [Illinois Credit Union Act ILCS 305/4](#).
3. The Credit Union is to submit the bylaw amendment request via email to the DFI Credit Union Section at [FPR.CreditUnion@illinois.gov](mailto:FPR.CreditUnion@illinois.gov) along with the letter(s) of support from the SEG or AG.
4. The request will be presented to the Supervisor of the Credit Union Section for preliminary approval of the SEG or AG. Once preliminary approval is obtained from the Supervisor of the DFI Credit Union Section, the required bylaw amendment documents will be emailed back to the Credit Union.
  - Additional information may be requested by the Supervisor of the Credit Union Section during the review of the SEG or AG. If additional information is needed a separate email detailing what is needed will be sent back to the Credit Union.

5. The Credit Union will fill out the bylaw amendment documents and return the forms by email back to the DFI Credit Union Section.
  - The bylaw amendment documents are fillable .PDFs. There is no need to print off the forms to provide a wet signature.
6. Once the forms have been received the Credit Union Section will forward the completed bylaw amendment documents to the Supervisor of the Credit Union Section for signature and final approval.
7. Once the request has been approved by the Supervisor of the Credit Union Section, the bylaw amendment documents will be sent back via email to the Credit Union along with an invoice for the processing fee ([per Section 190.50 – Fees, of the Rules and Regulations](#)).
  - There will be a separate charge fee for each SEG or AG added.
8. The DFI Credit Union Section will maintain an electronic copy of the approved bylaw amendment.
9. Please note that amendment is not effective until the Supervisor of the Credit Union Section signs and dates the forms.

Questions? Call 217-782-2834 or email [FPR.CreditUnion@Illinois.gov](mailto:FPR.CreditUnion@Illinois.gov)