

**TROY HIGGINS  
COMMUNITY FIELD OF MEMBERSHIP  
APPLICATION**

(Title 6 O.S. § 2007)  
(O.A.C. § 180:10-3-5)



**OKLAHOMA STATE BANKING DEPARTMENT  
2900 N. LINCOLN BLVD.  
OKLAHOMA CITY, OKLAHOMA 73105**

**Name of Applicant** \_\_\_\_\_

**Address (Main Office)** \_\_\_\_\_  
Street City State Zip

**Date of Application** \_\_\_\_\_

***REQUESTS FOR ADDITIONAL INFORMATION OR OTHER COMMUNICATIONS  
ABOUT THIS APPLICATION SHOULD BE DIRECTED TO:***

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Address** \_\_\_\_\_  
Street City State Zip

**Telephone No.** \_\_\_\_\_ **E-mail Address** \_\_\_\_\_

1. Current Field of Membership:  Single Common Bond  Multiple Common Bond

2. What is the designation of the proposed community?

Political Subdivision – Name: \_\_\_\_\_

Oklahoma Metropolitan Statistical Area  Lawton  Oklahoma City  Tulsa

Non-Standard Community

3. If the proposed community is a **political subdivision**, what are the proposed community boundaries?

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4. If the proposed community is a **non-standard** community:

(A) What are the locations of the credit union's service facilities within the proposed community?

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(B) List the daily or weekly newspapers serving the proposed community?

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(C) Describe the characteristics within the proposed community that show members of the community share a common interest or otherwise interact.

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(D) Attach a map of the geographic boundaries of the proposed community.

5. If the proposed community is a political subdivision or non-standard community, what is the total population of the proposed community (and provide the source for this information)?

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6. Estimate the percentage of current members that live, work, worship, or attend school in the proposed community: \_\_\_\_\_%

7. What is the percentage of the credit union's current select groups whose main office is located within the proposed community? \_\_\_\_\_%

8. Attach a copy of the proposed amended credit union bylaws, including a list of the Select Employee and Select Associational Groups that the credit union will continue to serve. The credit union may pattern its amendment after the approved sample bylaw amendment included with this application as Appendix "A."

9. Attach a detailed pro-forma Business Plan for the proposed community credit union that focuses on the unique financial and operational characteristics of a community field of membership. The Business Plan should include, at a minimum, the following items;

(A) current financial statements, including the income and delinquency report;

(B) pro forma balance sheets and income/expense statements for two years and related assumptions for each;

(C) the number of existing members and the estimated number of members expected to be served after the conversion. Estimated growth should reflect membership growth number and percentage for each of the four years following the conversion to a community field of membership;

(D) a detailed marketing plan (with budget and calendar projections for two years) addressing how the community will be served;

(E) any new products or services that will be added and any existing products or services that will be changed;

(F) location and description of existing service facilities, including branches, drive-through facilities, ATMs, internet website, *etc.*, and a detailed description of any new facilities/fixed assets that will need to be added or remodeled due to membership growth. Note whether any new real estate, facilities, and furniture/fixtures will comply with Title 6 O. S., Section 2006(4);

(G) a report describing both existing and planned staffing requirements. Describe the specific need for any additional staff;

(H) a report concerning the anticipated financial impact on the credit union in terms of need for additional employees and/or fixed assets/facilities;

(I) changes that will be made to existing credit union policies; and

(J) describe the methods by which the credit union will verify membership eligibility, when eligibility is based on working, worshipping, or school attendance in the proposed community. (Residence in the proposed community may be verified by current utility bills, driver's license, or other documentation which verifies the member's permanent residence.)

10. Attach a signed copy of the minutes of the meeting at which the Board voted to proceed with conversion to a community field of membership, or a certificate of vote of the same meeting.

11. Submit the original and 5 copies of this Application and all attachments, along with a check in the amount of \$800 payable to the "Oklahoma State Banking Department" to:

**Oklahoma State Banking Department  
2900 N. Lincoln Blvd.  
Oklahoma City, Oklahoma 73105**

**Chairman of the Board of Directors**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Credit Union President/Manager**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## APPENDIX “A”

### Sample Bylaw Amendment

**Community Field of Membership.** The credit union’s field of membership may include individuals who reside, work, worship, or attend school in the following community: *[If the community is an Oklahoma Metropolitan Statistical Area or political subdivision with established boundaries, identify the community by name. If the community is a non-standard community, identify the boundaries of the community.]* In addition, the credit union may serve any individual who is now, or who shall later become, an employee or member of the group(s) having a common bond of occupation or association listed [below\*] [in the attachment to these bylaws\*\*].

*\*If the credit union has a single common bond field of membership or the number of select groups is few, the bylaws may list the field of membership and select groups immediately below the above paragraph. All select groups should be listed rather than only those falling outside of the community, because a select group might later relocate outside of the community.*

*\*\*If the number of select groups is lengthy, the credit union should prepare an attachment with a complete list of its select groups. All select groups should be listed rather than only those falling outside of the community, because a select group might later relocate outside of the community.*