



Dear Member,

We extend to you an opportunity to become a part of one of the most respected Credit Unions in the nation. Our reputation and high level of member confidence in the Credit Union are extremely important to us. We ask everyone associated with the Credit Union to do everything possible to protect the Credit Union's image of integrity and friendliness.

The following pages of information will provide a brief overview of the duties, functions, and responsibilities that you will incur as a volunteer of Homeland Credit Union.

If you would like to have your name placed in nomination for a volunteer position, please complete the attached application and return it by the last business day in January to Homeland Credit Union, 310 Caldwell St., Chillicothe 45601 or the completed application may be emailed to [info@homelandcu.com](mailto:info@homelandcu.com). Should you have any questions please feel free to call and leave a message for me at any of our Credit Union offices.

Sincerely,

Dennis Michael Miller  
Frederick Fairrow II  
Mathew Cosenza

Nominating Committee

## Homeland Credit Union

To: Nominating Committee

Date: \_\_\_\_\_

- Recommendation for Board of Directors by Election
- Self-nomination for Board of Directors by Election
- Photo for Annual Meeting Program\*
- Brief 300-word biography for candidate sheets\*
  - \* Must be emailed to [info@homelandcu.com](mailto:info@homelandcu.com)

### Personal Information

- Name \_\_\_\_\_
- Address \_\_\_\_\_
- Home Phone \_\_\_\_\_
- Work Phone \_\_\_\_\_
- Employer/Position \_\_\_\_\_

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Signature of person nominating or recommending.

### Candidacy for the Board of Directors (By-Election)

I would like to be considered a candidate for a three-year term on the Board of Directors of Homeland Credit Union.

Name \_\_\_\_\_ Date \_\_\_\_\_

## Code of Ethics

A Credit Union is a member-owned, nonprofit cooperative thrift institution formed to encourage savings by offering a good return, using collective monies to make loans at competitively low-interest rates to members and providing other member services on a cooperative basis. Members are united by a defined field of membership and democratically operate the Credit Union under state and federal law and regulation.

This Credit Union will conduct its relationships and operations in accordance with this purpose and uphold its fundamental commitment to serving its members. This Credit Union is committed to the highest standards of responsibility and conduct, and subscribes to the following guidelines:

## Responsibilities

### To Members

1. To provide the highest level of personal financial services courteously and professionally and to treat all individuals fairly without regard to race, creed, national origin, sex, religion, social or economic level.
2. To encourage thrift and savings and to protect the assets placed in our care and custody.
3. To provide consumer loan services at the least possible cost in the exercise of the wise use of credit.
4. To practice and maintain high standards of sound management, including efficiency, integrity, and economy of operations.
5. To adhere to democratic and cooperative principles within the Credit Union and encourage and facilitate active member participation in its democratic process.
6. To provide members with timely and accurate information regarding the financial conditions, operations, and services of the Credit Union and their accounts or transactions.
7. To preserve and protect the privacy and confidentiality of all members' financial records and transactions. Disclosure of financial conditions or transactions will be made only with the written approval of the member, due legal process, or in accordance with law.
8. To abide by the letter, spirit, and intent of state and federal consumer protection laws and regulations and to provide members with complete and accurate information concerning their rights.
9. To increase the knowledge and ability of members to manage and control their financial well-being through counseling and by providing educational information, materials, and programs.

### To Credit Union Movement

1. To promote and always protect the best interests and reputation of the Credit Union movement and avoid and resist influences and practices that are detrimental to it.
2. To associate and cooperate with other Credit Union organizations in building a strong democratic movement for more effective service to members.

## To Society

1. To participate in community affairs as a responsible member of the society of which the Credit Union is a part.
2. To support and participate in programs that favorably affect the society, citizens, and communities served by the Credit Union and to the fullest extent possible, seek solutions to its social problems and concerns.
3. To make Credit Union membership available to as many people as possible.

## Standards of Leadership for Officials and Staff

1. To always observe the highest standards of personal conduct.
2. To strictly uphold the laws, by-laws, rules, policies, and regulations relating to the operation of a Credit Union.
3. To guard against the use of the Credit Union position for personal or financial advantage or special privilege and avoid conflicts of interest with its policies and operations.
4. To carry out the duties and responsibilities of the Credit Union position to the best of one's abilities and to seek out and participate in opportunities to increase that knowledge and skill.
5. To adhere to open, democratic procedures in the election of officials and their formulation of Credit Union policy and practices.

## INTRODUCTION

Our lives are governed by the actions of the Board of Directors. From the places we work to the schools and churches we attend, to our social organizations, we are governed or influenced by Board decisions. This is also how Homeland Credit Union operates. Board decisions influence the savings and credit opportunities available to members.

As a volunteer serving on the Board of Directors, you are responsible for the course your Credit Union takes. Realistically, the Directors share management duties with the individuals hired to oversee daily operations. But in the eyes of the law, the Board holds ultimate responsibility for guiding your Credit Union.

Nominations for the Board of Directors are reviewed and accepted by the Nominating Committee of Homeland Credit Union. Elections are conducted at the Annual Membership Meeting held in March of each year. Directors are generally elected to a three-year term unless otherwise noted.

A reorganization meeting conducted following the Annual Membership Meeting provides for the immediate appointment of officers and signing of all necessary documentation with regard to confidentiality and conflicts of interest.

Your Board responsibilities can be seen from two different angles. One is the duty to work in the best interests of the members. Second, the Board must do all that is deemed "necessary and proper" under the law.

As a director of the Homeland Credit Union, you will be required to attend Board meetings and committee meetings. There will be no compensation for attending these meetings. Board meetings are held monthly, on the fourth Thursday of the month. These meetings start at 4:15 PM and usually last at least two hours. Special Board meetings are held throughout the year as needed. There is usually at least one committee meeting each month that you as a director would be asked to attend. These meetings usually last one hour.

A director is also required to attend an annual planning seminar that will be held out of town, lasting for two or three days. Lost wages are reimbursed for the planning seminar. A director may be removed from the office for absenteeism that is unexcused.

### **Policy Implementing the Bank Bribery Act and NCUA Potential Conflicts of Interest Guidelines (IRPS 87-1)**

1. All employees, officers, Directors, agents, and attorneys (hereinafter referred to as "Credit Union officials") are prohibited from:
  - a. Soliciting anything of value in return for any business, service, or confidential information of the Credit Union: and

- b. Accepting anything of value in connection with the Credit Union's business either before or after a transaction is discussed or consummated.
- 2. Any Credit Union official who is offered, receives, or anticipates receiving something of value beyond what is expressly authorized by these policies must disclose it to the chief executive officer (CEO).
- 3. The CEO shall provide a weekly report to the Board chairman, who shall review all decisions made by the CEO.
- 4. If any doubt exists in the mind of a Credit Union official as to what is appropriate in accepting something of value, such an official will seek guidance from the CEO and/or Board of Directors. If necessary, the CEO and/or Board of Directors shall confer with the National Credit Union Administration to determine the proper course of action.
- 5. Each new Credit Union official will be trained in the Bank Bribery Act and these policies. Each new Credit Union official shall immediately submit a signed written statement acknowledging his/her understanding of the Bribery Act and these policies, and his/her agreement to comply with them.
- 6. Each Credit Union official shall submit a written acknowledgment of these policies and his/her agreement to comply with the policies and the Bribery Act not less than once per year due on March 1<sup>st</sup> of each year to the CEO.
- 7. All Credit Union officials are prohibited from self-dealing or trading on their positions or accepting a business opportunity not generally available to the public.
- 8. All Credit Union officials will disclose all potential conflicts of interest, including those in which they are inadvertently placed due to a business or personal relationship with any member, supplier, business associate, or competitor of the Credit Union, or any other entity with which the Credit Union does business.
- 9. The CEO is responsible for maintaining a written record of:
  - a. All disclosures submitted by a Credit Union official in conjunction with these policies
  - b. All acknowledgments received in conjunction with numbers 5 and 6 above
  - c. A complete and updated copy of these policies.
- 10. The following exceptions to the prohibitions outlined in these policies regarding the acceptance of things of value in connection with Credit Union business will be allowed:
  - a. Credit Union officials are permitted to accept items of value based on obvious personal or family relationships, where the circumstances make it clear that it is those relationships that are the motivating factor.

Note: Refer to numbers 4 and 8 above.

- b. Credit Union officials are permitted to accept meals, refreshments, or entertainment of reasonable value during a meeting or other occasion the purpose of which is to hold bona fide business discussions.

“Reasonable value” is defined by this Credit Union as an item estimated to be worth \$25.00 or less.

- c. Credit Union officials are permitted to accept loans on customary terms from other financial institutions to finance proper and usual activities, except where prohibited by law.
- d. Credit Union officials are permitted to accept advertising or promotional material of nominal value (such as pens, key chains, etc.)

“Nominal value” is defined by this Credit Union as an item estimated to be worth \$5.00 or less.

- e. Credit Union officials are permitted to accept discounts or rebates on merchandise or services that do not exceed those available to other customers.
- f. Credit Union officials are permitted to accept gifts of modest value that are related to commonly recognized events or occasions (promotions, weddings, Christmas, etc.).

“Modest value” is defined by this Credit Union as an item estimated to be worth under \$50.00.

- g. Credit Union officials are permitted to accept awards from civic, charitable, educational, or religious organizations for recognition of service and accomplishment. Other circumstances may be permitted, provided that the Credit Union official submits a full written disclosure of all relevant facts describing the situation to the CEO if such disclosure is approved by the Board chairman.

11. Exempted from these policies are normal wages, salaries, fees, and reimbursement of expenses.

This policy is set forth by the Board of Directors to comply with the Bank Bribery Act and the National Credit Union Administration’s guidelines regarding potential conflicts of interest.

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Chairman, BOD

Date

Secretary, BOD

Date

## DISCLOSURE POTENTIAL/EXISTING CONFLICTS OF INTEREST

To be completed in conjunction with the federal bribery statute and this Credit Union's policies regarding conflicts of interest.

Name \_\_\_\_\_ Position \_\_\_\_\_

### 1. Offer made or anticipated to be made

I (circle one): have been offered/have received/anticipate being offered something of value beyond what is expressly authorized in the Credit Union's conflict of interest policies.

Name of individual and company making an offer or anticipated to make an offer:

Address \_\_\_\_\_ Telephone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Nature of relationship with this individual/company (explain in detail):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Potential conflicts of interest

A potential conflict of interest may exist due to my relationship with:

Name of individual and company \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Nature of relationship with this individual/company (explain in detail):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_



## ACKNOWLEDGMENT OF CREDIT UNION'S CONFLICT OF INTEREST POLICIES

I, \_\_\_\_\_, hereby acknowledge my understanding of the federal bribery laws and of this Credit Union's policies regarding conflicts of interest and agree to abide by and adhere to these laws and policies. If any doubt exists in my mind regarding a situation that may be covered by these laws and policies, I will seek guidance from the Credit Union official designated for this purpose. I understand that failure to uphold this agreement could result in my dismissal and possible criminal liability.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I have received the above agreement and witnessed the above signature.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Credit Union Official)