## State of Wisconsin Department of Financial Institutions



## Oath of Office Instructions

The Oath of Office must be signed by all Directors, Officers, Credit Committee Members, Loan Officers, Auditors, and Employees. If any director, officer, committee member, or employee is appointed during the year, that person shall also sign the Oath of Office form upon appointment indicating the date signed. This form is required under Section 186.071(1) of the Wisconsin Statutes.

The Oath of Office shall be filed and kept with the records of the credit union. Please keep the Oath of Office with your credit union files so that you are in compliance with Wisconsin law.

Please notify the Office of Credit Unions promptly of any changes in the Chairperson, President, Treasurer, or Manager during the year. Changes affecting other directors, committee members or employees need not be reported to this office.

# State of Wisconsin <br> Department of Financial Institutions <br>  <br> Oath of Office 

$\qquad$
Credit Union
, Wisconsin

## Oath for all Directors, Officers, Credit Committee Members, and Employees

STATE OF WISCONSIN ) SS
COUNTY OF $\qquad$ )

I do solemnly swear that I shall:
(a) Keep confidential the financial affairs of credit union members unless state and federal laws, security requirements, or sound lending practices permit disclosure;
(b) Keep confidential the records and accounts of the credit union and the deliberations of the board of directors unless state or federal law permits disclosure;
(c) Familiarize myself with the credit union laws, bylaws, rules, and policies;
(d) Avoid initiating or participating in any insider dealings using credit union funds or the credit union's power or authority; and
(e) Avoid initiating or participating in any action that may be in my personal pecuniary interest.

| NAME \& POSITION: <br> (please print) <br> $\square$ Director $\square$ officer $\square$ Employee $\square$ Committee member | X |  |
| :--- | :--- | :--- |
| HOME ADDRESS | Date |  |
|  |  |  |


| NAME \& POSITION: <br> (please print) <br> $\square$ Director $\square$ officer $\square$ Employee $\square$ Committee member | X | SIGNATURE |
| :--- | :--- | :--- |
| HOME ADDRESS | Date |  |
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## Make additional copies of pages if necessary. <br> Administer oath to each person.

Wisconsin Statutes s. 186.071 Oath of office. (1) OATH. Every director, officer, committee member, and employee shall sign an oath of office...
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(2) REMOVAL FOR VIOLATION. If an individual refuses to sign the oath of office or knowingly and willfully violates the oath of office, the board shall remove that individual as a director, officer or committee member, or shall direct that individual to be terminated as an employee.

## This form should be kept with the credit union records and not sent into the Office of Credit Unions.

Any new officer, director, committee member, or employee appointed during the year should be administered this Oath of Office. It will be necessary to notify the Office of Credit Unions of any changes made in the chairperson, treasurer, or manager during the year.

Notice: This form may be used for updating the Office of Credit Unions' database. Information requested may be used for secondary purposes. This document can be made available in alternate formats upon request to qualifying individuals with disabilities.

