

# **RURAL WATER DISTRICT NO. 6**

WAGONER COUNTY, OKLAHOMA

By

Secretary of the Board

(Seal)

RURAL WATER DISTRICT NO. 6

BY-LAWS

## **Article 1**

### **Name and Place of Business**

- Section 1. The name of this corporation shall be Rural Water District No. 6, Wagoner County, Oklahoma.
- Section 2. The principal office of this District shall be located in Wagoner County, Oklahoma.

## **Article 2**

### **Corporate Powers**

- Section 1. The corporate powers of this District shall be vested in the Board of Directors, hereinafter referred to as the Board.

## **Article 3**

### **Purposes and Objective**

- Section 1. The purposes and objectives of this District are as follows:
- a. To acquire water and water rights and to build and acquire pipe lines and other facilities, and to operate the same for the purpose of furnishing water to serve the needs of owners and occupants of land located within the District, and others as authorized by these By-Laws.
  - b. To borrow money from any Federal or State agency, or from any other source, and to secure said loans by mortgaging or pledging all of the physical assets and revenue and income of the District, including easements and rights-of-way.
    1. Any loan made or insured by the Farmers Home Administration will be authorized by a majority vote of all the members present at a special meeting or at an annual meeting of the members.
  - c. To hold such real and personal property as may come into its possession by will, gift, purchase, or otherwise, as authorized by law, and to acquire and

dispose of such real and personal property, including rights-of-way and easements, whichever located, and as may be necessary and convenient for the proper conduct and operation of the business of the District.

- d. To establish rates and impose charges for water furnished to participating members and others.
- e. To enter into contracts for the purpose of accomplishing the purposes of the District with any person or governmental agency.
- f. To cooperate with any person or with any governmental agency in any undertaking designated to further the purposes of the District.
- g. To do and perform any and all acts necessary or desirable for the accomplishment of the purposes of the District which may lawfully be done by such District under the laws of the State of Oklahoma.

#### **Article 4**

##### **Water Users**

Section 1. Water shall be supplied only to rural residents of land located within the District. Provided, however that the Board may make water available to the public for purchase at such distribution points as it may establish.

Section 2. No owner of land located within the District shall be eligible to become a water subscriber unless he/she has first subscribed and paid for one or more Benefit Units. Tenants occupying land located within the District may become water subscribers: Provided that the owner, or someone on behalf of the owner, has subscribed and paid for one or more Benefit Units in favor of the land or premises occupied by the tenant.

#### **Article 5**

##### **Right to Vote**

Section 1. Only participating members shall have the right to vote, and each participating member shall be entitled to a single vote, regardless of the number of Benefit Units to which he may have subscribed: Provided all owners of land located within the District shall be eligible to vote at meetings of landowners until ninety (90) days after a declaration of availability of Benefit Units and unit fees has been entered by the Board in its minutes. There shall be no proxy voting, and no dual ownership of Benefit Units for voting purposes. A participating member may be an individual, firm, partnership, association or corporation.

Participating members shall be:

- a. Owners of land located within the District who have subscribed to one or more Benefit Units: Provided, payments of charges are current on at least one of the Benefit Units.

## Article 6

### Benefit Units

- Section 1. The Board shall at the proper time cause a declaration of availability of Benefit Units for subscription to be entered in its minutes and shall establish a services and to make and issue notes, and other negotiation of unit price for said subscriptions. The meter deposits of existing users in incorporated towns who desire to continue to be users shall be credited toward the price of a Benefit Unit. Each Benefit Unit shall carry with it the obligation of paying a minimum monthly meter charge from the time service is available. The Board in its discretion may from time to time, if the capacity of the District's facilities permit, make additional Benefit Units available. Subscriptions for Benefit Units shall be given preference and priority in order in which received. The Board may refuse the subscription for a Benefit Unit in favor of a particular tract of land located within the District, or impose special conditions on granting the same if in the judgment of the Board, the granting of said subscription and the furnishing of water pursuant thereto, would impair the service to the water users in that locality or be uneconomical, unfeasible, and place an undue burden on the District. Any landowner who feels himself/herself aggrieved by such denial, or imposition of special conditions, may appeal from the action of the Board to a vote of the members at the next regular meeting of the members, or special meeting of the members called for such purpose: Provided, the decision of the Board shall stand, unless 3/4ths of all participating members (or landowners at meetings where only qualification to vote is ownership of land within the District) vote in favor of a motion to overrule the decision of the Board.
- Section 2. Upon the purchase of Benefit Units, the owners of land shall designate the tract of land to which the Benefit Units shall be assigned, and the Benefit Unit shall not be transferred from the tract of land to another within the District without the approval of the Board. The owner of lands subscribing for more than one Benefit Unit to be assigned to one tract of land shall at the time of said subscription designate as nearly as practical the location of said tract where he intends to utilize said Benefit Units and no major change in location shall be made without the approval of the Board. Benefit Unit Certificates shall be issued by the Board, signed by the Chairman and Secretary, showing name of owner, and tract of land to which the Benefit Unit is assigned, numbered consecutively in the order in which issued.
- Section 3. The consideration paid for Benefit Units shall be considered donations to the District and shall in no event and under no circumstances be refunded to the subscriber.
- Section 4. Benefit Units shall follow the title of the land unless the owner of the land designates otherwise. Owners may transfer Benefit Units from one tract of land to another **owned by them** within the District subject however, to the approval of the Board. No transfer in ownership of Benefit Units shall be permitted

without the approval of the Board. No transfer will be approved unless all charges against the Benefit Unit are paid. All transfers when approved shall be recorded in the books of the District.

Section 5. Each Benefit Unit shall entitle the owner to not to exceed one line from the District water system. Each line shall serve not to exceed one residence or business establishment together with the necessary and usual out buildings.

Section 6. Failure to pay the minimum monthly meter charge, or failure to pay for water used through a meter shall constitute a forfeiture of the Benefit Unit on behalf of which such failure occurs; Provided, that such Benefit Unit shall be reinstated if within three months after such failure all back charges are paid in full, plus 6% interest and reasonable labor charges necessary to effect such reconnections. Provided, further, that the Board may permit such re- instatement within six months after such failure upon payment of all back charges, plus 6% interest, and reasonable labor charges necessary to effect such reconnection; Provided, further, that if the defaulting water subscriber is a tenant , the time set out above shall not commence to run until the Secretary of the District has mailed, or caused to be mailed by registered or certified mail, notice of such default of the tenant to the landowner at his/her last known address as shown on the books of the District.

## **Article 7**

### **Election of Directors**

Section 1. The Board of this District shall consist of five (5) members, all of which shall be participating members of the District: Provided, however, that the original Board shall consist of owners of land located in the District. The Directors elected at the time of the incorporation of the District shall be elected for staggered terms of one, two and three years, and shall serve until the expiration of the term for which they were elected as shown by the minutes of the original meeting of the landowners, and until their successors are elected and have qualified. At each annual meeting of the participating members, a majority of the Members present shall elect for a term of three years the number of Directors whose terms of office have expired. Any person elected shall sign a pledge to attend a six hour board member training within twelve (12) months of election and once every three (3) years thereafter. By state law enacted November 1, 2004, all board members must sign a loyalty oath of office. Any person refusing to do so shall forfeit his or her office.

Section 2. Immediately following the annual meeting of the participating members, the Board shall meet and shall elect a Chairman, Vice-Chairman, Secretary and Treasurer, from among themselves, each of whom shall hold office until the next annual meeting of the participating members and until the election and qualification of his successor unless sooner removed by death, resignation or for cause. The office of the secretary and treasurer may be held by one person.

- Section 3. Any vacancy in the Board, other than from the expiration of a term of office, shall be filled by appointment by the remaining members of the Board. The disqualification of a Director as a participating member of the District or failure of any original Director to become a participating member within 30 days after subscription to Benefit Units are made available through action of the Board, shall operate to disqualify him/her as a Director and to create a vacancy in the office of the Director.
- Section 4. A majority of the Board shall constitute a quorum at any meeting of the Board.
- Section 5. Any Director of the District may be removed from office for cause by a vote of not less than 3/4ths of the participating members of the District at any annual, regular, or special meeting called for that purpose. The Director shall be informed in writing of the charges preferred against him/her at least 10 days before such meeting, whether annual, regular or special, and at the meeting shall have an opportunity to present witnesses and be heard in person in answer thereto. Officers of the Board may be removed for cause by vote of 3/4ths of the members of the Board, and employees and agents discharged or removed from office or employment at any time by action of the Board.

## **Article 8**

### **Powers and Duties of Directors**

- Section 1. The Board, subject to the restrictions of law, and these By-Laws, shall exercise all the powers of the District and without prejudice to or limitation upon their general powers, it is hereby expressly provided that the Board shall have, and is hereby given full power and authority in respect to the matters as hereinafter set out.
- a. To select and appoint all agents and employees of the District or remove such agents and employees of the District for just cause, prescribe such duties and designate such powers as may not be inconsistent with these By-Laws, and fix their compensation and pay for faithful services.
  - b. To borrow from any source money, goods, or able and transferrable instruments, mortgages, deeds of trust and trust agreements, and to do every act and thing necessary to effectuate the same.
  - c. To prescribe, adopt and amend, from time to time, such equitable regulations, as, in their discretion may be deemed, essential or convenient for the conduct of the business and affairs of the District, and the guidance and control of its agents and employees.
  - d. To fix charges to be paid by each water user for services rendered by the District to him/her, the time of payment, and the manner of collection, and to establish equal rates for farm members and non-farm members according to the amount of services furnished
  - e. To require all officers, agents, and employees, charged with the responsibility for the custody of any funds of the District to give adequate

bond, and cost thereof to be paid by the District, and it shall be mandatory upon the Directors to so require.

- f. To select one or more banks to act as depositories of the funds of the District and to determine the manner of receiving depositing and disbursing the funds of the District in the form of checks, and the person by whom the same shall be signed on behalf of the Chairman, with the power to change such bank or person signing such checks and the form thereof at will.
- g. Prepare annually an estimated budget for the coming year, adjust water rates, if necessary to produce sufficient revenue required by such budget, cause an annual audit of the District records and accounts to be made by a licensed municipal public accountant or a certified public accountant, and make a report on said matters at each annual meeting of participating members.
- h. To obtain a loan in an amount up to 50% of the previous year's gross revenue amount as shown on the audited financial statements. Any loan sought by the Board in excess of that amount will require approval of more than 50% of the benefit-unit holders at an Annual or Special Membership meeting. In case of an emergency, the Board shall have the authority to obtain a loan in excess of the amount and the Board shall provide notice via U.S. Mail to the benefit-unit holders within ten days.
- i. To exercise forgiveness. The forgiveness limit exercised by the Board shall be once per benefit-unit holder every ten (10) years.
- j. To discuss or consider potential merger, transfer, or liquidation of the District or any type or form of association therewith. The Board shall provide thirty (30) days notice via U.S. Mail to all benefit-unit holders and post the notice at the district office for thirty (30) days prior to discussing or considering any potential merger, transfer, or liquidation of the District or any type or form of association therewith.

## **Article 9**

### **Powers and Duties of Manager**

- Section 1. The Board may employ for the District a manager, who shall have charge of the business of the District under the general control, supervision and direction of the Board. No Director shall serve as manager. Subject to the approval of the Board, the manager shall employ, supervise and dismiss all agents and employees of the District and fix their compensation. He shall also, so far as practical, conduct the business in such a way that all patrons receive equal service and treatment, deposit in a bank selected by the Board, all monies belonging to the District, which comes into his/her possession; maintain his/her records and accounts in such a manner that the true and correct condition of the business may be ascertained there from at any time; furnish the Board a current statement of the business and affairs of the District at each scheduled meeting of the Board and at the end of each fiscal year and at such other times and in such forms as the Board may direct; carefully preserve and turn over to his successor all books, records, documents, and correspondence pertaining to

the business of the District which may come into his possession; and to perform such other duties as may be prescribed by the Board.

## **Article 10**

### **Duties of Officers**

- Section 1. Chairman – The Chairman, who shall be a member of the Board, shall preside over all meetings of the District and the Board, call special meetings of the District and the Board, perform all acts and duties usually performed by an executive and presiding officer, and shall sign all Benefit Unit Certificates and such other papers of the District as he may be authorized or directed to sign by the Board, provided the Board may authorize any person to sign checks, on behalf of the District, provided that all checks must be countersigned by the Treasurer. The Chairman shall perform such duties as may be prescribed by the Board.
- Section 2. Vice Chairman – In the absence or disability of the Chairman, the Vice Chairman, who shall be a member of the Board, shall perform the duties of the Chairman.
- Section 3. Secretary – It shall be the duties of the Secretary who shall be a member of the Board, to keep a record of the proceedings of the meetings of the Board and of the District. He/she shall serve, or cause to be served, all notices required to be served by law or the By-Laws of the District; and in case of his/her absence, inability, refusal or neglect to do so, then such notice may be served by any member of the Board directed by the Chairman.
- Section 4. Treasurer – The Treasurer, who shall be a member of the Board, shall receive and account for all funds of the District, shall deposit the same in some bank designated by the Board as a depository, and pay the amounts, or cause them to be paid out of the depository only in the checks signed by the Chairman, or someone authorized to sign on the Chairman's behalf, countersigned by the Treasurer. At each annual meeting of the District, he/she shall submit for the information of the participating members a complete statement of his/her account for the past year and he/her shall discharge such other duties pertaining to his office as shall be prescribed by the Board, and shall give a good and sufficient bond in such amount as may be fixed by the Board.

## **Article 11**

### **Books and Records**

- Section 1. The books and records of the District, and such papers as may be placed on file by vote of the District or Directors, shall during all reasonable business hours, be subject to inspection of any landowner or participating member of the District.

## **Article 12**

### **Annual Meeting of Participating Members**

- Section 1. The annual meeting of the participating members of the District shall be held at some suitable location within the District designated by the Board, at 7:00 p.m. the third Thursday in April of each year.
- Section 2. Special meetings of participating members may be called at any time by the Chairman or upon resolution of the Board, or upon written petition to the Chairman of the Board, signed by 51% of the participating members of the District. The purpose of every special meeting shall be stated in the notice thereof, and no business shall be transacted there at except such as is specified in the notice.
- Section 3. Notice of meetings of participating members of the District shall be given as required by law ; by notice to the County Clerk, by posting at the District's office, and by mail to each participating member of record directed to the address shown upon the books of the District at least 10 days prior to the meeting. Such notice shall state the nature, time, place and purpose of the meeting.
- Section 4. The participating members present at any meeting of participating members shall constitute a quorum for the purpose of transacting business.
- Section 5. The order of business at the regular annual meeting and so far as possible, at all other meetings, shall be:
- a. Call to Order:
  - b. Proof of Notice of Meeting:
  - c. Reading and approval of minutes of last meeting:
  - d. Report of officers and committees:
  - e. Election of Officers:
  - f. Unfinished business:
  - g. New Business:
  - h. Adjournment.

## **Article 13**

### **Board Meetings**

- Section 1. The Board shall meet annually to elect officers immediately following the time for election of any new Director. The Board shall meet monthly, at \_\_\_p.m., on the 2nd Monday of each month, and at such and other times as may be determined by the Board, or upon call by the Chairman or any two members of the Board. Notice to Board members of all meetings of the Board, other than the meeting to be held on the third Thursday in April, shall be by mailing a notice to the last known business or residence address of each Director, at least



two days before the holding of such meeting; Provided, however, that when all of the Directors are present at any meeting, however called, or consent in writing that such meeting may be held, the proceedings there at shall be as valid as though the previous written notice aforesaid had been given.

#### **Article 14**

##### **Manner of Elections and Voting**

Section 1. At all meetings of the District, each participating member, qualified as stated in these By-Laws, shall be entitled to vote upon all propositions coming before said District. No cumulative voting shall be permitted and each participating member of the District shall have but one vote.

#### **Article 15**

##### **Seal**

Section 1. The District shall have a corporate seal, consisting of a circle having in its circumference and face the words, "Rural Water District No. 6, Wagoner County, Oklahoma," which shall be in the custody of the Secretary.

#### **Article 16**

##### **Fiscal Year**

Section 1. The fiscal year of the District shall begin the first day of January of each year.

#### **Article 17**

##### **Amendment**

Section 1. These By-Laws may be repealed or amended by a vote of 3/4ths of the participating members present at any regular meeting of the District, or any special meeting of the District called for that purpose, except that the participating members shall not have the power to change the purposes of the District so as to impair its rights and powers under the laws of the State of Oklahoma, or to waive any requirement of bond or other provision for the safety and security of the property and funds of the District or its participating members, or to deprive any participating member or landowner of rights and privileges then existing, or to so amend the By-Laws as to effect a fundamental change in the policies of the District. Notice of any amendment to be made at any regular or special meeting of the participating members must be given at least 10 days before such meeting and must set forth the amendments to be considered.

## **Article 18**

### **Basis of Operation**

- Section 1. The District shall at all times be operated on a non-profit basis for the mutual benefit of its participating members.

## **Article 19**

### **Benefits and Duties of Members**

- Section 1. The District shall install, maintain and operate a main distribution pipe line or lines from the source of water supply, and lines from the main distribution pipe line or lines to the property line of each participating members of the District at which point designated as delivery points, meters to be purchased, installed, owned and maintained by the District shall be placed.
- Section 2. Each participating member shall be entitled to purchase from the District, pursuant to such agreement as may from time to time be provided and required by the District and the Board, such water for domestic, livestock, garden and other purposes as a participating member may desire, subject, however, to the provisions of these By-Laws and such rules and regulations as may be prescribed by the Board. The water delivered to each participating member shall be metered.
- Section 3. In the event the total water supply shall be insufficient to meet all of the needs of the members and users, or in the event there is a shortage of water, the District may pro-rate the water available among the various members and users on such basis as is deemed equitable by the Board, and may also prescribe a schedule of hours, covering the use of water for garden purposes and require adherence there to, or prohibit the use of water for garden purposes if at any time the total water supply shall be insufficient to meet all of the needs of all of the participating members for domestic, livestock, garden and other purposes, and the District must first satisfy all the needs of the participating members for domestic purposes before supplying any water for livestock purposes and must satisfy all the needs of all the participating members for domestic and livestock purposes before supplying for gardens and other purposes.

## **Article 20**

### **Printing**

- Section 1. After adoption, these By-Laws shall be in pamphlet form, and a copy thereof shall be delivered to each participating member.

**AFFIDAVIT**

STATE OF OKLAHOMA

COUNTY OF WAGONER, SS.

George W. Cochran, Frank P. Cunningham, Margaret White, Floyd Fuller and Elmo Cannon, being first duly sworn, depose and state, each for himself, that he is a Director of Rural Water District No. 6 Wagoner County, Oklahoma, and the foregoing By-Laws were adopted at a meeting of the landowners of said District, duly held on the 7<sup>th</sup> day of June, 1966, at 7:30 o'clock P.M. That there were 49 landowners present in person and that the vote for the adoption of the By-Laws was unanimous.

Frank P. Cunningham  
Floyd Fuller  
Margaret White  
George W. Cochran  
Elmo Cannon

Subscribed and sworn to before me this 7<sup>th</sup> day of June, 1966.

Elvira Colbert  
Notary Public

(seal)

My commission expires March 29, 1969.