

RURAL WATER DISTRICT NO. 4
MAYES COUNTY, OKLAHOMA

BYLAWS

Article 1

Name and Place of Business

Section 1. The name of this corporation shall be Rural Water District No. 4, Mayes County, Oklahoma.

Section 2. The principal office of this District shall be located at 5781 West 480 Road, Pryor, Oklahoma, 74361.

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 Objectives

Section 1. The purposes and objectives of this District are as follows:

- (a) To acquire water and water rights and to build and acquire pipelines and other facilities, to serve the needs of owners and occupants of land located within the District and others as authorized by the bylaws.
- (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 the physical assets and revenue and income of the District, including easements and rights-of-way.
- (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, wherever located, as may be necessary and convenient for proper conduct and operation of the business of the District.
- (d) To establish rates and impose charges for water services furnished to participating members and others.
- (e) To enter 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 designed to further the Purpose 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 be lawfully 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. **(February 9 2026)** The purchase price shall be established by the Board and recorded in the minutes of any regular or special meeting.

Section 2. No owner of land located within the District shall be eligible to become a user of the facility unless he has first subscribed and paid for one or more Benefit Units. Tenants occupying land located within the District may become users of the facility: 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 HOWEVER 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.

Section 2. Participating members shall be individuals, trusts, firms, partnerships, associations, corporations and any other entity authorized by the State Of Oklahoma that are owners of land located within the District who have subscribed to one or more Benefit Units provided, payment 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 unit price for said subscriptions. The property owner's connection fee 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 capacity of the District's facilities permit makes additional Benefit Units available. Subscriptions for Benefit Units shall be given preference and priority in order in which they are 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 other users in that locality or be uneconomical, unfeasible, and place an undue burden on the District. Any landowner who feels himself 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 three-fourths (3/4) 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 the Benefit Units, the owners of the land shall designate the tract of land to which the Benefit Units shall be assigned, and the Benefit Unit shall not be transferred from one 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 and in 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 tract owned by them within the District, subject 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 not to exceed one (1) line from the District's water system for one (1) residence or business. Each line shall serve not to exceed one residence or business establishment, together with the necessary and usual outbuildings.

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 (3) months after such failure, all back charges are paid in full, plus interest at ten (10%) percent and reasonable labor charges necessary to effect such reconnections: Provided, further, that the Board may permit such reinstatement within six (6) months after such failure upon payment of all back charges, plus interest at ten (10%) percent and reasonable labor charges necessary to effect such reconnections: Provided, further, that if the defaulting 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 nine (9) members, all of whom shall be participating members of the District: Provided, however, that the original Board shall consist of owners of land located within the District. The Directors elected at the time of incorporation of the District shall be elected for a staggered terms of one (1), two (2) and three (3) 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, the participating members shall elect for a term of three (3) years the number of Directors whose terms of office have expired.

Section 1a. A requirement for qualification to serve as a board member for a rural water district shall be a written pledge that upon election such board members shall attend a minimum of six (6) hours of workshop training to be

offered periodically on a regional basis within twelve (12) months following election of such board member, and to be organized by the Oklahoma Water Resources Board in cooperation with the Oklahoma Rural Water Association with the purpose of study and instruction in areas of district financing, law, and the ethics, duties and responsibilities of District Board members; provided further, that all new and existing Board members shall be required to obtain continuing education by attending a minimum of six (6) hours of workshop training every three (3) years. The District shall reimburse all reasonable expenses incurred by any Board member for attending such training workshops. To avoid members having to interfere with their jobs or employment, such training sessions may be divided into three (3) hour segments, and insofar as possible, be scheduled for evening sessions. Vocational-technical facilities, college facilities, or other public facilities may be utilized in all parts of the State for convenience of the members. Such workshops must be offered within seventy-five (75) miles of the member's residence.

Section 2. Should any pledging Board member fail to attend the workshop training as required in Article 7, Section 1a, he or she shall be deemed ineligible to serve as a Board member commencing at the next regularly scheduled meeting of the Board following the twelve (12) month or three (3) year period. The remaining Board members shall select from the membership, as provided by the District's bylaws, another qualified member to fill the vacancy, and that person shall pledge to attend the workshop training provided for in Article 7, Section 1. The appointed member shall serve until the next regularly scheduled election of Board members, and an election shall be held to fill the unexpired term of the vacated position.

Section 2a. Anyone wishing to run for any specific term of office should file an Affidavit of Candidacy with the Office Manager of the District Office "no later than December 1st of the calendar year prior to the Annual Meeting." The affidavit should state that the person qualifies to hold office as a member, in good standing of the Mayes County Rural Water District #4 and should designate the position that he/she seeks on the board.

Section 3. 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/her

successor unless sooner removed by death, resignation or for cause. The office of the secretary and treasurer may be held by one person.

Section 4. 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 thirty (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 5. A majority of the Board shall constitute a quorum at any meeting of the Board.

Section 6. Any director of the District may be removed from office for cause by a vote of not less than three-fourths (3/4) of the participating members of the District at any annual or special meeting called for that purpose. The Director shall be informed in writing of the charges preferred against him at least ten (10) days before such meeting, whether 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 three-fourths (3/4) 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 bylaws, 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 to remove such agents and employee of the District for just cause, prescribe such duties and designate such powers as may not be inconsistent with these bylaws, and fix their compensation and pay for faithful services.
- (b) To borrow from any source, money, goods or services and to make and issue notes, and other negotiable and transferable instruments, mortgages, deeds of 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 and uniform rules and regulations, as, in their discretion, may be deemed essential or convenient for the conduct 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 service 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 (1) 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 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 rates, if necessary, to produce sufficient revenues 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 qualified independent accountant, and make a report on said matters at each annual meeting of participating members.

Article 9
Power and Duties of the Manager

Section 1. The Board may employ 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, as 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 money belonging to the District, which comes into his/her possession; maintain his/her records and accounts in such a manner that all patrons receive equal service and treatment and maintain his/her records and accounts in such a manner that the true and correct condition of the business may be ascertained therefrom 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/her successor all books, records, documents, and correspondence pertaining to the business of the District which may come into his/her 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, 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/she 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 a Board Officer.~~ **(February 9, 2026)** The Chairman shall perform such other duties as may be prescribed by the Board.

Section 1a. The Chairman may appoint a nominating committee from the board of directors. The Committee of not more than three (3) persons shall recommend nominees to fill the vacancies of directors at the annual membership meeting of the District.

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 of the bylaws of the District; and in case of his/her absence, inability, refusal or neglect to do so, then such notices 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 of 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/she shall discharge such other duties pertaining to his/her 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 shall be available during all reasonable business hours and are subject to inspection in accordance with the Oklahoma Open Records Act.

Article 12
Annual Meeting of Participating Members

Section 1. The annual meeting of the participating members of the District shall be held “~~in the first quarter of the calendar year~~” **in the second quarter of the calendar year” (February 9, 2026)** at some suitable location” and time within the District designated by the Board. This meeting shall comply with the laws of the State of Oklahoma and Open Meeting Act.

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 fifty-one (51%) percent 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 thereat except as is specified in the notice.

Section 3. Notice of meetings of participating members of the District shall be given by mail to each participating member of record directed to the address shown upon the books of the District at least ten (10) days prior to the meeting. Such notice shall state the nature, time, place, and purpose of the meeting, but no failure or irregularity of a notice of any annual meeting, regularly held, shall affect any proceeding taken thereat.

Section 4. The participating members present at any meeting of participating members shall constitute a quorum for the purpose of transacting the business.

Section 5. The order of business at the regular 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 Directors
- (f) Unfinished business
- (g) New Business
- (h) Adjournment

Article 13 Board Meetings

Section 1. The Board shall meet each year to adopt a budget for the following year and will also meet annually to elect officers immediately following the time for election of any new Director. The Board shall meet at such and other times as may be determined by the Board or upon call by the Chairman or any two (2) members of the Board. Notice and conduct of all meetings of the Board shall comply with the Oklahoma Open Meeting Act.

Article 14 Manner of Election and Voting

Section 1. At all meetings of the District, each participating member, qualified as stated in these bylaws, 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 only one vote.

Article 15 Seal

Section 1. The District shall have a corporate seal, consisting of a circle in its circumference and face the words “Rural Water District No. 4, Mayes 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 on the first day of ~~July~~ January each year. **(February 9, 2026)**

Article 17
Amendment

Section 1. These bylaws may be repealed or amended by a vote of three-fourths (3/4) of the participating members present at any regular meeting of the District, or any special meeting of the District called for that purpose, except the participating members shall not have the power to change the purpose 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 bylaws as to affect a fundamental change in the policies of the District. Notice of any amendment to be made at any regular or special meetings of the participating members must be given "no later than December 1st of the calendar year prior to the annual meeting and must set forth the amendments to be considered."

Article 18
Basis of Operation

Section 1. The District, shall, always, 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 member of the District at which point designated as delivery points, meters to be purchased, installed, owned and maintained by the District shall be placed.

AFFIDAVIT

STATE OF OKLAHOMA

COUNTY OF MAYES

PRINT YOUR NAME BELOW

_____	_____
_____	_____
_____	_____
_____	_____

being first duly sworn, depose and state each for himself/herself, that he/she is a Director of Rural Water District No. 4, Mayes County, Oklahoma

The foregoing bylaws were adopted at a meeting of the participating members of said District, duly held on the 9 day of February 2026, at 6:00 o'clock P M. That there were _____ participating members present in person and that the vote for the adoption of bylaws was _____ for the _____ against.

PUT YOUR SIGNATURE BELOW

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Subscribed and sworn to before me this _____ day of _____ 20____.

Notary Public

My commission expires: _____