# Bylaws of Canyon Park Water Supply Corporation 

## ARTICLE ONE <br> OFFICES

1.1 Principal Office. The principal office of the corporation in the State of Texas will be located at 483 Huckleberry Rd, Canyon Park Subdivision, Onalaska, Texas.
1.2 Other Offices. The corporation may have such other offices, either within or without the State of Texas, as the board of directors may determine or as the affairs of the corporation may require.

## ARTICLE TWO MEMBERS

2.1 Membership. Every member of the corporation must be a record owner of a fee interest in the property served by the corporation or otherwise own a real property right in property served by the corporation. Every person or entity seeking the services (water) from the Canyon Park Water Supply Corp must be a member of this corporation.
2.2 Admission. An applicant will be admitted to membership in the corporation only (i) on submitting an application for membership that substantiates that the applicant meets the requirements of Section 2.1 above; and (ii) payment of a one-time membership fee, which is $\$ 100.00$ as of the adoption of these bylaws and may be changed by a vote of the Board of Directors from time to time. Applications for membership will be in a form prescribed by the board of directors.
2.3 Voting Rights. Each member will be entitled to one vote on each matter submitted to a vote of the members, regardless of the number of membership interests that the member owns.
2.4 Cancellation of Membership. Membership in the corporation may be cancelled or terminated in accordance with Section 67.016 of the Texas Water Code.
2.5 Resignation. Any member may resign by filing a written resignation with the secretary. Resignation will not relieve the resigning member of the obligation to pay any dues, assessments or other charge accrued and unpaid at the time of resignation.
2.6 Reinstatement. On written request signed by a former member and filed with the secretary, the board of directors, by the affirmative vote of two-thirds of the members of the board, may reinstate the former member to membership on such terms as the board of directors deems appropriate.
2.7 Transfer of Membership. Membership in this corporation is not transferable other than allowed by Section 67.016 of the Texas Water Code. In that regard, the new member must meet all requirements of Section 67.016. No transfer will become effective until the secretary of the corporation is notified of the transfer in writing.

## ARTICLE THREE MEETING OF THE MEMBERS

3.1 Annual Meeting. An annual meeting of the members must be held between January 1 and May 1 of each year on a day and time specified by the action of the board of directors, or in the event that the board of directors fails to set the meeting date and time, it shall be on the second Saturday of April at 11:00AM at the principal office of the corporation for the purpose of electing directors and for the transaction of such other business as may come before the meeting If the day fixed for the annual meeting is a legal holiday in the State of Texas, the meeting will be held on the first preceding business day. If the election of directors is not held on the day designated in these bylaws for any annual meeting, or at any adjournment of the meeting, the board of directors must cause the election to be held at a special meeting of the members as soon thereafter as is convenient.
3.2 Special Meetings. Special meetings of the members may be called by the president, the board of directors, or not less than one-tenth of the members having voting rights.
3.3 Place of Meeting. The board of directors may designate any place, either within or without the State of Texas, as the place of meeting for any annual meeting or for any special meeting called by the board of directors. If no designation is made or if a special meeting is otherwise called, the place of meeting will be the Canyon Park Administration Building. However, if all of the members meet at any time and place, either within or without the State of Texas, and consent to the holding of a meeting, the meeting will be valid without call or notice, and any corporate action may be taken at the meeting.
3.4 Notice of Meetings. Written or printed notice stating the place, day and hour of any meeting of members must be delivered to each member entitled to vote at the meeting not less than ten days nor more than sixty days before the date of the meeting, either personally, by facsimile, e-mail, or mail, by or at the direction of the president, secretary or the officers or persons calling the meeting. In the case of special meetings or when required by these bylaws or by general state law, the purpose or purposes for which the meeting is called will be stated in the notice. If notice of a meeting is transmitted by facsimile or e-mail, notice will be deemed to be delivered on a successful transmission of the facsimile or e-mail. If sent by mail, notice will be deemed delivered when deposited in the United States mail, with proper postage prepaid, addressed to the member at the member's address as it appears in the records of the corporation at the time of mailing.
3.5 Informal Action by Members. Any action required by law to be taken at a meeting of the members, or any action that may be taken at a meeting of members may be taken without a meeting if a consent in writing, setting forth the action to be taken, is signed by all of the members entitled to vote with respect to the subject matter.
3.6 Quorum. The members holding ten percent (10\%) of the votes that may be cast at any meeting will constitute a quorum at such meeting. If a quorum is not present at any meeting of members, a majority of the members present may adjourn the meeting to another specified time without further notice.
3.7 Proxies. At any meeting of members, a member entitled to vote may vote by proxy, executed in writing by the member or by his or her authorized attorney in fact. No proxy will be valid after eleven months from the date of its execution, unless otherwise provided in the proxy.
3.8 Voting by Mail. Where directors or officers are to be elected by members, the election may be conducted by mail in any manner determined by the board of directors.
3.9 Election Inspectors. At any members' meeting or any adjournment of such meeting, three inspectors of election may be appointed by the president or acting chairperson of the meeting. Inspectors will be appointed from among the members present at the meeting. Inspectors will determine the number of votes represented at the meeting, the existence of a quorum, and the authenticity, validity and effect of proxies for such votes. They will receive votes, ballots or consents, and they will hear and determine all challenges and questions in any way arising in connection with the right to vote at such meeting. They will count and tabulate all votes or consents, determine the results, and perform such further services as may be proper to insure fairness to all members. The decision, act or certificate of a majority of the inspectors will be effective in all respects as the decision, act or certificate of all. On request of the chairperson of any meeting or of any member or his or her proxy, the inspectors will make a report in writing of any challenge on matters determined by them, and they will execute a certificate of any fact found by them. Any report or certificate made by any such inspector will be prima facie evidence of the facts stated in the certificate or report.

## ARTICLE FOUR BOARD OF DIRECTORS

4.1 General Powers. The affairs of the corporation will be managed by its board of directors, in lieu of action by the members. Directors need not be members of the corporation. It is the intent of these bylaws to retain control of the corporation in the members, even though some authority may be delegated to the board of directors and officers.
4.2 Number, Tenure, and Qualifications. The board of directors of the corporation will consist of five members divided into three classes. Each director will hold office until his or
her successor has been elected and qualified. The term of office of the director for Place 1 will expire at the first annual meeting of members after the election of the first set of directors and every third year thereafter. The term of office of the directors for Places 2 and 3 will expire at the second annual meeting after that election and every third year thereafter, and likewise, the term of office of the directors for Places 4 and 5 will expire at the third annual meeting after that election and every third year thereafter. At each annual meeting after the election of the first set of directors, the director or directors for the Places whose terms expire at the time of such meeting will be elected to hold office until the third succeeding annual meeting.
4.3 Regular Meetings. A regular annual meeting of the board of directors will be held without other notice than this bylaw, immediately after, and at the same place, as the annual meeting of members. The board of directors may provide by resolution the time and place, either within or without the State of Texas, for holding additional regular meetings of the board without other notice than such resolution.
4.4 Special Meetings. Special meetings of the board of directors may be called by or at the request of the president or any two directors. The person or persons authorized to call special meetings of the board may fix any place, either within or without the State of Texas, as the place for holding any special meeting of the board called by them.
4.5 Notice. Notice of any special meeting of the board of directors must be given at least three business days prior to such meeting by written notice delivered personally, or sent by mail, e-mail or facsimile to each director at his or her address, as shown in the records of the corporation. If mailed, such notice will be deemed to be delivered when deposited in the United States mail in a sealed envelope, with proper postage prepaid. If notice is given by facsimile or e-mail, notice will be deemed to be delivered when there is a successful transmission of the facsimile or e-mail. Any director may waive notice of any meeting. The attendance of a director at any meeting will constitute a waiver of notice of such meeting, except where a director attends a meeting for the express and sole purpose of objecting to the transaction of any business because the meeting has not been called or convened as required by these bylaws or is contrary to law. The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws.
4.6 Quorum. A majority of the board of directors will constitute a quorum for the transaction of business at any meeting of the board; but if less than a majority of the directors are present at the meeting, a majority of the directors present may adjourn the meeting from time to time without further notice. The presence of a director whose express purpose is to object to the transaction of any business because the meeting has not been called or convened as required by these bylaws or is contrary to law will not be counted toward presence of a quorum.
4.7 Manner of Acting. The act of a majority of the directors present in person or by proxy at a meeting at which a quorum is present will be the act of the board of directors, unless the act of a greater number is required by law or by these bylaws.
4.8 Vacancies. Any vacancy occurring in the board of directors will be filled by the affirmative vote of a majority of the remaining directors though less than a quorum of the board of directors. A director elected to fill a vacancy will be elected for the unexpired term of his or her predecessor in office. Any directorship to be filled by reason of an increase in the number of directors will be filled by election at an annual meeting or at a special meeting of members called for that purpose. If no members have the right to vote, the directorship will be filled by a vote of the existing board.
4.9 Compensation. Directors as such will not receive any stated salaries for their services, but any current or former director shall be indemnified for expenses and costs, including attorney fees, actually and necessarily incurred in connection with any proceeding on a claim being asserted against that director arising from his or her being or having been a director to the fullest extent allowed by applicable law.

## ARTICLE FIVE OFFICERS

5.1 Officers. The officers of the corporation will be a president, a vice-president and a secretary-treasurer. The board of directors may also employ a manager to handle the business of the corporation according to Section 67.012 of the Texas Water Code.
5.2 Election and Term of Office. The officers of the corporation will be elected annually by the board of directors at the regular annual meeting of the board of directors. If the election of officers is not held at such meeting, such election must be held as soon thereafter as is convenient. Each officer will hold office until his or her successor has been elected and qualified.
5.3 Removal. Any officer elected or appointed by the board of directors may be removed by the board of directors whenever in its judgment the best interests of the corporation would be served by such action, but such removal will be without prejudice to the contract rights, if any, of the officer removed.
5.4 Vacancies. A vacancy in any office, because of death, resignation, removal, disqualification, or otherwise, may be filled by the board of directors for the unexpired portion of the term.
5.5 President. The president will be the principal executive officer of the corporation and will, in general, supervise and control all of the business and affairs of the corporation. The president may sign, with the secretary-treasurer or any other proper officer of the corporation authorized by the board of directors, any deeds, mortgages, bonds, contracts or other instruments that the board of directors have authorized to be executed, except in cases where signing and execution has been expressly delegated by the board of directors, or by these bylaws or statute to some other officer or agent of the corporation. In general, the president will perform all duties incident to the office of president and such other duties as may be prescribed by the board of directors from time to time.
5.6 Vice-President. In the absence of the president, or in the event of the president's inability or refusal to act, the vice-president will perform the duties of the president, and when so acting, will have all the powers of and be subject to all the restrictions on the president. The vice-president will perform such other duties as from time to time may be assigned by the president or by the board of directors.
5.7 Secretary-Treasurer. The secretary-treasurer will have charge and custody of, and be responsible for, all funds and securities of the corporation; receive and give receipts for money due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks, trust companies or other depositories as may be selected by the board of directors; and, in general, perform all duties incident to the office of treasurer and such other duties as from time to time may be assigned by the president or by the board of directors. The secretary-treasurer will also keep the minutes of the meetings of the members and of the board of directors in one or more books provided for that purpose; ensure that all notices are given in accordance with the provisions of these bylaws or as may be required by law; keep a register of the post office address of each member that will be furnished to the secretary by such member; and, in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the president or by the board of directors.
5.8 Indemnification. Current and former officers shall be indemnified for expenses and costs, including attorney fees, actually and necessarily incurred in connection with any proceeding on a claim being asserted against that director arising from his or her being or having been such an officer to the fullest extent allowed by applicable law.

## ARTICLE SIX <br> CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

6.1 Contracts. The board of directors and the members may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these
bylaws, to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.
6.2 Checks, Drafts, or Orders for Payment. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation will be signed by such officer or officers, agent or agents of the corporation and in such manner as from time to time may be determined by resolution of the board of directors. In the absence of such determination by the board of directors, such instruments must be signed by the treasurer or an assistant treasurer and countersigned by the president or a vice-president of the corporation.
6.3 Deposits. All funds of the corporation must be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositaries as the board of directors may select.
6.4 Gifts. The board of directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purposes, or for any special purpose, of the corporation.

## ARTICLE SEVEN <br> CERTIFICATES OF MEMBERSHIP

7.1 Certificate of Membership. The board of directors may provide for issuance of certificates evidencing membership in the corporation, which certificates will be in such form as may be determined by the board. Certificates will be signed by the president or a vice-president, and by the secretary-treasurer. All certificates evidencing membership in any class must be consecutively numbered. The name and address of each member and the date of issuance of the certificate will be entered on the records of the corporation. If any certificate becomes lost, mutilated or destroyed, a new certificate may be issued on such terms and conditions as the board of directors may determine.
7.2 Issuance of Certificates. If the board of directors has provided for the issuance of certificates of membership under the provisions of Section 7.1 of this Article, when a member has been qualified for membership and has paid any initiation fee and dues that may then be required, the secretary must issue a certificate of membership in the new member's name and deliver it to the new member.

## ARTICLE EIGHT <br> DUES

8.1 Annual Dues. The board of directors may determine from time to time the amount of initiation fee and annual dues payable to the corporation by members. Until changed by the board of directors, the initiation fee will be $\$ 100.00$ and no annual dues.

## ARTICLE NINE MISCELLANEOUS

9.1 Books and Records. The corporation will keep correct and complete books and records of account and will also keep minutes of the proceedings of its members, board of directors and committees having any of the authority of the board of directors, and it will keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member, or his or her agent or attorney, for any proper purpose at any reasonable time.
9.2 Fiscal Year. The fiscal year of the corporation will begin on the first day of January and end on the last day of December in each year.
9.3 Waiver of Notice. Whenever any notice is required to be given under the provisions of the Texas Non-Profit Corporation Act or under the provisions of the articles of incorporation or bylaws of the corporation, a waiver of such notice, in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, will be deemed equivalent to the giving of such notice.

## ARTICLE TEN <br> AMENDMENTS

The bylaws of this corporation may be amended, repealed or added to, or new bylaws may be adopted only by the vote or written assent of a majority of the members entitled to vote or by the vote of a majority of a quorum at a meeting called for the purpose of amending the bylaws according to the articles or bylaws.

## ARTICLE ELEVEN USE OF CORPORATION'S FACILITY

No person, except a member of the corporation, the family member of such member, and guests of the member, when in the company of the member, may use the facilities owned or leased by the corporation. As used in these bylaws the term "family" will include only persons within the second degree of relationship either to the member or to the member's spouse.

## ARTICLE TWELVE PREVAILING AUTHORITY

The corporation is formed under and governed by Section 67.001 et seq. of the Texas Water Code. Therefore, in the event of a conflict among the terms of these bylaws, the provisions of Section 67. 001 et seq. of the Texas Water Code or the Texas Non-Profit Corporation Act, the order of authority will be:

1. Section 67.001 of the Texas Water Code;
2. These Bylaws; and then
3. The terms of the Texas Non-Profit Corporation Act.

Dated April 22, 2021.


Executed this 26 day of $\qquad$ ,2021

Canyon Parr Water Supply Corp
By:


Patty Kaase
Office Admin.

## STATE OF TEXAS

COUNTY OF POLK
This instrument was acknowledged before me on $26^{\text {th }}$ day of April 2021, by Patty Kaase Office Admin of Canyon Park Water Supply Corp.


## AFTER RECORDING RETURN TO:

Canyon Park Water Supply Corp
PO Box 1928
Onalaska, Tx 77360


