

# CAPITAL ELECTRIC COOPERATIVE

## APPLICATION FOR INDIVIDUAL MEMBERSHIP AND ELECTRIC SERVICE

The undersigned (hereinafter called the "Applicant") hereby applies for membership and agrees to purchase electric energy from Capital Electric Cooperative, Inc. (hereinafter called the "Cooperative"), and agree upon the terms and conditions (Back Page of this Document). The applicant acknowledges receipt of the by-laws from Capital Electric Cooperative, Inc.

\*\*\*\*\*PLEASE PRINT CLEARLY\*\*\*\*\*

APPLICANT NAME

APPLICANT DATE OF BIRTH

SOCIAL SECURITY #

TELEPHONE #

CELL PHONE #

MAILING ADDRESS FOR BILL

CITY

STATE

ZIP

### APPLICANT'S NATIONALITY: (WHY PROVIDE THIS? SEE BACK FOR MORE INFO)

- American Indian/Alaskan Native     Asian     Hispanic/Latino  
 Black     Native Hawaiian/Other     White     Other

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JOINT APPLICANT NAME

JOINT APPLICANT DATE OF BIRTH

SOCIAL SECURITY #

NAME OF NEAREST LIVING RELATIVE

TELEPHONE #

HAS EITHER APPLICANT PREVIOUSLY RECEIVED SERVICE FROM CAPITAL ELECTRIC?     Yes     No

### DO YOU RENT?

LANDLORD NAME & PHONE: \_\_\_\_\_

**A security deposit of \$200.00 will be required of all service applicants residing in rental properties and mobile homes.** Additionally, members having poor payment history or uncollectible accounts with CEC may be asked for a higher security deposit. The deposit must be paid in full or electric service will be subject to disconnect. The deposit will be returned to the applicant after 12 months of continuous good credit with the cooperative.

**I am interested in prepaid billing instead of paying a deposit.** In place of a deposit, members may elect to prepay their electricity. Similar to putting gas in your car, you can purchase small amounts every few days or "fill up" the tank and not worry about it for several weeks. Get started with just \$25.00 and customize a payment schedule that works best for you.

DATE FOR SERVICE TO BEGIN: \_\_\_\_\_

ADDRESS OF ELECTRIC SERVICE (IF DIFFERENT FROM MAILING)

### IF NEW CONSTRUCTION:

LEGAL DESCRIPTION OF SERVICE (SUBDIVISION, BLOCK, LOT)

### PLEASE INDICATE ALL HEATING TYPES:

- Gas     Fuel Oil     Propane     Geothermal Heat Pump  
 Electric Boiler     Floor Heat     Unit Heater  
 Air-to-Air Heat Pump     Plenum Heater     Baseboard  
 Electric Furnace     Other \_\_\_\_\_

IF RURAL, IS SOUTH CENTRAL REGIONAL WATER THE WATER PROVIDER?: \_\_\_\_\_ YES

**DID YOU KNOW THAT YOU CAN PAY YOUR BILL ONLINE OR ON OUR 24/7 PHONE LINE WITH NO FEES?**

### ONLINE ACCOUNT ACCESS:

EMAIL ADDRESS \_\_\_\_\_

PASSWORD \_\_\_\_\_  
SIX TO TEN CHARACTERS. (LETTERS OR NUMBERS, NO SPACES)

BILL FORMAT:     HARD COPY     E-MAIL

24/7 PAY BY PHONE:

4 DIGIT PIN: \_\_\_\_\_

APPLICANT SIGNATURE

DATE

JOINT APPLICANT'S SIGNATURE  
(IF APPLICABLE)

DATE

### OFFICE USE ONLY

ACCOUNT # \_\_\_\_\_

LOCATION # \_\_\_\_\_

### **Terms and Conditions**

1. The Applicant will pay to the Cooperative the sum of \$5.00 per service which, if the application is accepted by the Cooperative, will constitute the Service Connect Fee for each service. This fee is non-refundable.
2. The Applicant will, when energy becomes available, purchase from the Cooperative all such services used on the premises and will pay therefore monthly at rates to be determined from time to time in accordance with the by-laws of the Cooperative; provided, however, that the Cooperative may limit the amount of electric energy to be furnished for industrial uses. The Applicant will pay for all services in accordance with and subject to policies, rules and regulations of the Cooperative, established by the Board of Directors from time to time.
3. The Applicant will cause his/her service entrance and premises to be wired in accordance with wiring specifications approved by the Cooperative, national, state, and/or city electrical codes, and is responsible for individual safety precautions in and around all electrical lines.
4. The Applicant will comply with, and be bound by, the provisions of the Articles of Incorporation and the by-laws of the Cooperative and all amendments and additions thereto and such policies, rules and regulations as may, from time to time, be adopted by the Cooperative.
5. The Applicant, by paying a Service Connect Fee and becoming a member, assumes no personal liability or responsibility for any debts or liabilities of the Cooperative, and it is expressly understood that under the law his or her private property is exempt from execution for any such debts or liabilities.
6. The Applicant further agrees that when the lines are built, as part consideration for the Cooperative's installation of the meter loop on the property described below, that such meter loop shall be deemed a part of the system and not a part of the Applicant's property. In such event, the Cooperative shall have the right to access the meter at all times and should the Applicant default in any of his/her obligations to the Cooperative, the Cooperative shall have the right to discontinue service without formal notice.
7. The Applicant agrees to permit the Cooperative to place, construct, operate, maintain, relocate, and replace thereon and in or upon all streets, roads, or highways abutting said lands an electric transmission or distribution line or system, the ownership of which shall be vested in the Cooperative, and to cut and trim trees and shrubbery to the extent necessary to keep them clear of said electric line or system and to cut down from time to time all weak, leaning or dangerous trees that are tall enough to strike the wires in falling. The Applicant agrees that employees of the Cooperative shall have the right of ingress and egress on said premises up to the location of the meter installation as long as any property of the Cooperative remains on said premises.
8. The Applicant also agrees to accept these terms and conditions for any additional service(s) applied for under this one (1) membership.
9. The Applicant understands that the electric service may be disconnected if any information furnished to the cooperative is found to be fraudulent.
10. CEC will not provide a meter socket for any service terminating on a house or building. CEC will provide secondary conductors to the point of metering. All residential meter sockets for new construction must be located outside, on the house or building sidewall. **Meter sockets shall be located on the side of the house or building (including side or back of attached garage) nearest CEC's service point (i.e. transformer; secondary pedestal or stub out) unless that location is not practical as determined in the sole discretion of CEC.** In such cases, the meter facility shall be located as directed by CEC. The side wall of the house or building (including side or back of attached garage) is construed to mean the outermost side, which is not considered the front or back of the house or building. All residential meter sockets for service upgrades shall also be subject to the above criteria if CEC is to provide a new service line as part of the upgrade.
11. The applicant will be enrolled in Operation RoundUp, a voluntary charitable program that rounds their electric bill up to the nearest dollar each month. Charitable contributions received through Operation RoundUp are distributed via application for educational, scientific, health or safety purposes. Those in need appreciate your commitment.
12. The applicant understands that Capital Electric may utilize an automated phone system to notify our members of existing or planned outages, delinquent balances, impending disconnects or re-connects, prepaid billing notifications, and other information. By disclosing a mobile, landline, or other phone number, the applicant agrees that Capital Electric or its agents or contractors can call the applicant on that number using a pre-recorded telephone dialer and/or that Capital Electric or its agents or contractors can leave a pre-recorded and/or text message on that number.

### **Why Provide My Nationality?**

As a participant in a Federal utilities financing program, Capital Electric Cooperative, Inc. is required to identify and document as accurately as possible, the racial/ethnic data on the eligible population in our service area. The information you provide will be used only for FEDERAL GOVERNMENT REPORTING PURPOSES and your response is optional.



4111 State Street  
PO Box 730  
Bismarck, ND 58502-0730  
Telephone: (701) 223-1513

## **STATEMENT OF NONDISCRIMINATION**

*Capital Electric Cooperative, Inc.* is a recipient of federal financial assistance from the U.S. Department of Agriculture (USDA).

In accordance with Federal civil rights law and USDA civil rights regulations/policies, USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity/expression, sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal/retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA; not all bases apply to all programs; remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the responsible Agency or USDA TARGET Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339. Program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

USDA is an equal opportunity provider, employer, and lender.



# BYLAWS

(AS AMENDED JUNE 1, 2016)

## PREAMBLE

The aim of Capital Electric Cooperative, Inc. (hereinafter called the "Cooperative") is to make electric energy available to all of its members at the lowest cost consistent with sound economic management.

## BY-LAWS

### ARTICLE I

#### MEMBERSHIP

**Section 1. Requirements for Membership.** Any person, firm, association, corporation, or body politic or subdivision thereof will become a member of Capital Electric Cooperative, Inc., (hereinafter called the "Cooperative") upon receipt of electric service from the Cooperative, provided that he or it has first:

- (a) Made a written application for membership therein;
- (b) Agreed to purchase from the Cooperative electric energy as hereinafter specified;
- (c) Agreed to comply with and be bound by the Articles of Incorporation and By-laws of the Cooperative and any rules and regulations adopted by the Board of Directors.

No member may hold more than one membership in this Cooperative, and no membership shall be transferable, except as provided in these By-laws.

**Section 2. Evidence of Membership.** Membership in this Cooperative shall be evidenced by purchase of and payment for electric service from the Cooperative, and by becoming listed on the books of the Cooperative as a member.

**Section 3. Joint Membership.** A husband and wife may apply for a joint membership and, subject to their compliance with the requirements set forth in Section 1 of this Article, may be accepted for such membership. The term "member" as used in these By-laws shall be deemed to include a husband and wife holding a joint membership and any provisions relating to the rights and liabilities of membership shall apply equally with respect to the holders of a joint membership. Without limiting the generality of the foregoing, the effect of the hereinafter specified actions by or in respect to the holders of a joint membership is as follows:

- (a) The presence at the meeting of either or both shall be regarded as the presence of one member and shall have the effect of constituting a joint waiver of notice of the meeting;
- (b) The vote of either separately or both jointly shall constitute one vote;
- (c) A waiver of notice signed by either or both shall constitute a joint waiver;
- (d) Notice to either shall constitute notice to both;
- (e) Expulsion of either shall terminate the joint membership;
- (f) Withdrawal of either shall terminate the joint membership;
- (g) Either but not both may be elected or appointed as an officer or director, provided that both meet qualifications for such office.

**Section 4. Conversion of Membership.**

- (a) A membership may be converted to a joint membership upon the written request of the holder thereof and the agreement by such holder and his or her spouse to comply with the Articles of Incorporation, By-laws, and rules and regulations adopted by the Board of Directors, as hereinafter provided.
- (b) Upon the death of either spouse who is a party to the joint membership, such membership shall be held solely by the survivor; provided, however, that the estate of the deceased shall not be released from any debts due to the Cooperative.
- (c) Upon the legal separation or divorce of the holders of a joint membership, such membership shall continue to be held solely by the one who continues to purchase electric service from the Cooperative at the same place of service, in the same manner, and to the same effect as though such membership had never been joint; provided, however, that the other spouse shall not be released from any debts due to the Cooperative.

**Section 5. Service Deposits and Deductions.** The Board of Directors may require a charge for each service connection, extension or other available service, pursuant to reasonable rules, regulations and policies adopted by the Board. Before any funds are paid by the Cooperative to a member, or former member, the amount of any debts owing from the member or former member to the Cooperative shall be deducted there from.

**Section 6. Purchase of Electric Energy.** Each member shall, as soon as electric energy shall be available, purchase from the Cooperative electric energy used on the premises and shall pay therefore, at monthly rates which shall from time to time be fixed by the Board of Directors, provided, however, that the Board of Directors may limit the amount of electric energy which the Cooperative shall be required to furnish to any one member. Each member shall pay to the Cooperative such minimum amount per month, regardless of the amount of electric energy consumed, as shall be fixed by the Board of Directors from time to time. Each member shall also pay all amounts owed by him to the Cooperative when the same shall become due and payable.

**Section 7. Termination of Membership.**

- (a) Membership in this Cooperative shall automatically terminate when the member ceases to purchase and maintain electric service from the Cooperative.
- (b) The death of an individual human member shall automatically terminate his membership, except that upon the death of either spouse of a joint membership, the membership shall continue to be held solely by the survivor. The cessation of the legal existence of any other type of member shall automatically terminate such membership; provided, that upon dissolution for any reason of a partnership, such membership shall continue to be held solely by such remaining partner or partners as were parties to the original membership and continue directly to occupy or use the premises served by this Cooperative.
- (c) Any member may withdraw from membership upon compliance with such uniform terms and conditions as the Board of Directors may prescribe.
- (d) The Board may, by the affirmative vote of not less than two-thirds of all the members of the Board of Directors, expel any member who fails to comply with any of the provisions of the Articles of Incorporation, By-laws, or rules or regulations adopted by the Board of Directors, (and regardless of whether or not such member continues to purchase electric service from the Cooperative), but only if such member shall have been given written notice by the Cooperative that such failure makes him liable to expulsion and such failure shall have continued for at least ten days after such notice was given. An expelled member may again become a member only by reinstatement by a vote of the Board or by vote of the members at any annual or special meeting.
- (e) Upon the termination in any manner of a membership, the member shall be entitled to refund of any refundable deposits still held by the Cooperative, less any amounts due the Cooperative; but neither he nor his estate shall be released from any debts then remaining due the Cooperative.

**ARTICLE II**

**RIGHTS AND LIABILITIES OF MEMBERS**

**Section 1. Property Interest of Members.** Upon dissolution, after (a) all debts and liabilities of the Cooperative shall have been paid, and (b) all capital furnished through patronage shall have been retired as provided in these By-laws, the remaining property and assets of this Cooperative shall be distributed among members and former members within the twenty years preceding such dissolution in the proportion which the aggregate patronage of each bears to the total patronage of all members within the twenty years preceding such dissolution, unless otherwise provided by law.

**Section 2. Nonliability for Debts of the Cooperative.** The private property of the members shall be exempt from the execution or other liability for the debts of the Cooperative and no member shall be individually liable for or responsible for any debts or liabilities of the Cooperative.

**ARTICLE III**  
**MEETINGS OF MEMBERS**

**Section 1. Annual Meeting.** The annual meeting of the members shall be held during the month of June of each calendar year at such place in the County of Burleigh or the southern ten townships of Sheridan County, State of North Dakota, as shall be designated in the notice of meeting for the purpose of electing directors, passing upon reports for the previous year and transacting such other business as may come before the meeting. Failure to hold the annual meeting at the designated time shall not work a forfeiture or dissolution of the Cooperative.

**Section 2. Special Meetings.** Special meetings of the members may be called by resolution of the Board of Directors, or upon a written request signed by any three directors, by the president, or by ten percent or more of all the members, and it shall thereupon be the duty of the secretary to cause notice of such meeting to be given as hereinafter provided. Special meetings of the members may be held at any place within the project area of the Cooperative, specified in the notice of the special meeting.

**Section 3. Notice of Members' Meeting.** Written or printed notice stating the place, day and hour of the meeting, and in case of a special meeting or an annual meeting at which business other than that listed in Section 3 of this Article is to be transacted, the purpose or purposes for which the meeting is called, shall be delivered not less than ten days nor more than thirty days before the date of the meeting, either personally or by mail, by or at the direction of the secretary, or upon a default in duty by the secretary, by the persons calling the meeting, to each member. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the member at his address as it appears on the records of the Cooperative, with postage thereon prepaid, in case of a joint membership, notice given to either husband or wife shall be deemed notice to both. The failure of any member to receive notice of an annual or special meeting of the members shall not invalidate any action which may be taken by the members at any such meeting.

**Section 4. Quorum.** As long as the number of members does not exceed five hundred, ten percent of the total number of members present in person shall constitute a quorum. In case the total number of members shall exceed five hundred, seventy-five members shall constitute a quorum. If less than a quorum is present at any meeting, a majority of those present in person may adjourn the meeting from time to time without further notice. Provided, however, that the secretary shall notify any absent members of the time and place of such adjourned meeting if such adjournment shall be to another calendar day.

**Section 5. Voting.**

- (a) Each member shall be entitled to one vote and no more upon each matter submitted to a vote at a meeting of the members.
- (b) All questions will be decided by vote of a majority of the members voting thereon in person, except as otherwise provided by law, the Articles of Incorporation, or these By-laws.
- (c) Where a husband and wife hold a joint membership, they shall be jointly entitled to one vote and no more upon each matter submitted to a vote at the meeting of the members. The vote of either separately, or both jointly, shall constitute one joint vote.
- (d) Signed votes may be used only when specifically authorized by resolution of the Board of Directors. When so authorized, signed votes shall be valid and entitled to the same force and effect as a vote in person if the member has been previously notified in writing of the exact motion or resolution upon which the vote is taken.
- (e) At all meetings of members, voting by proxy shall not be allowed, because, to the greatest extent practicable, the presence of each member is desired at all meetings of the membership and proxy voting has the tendency to discourage actual attendance at membership meetings.
- (f) In the absence of written notice that some person has been designated to represent a member who is other than a natural person, such member may be represented by any of its principal officers. If a member who is other than a natural person is not represented by any of its principal officers, such member may designate a natural person to represent it by giving the Cooperative a written notice at or before the member meeting, which shows that the named representative has been authorized by the managing board of such member to represent it at the meeting of the Cooperative. An individual may represent only one non-natural member, and may also vote as an individual if he is a member.

**Section 6. Order of Business.** The presiding officer may adopt any order of business which provides an opportunity for full consideration of all matters to come before the meeting, subject to any proper action by the members assembled to change the order of business. Unless such a different order of business is adopted by the president, or the members assembled, the order of business at the annual meeting of the members, and so far as possible at all other meetings of the members, shall be as follows:

1. Report as to members present in order to determine the existence of a quorum;
2. Reading of the notice of the meeting and proof of the due publication of mailing thereof, or the waiver or waivers of notice of the meeting, as the case may be;

3. Reading of unapproved minutes of previous meetings of the members and the taking of necessary action thereon;
4. Presentation and consideration of, and acting upon, reports of officers, directors, and committees;
5. Election of directors;
6. Unfinished business;
7. New Business; and
8. Adjournments.

**Section 7. Voting Districts.** Beginning with the annual membership meeting in the year 2017, the territory served or to be served by the Cooperative shall be divided into three (3) districts: one to be called "District 1," one to be called "District 2," and one to be called "District 3," to be defined as follows:

**DISTRICT 1**

Township 139-75	Driscoll	Burleigh County
Township 139-76	Sterling	Burleigh County
Township 139-77	McKenzi	Burleigh County
Township 138-75	Thelma	Burleigh County
Township 138-76	Taft	Burleigh County
Township 138-77	Logan	Burleigh County
Township 138-78	Boyd	Burleigh County
Township 138-79	Apple Creek	Burleigh County
Township 138-80	Lincoln	Burleigh County
Township 137-75	Wild Rose	Burleigh County
Township 137-76	Long Lake	Burleigh County
Township 137-77	Morton	Burleigh County
Township 137-78	Telfer	Burleigh County
Township 137-79	Missouri	Burleigh County
Township 137-80	Fort Rice	Burleigh County
Township 136-76	Dana	Emmons County
Township 136-77	Buchanan Valley	Emmons County
Township 136-78		Emmons County
Township 136-79		Emmons County

**DISTRICT 2**

Township 146-74	Goodrich	Sheridan County
Township 146-75	Denhoff	Sheridan County
Township 145-74	Mauch	Sheridan County
Township 145-75	Sperry	Sheridan County
Township 144-75	Hazel Grove	Burleigh County
Township 144-76	Florence Lake	Burleigh County
Township 143-75	Phoenix	Burleigh County
Township 143-76	Richmond	Burleigh County
Township 142-75	Harriet	Burleigh County
Township 142-76	Wing	Burleigh County
Township 142-77	Rock Hill	Burleigh County
Township 141-75	Lein	Burleigh County
Township 141-76	Lyman	Burleigh County
Township 141-77	Trygg	Burleigh County
Township 140-75	Clear Lake	Burleigh County
Township 140-76	Christiana	Burleigh County
Township 140-77	Sibley Butte	Burleigh County
Township 140-78	Frances	Burleigh County
Township 140-79	Naughton	Burleigh County
Township 139-78	Menoken	Burleigh County
Township 139-79	Gibbs	Burleigh County
Township 139-80 (East ½)	Hay Creek	Burleigh County

**DISTRICT 3**

Township 146-76	Lamont	Sheridan County
Township 146-77	McClusky	Sheridan County
Township 146-78	Pickard	Sheridan County
Township 145-76	Whittake	Sheridan County
Township 145-77	John's Lake	Sheridan County
Township 145-78	Edgemont	Sheridan County
Township 144-77	Schrunk	Burleigh County

Township 144-78	Steiber	Burleigh County
Township 144-79	Wilson	Burleigh County
Township 143-77	Canfield	Burleigh County
Township 143-78	Estherville	Burleigh County
Township 143-79	Grass Lake	Burleigh County
Township 142-78	Ghylin	Burleigh County
Township 142-79	Ecklund	Burleigh County
Township 142-80	Painted Woods	Burleigh County
Township 142-81	Painted Woods	Burleigh County
Township 141-78	Cromwell	Burleigh County
Township 141-79	Crofte	Burleigh County
Township 141-80	Glenview	Burleigh County
Township 141-81	Riverview	Burleigh County
Township 140-80	Burnt Creek	Burleigh County
Township 140-81	Riverview	Burleigh County
Township 139-80 (West ½)	Hay Creek	Burleigh County
Township 139-81	Hay Creek	Burleigh County

## ARTICLE IV

### DIRECTORS

**Section 1. General Powers.** The business and affairs of the Cooperative shall be managed by a board of nine directors which shall exercise all of the powers of the Cooperative except such as are by law, by the Articles of Incorporation or by these By-laws conferred upon or reserved to the members.

**Section 2. Qualifications and Tenure.** No person shall be eligible to become or remain a director or to hold any position of trust in the Cooperative who:

- (a) is not a member and bonafide resident in the area served by the Cooperative; or in the district which he is to represent; or
- (b) is in any way employed by or financially interested in a competing enterprise or a business selling electric energy or supplies to the Cooperative, or business primarily engaged in selling electrical fixtures or supplies to the members of the Cooperative.

Upon establishment of the fact that a director is holding office in violation of any of the foregoing provisions, it shall immediately become incumbent upon the Board of Directors to remove such director from office.

Nothing contained in this section shall affect in any matter whatsoever the validity of any action taken at any meeting of the Board of Directors, unless such action is taken with respect to a matter in which one or more of the directors have an undisclosed interest adverse to that of the Cooperative.

**Section 3. Nominations and Elections.**

- (a) **Nomination of Directors:** It shall be the duty of the Board of Directors to appoint, not less than thirty days nor more than one-hundred-twenty days before the date of the meeting of the members at which directors are to be elected, a committee on nominations consisting of not more than eleven members who shall be selected from each of the districts so as to insure equitable representation. No member of the Board of Directors may serve on such a committee. The committee shall prepare and post at the principal office of the Cooperative at least thirty-five days before the meeting a list of nominations for directors. It is recommended that at least two candidates be nominated from each district. The committee shall nominate candidates that provide for a dispersed geographical representation within the respective districts. Any fifteen or more members acting together may make other nominations by petition not less than thirty days prior to the meeting and the secretary shall post such nominations at the same place where the list of nominations made by the committee is posted. The secretary shall mail with the notice of the meeting, a statement of the number of directors to be elected and the names and addresses of the candidates. The names shall be arranged by districts, and shall specify separately the nominations made by the committee on nominations and also the nominations made by petition, if any. Nothing contained herein shall, however, prevent additional nominations from the floor at the meetings of the members. The members may, at any meeting at which director or directors shall be removed as hereinbefore provided, elect a successor or successors thereto without compliance with the foregoing provisions with respect to nominations, except that the new director must reside in the same district as the directors in respect to whom the vacancy occurs. Notwithstanding anything contained in this section, failure to comply with any of the provisions of this section shall not affect in any manner whatsoever the validity of any election of directors.
- (b) **Election of Directors:** Election of directors shall be by printed ballot. The ballots shall list the candidates nominated by the committee on nominations and by petitions, if any, arranged by districts. A candidate nominated from the floor of the meeting may be voted for by writing in the name of such candidate beneath the names of the candidates nominated by the committee on nominations and by petitions, if any, of the particular district. The board of directors will have the authority to provide for staggered board terms as necessary to ensure there is one director from each district up for re-election each year. At such time the board terms have been appropriately staggered, each member of the Cooperative present in person at the annual meeting shall be entitled to vote for one candidate from "District 1", one candidate from "District 2", and one candidate from "District 3". Beginning with the annual membership meeting in the year 2017, the candidate receiving the highest number of votes cast for the candidates in "District 1", "District 2", and "District 3" shall be deemed to be elected



from that district. A director shall be elected for a three-year term and until his successor shall have been elected and qualified.

The presiding officer at each annual meeting of the members shall appoint an election board to consist of three members from "District 1," three members from "District 2," and three members from "District 3" present at such meeting, and in the event of a tie vote, the election shall be determined by lot in such manner as shall be selected or determined by said election board.

**Section 4. Removal of Directors by Members.** Any member may bring charges against a director by filing such charges in writing with the secretary, together with a petition signed by at least ten percent of the members and request the removal of such director by reason thereof. The director against whom such charges have been brought shall be informed in writing of the charges at least twenty days prior to the meeting at which the charges are to be considered and have an opportunity at the meeting to be heard in person or by counsel and to present evidence in respect to the charges; and the person or persons bringing the charges against him shall have the same opportunity. The question of the removal of such director shall be voted upon at the next regular or special meeting of the members and any vacancy created by such removal may be filled by vote of the members at such meeting without compliance with the foregoing provisions with respect to nominations; provided that the director must reside in the same district as the director in respect to whom the vacancy occurs.

**Section 5. Vacancies.** Subject to the provisions of these By-laws with respect to the filling of vacancies caused by the removal of directors by the members, a vacancy occurring in the Board of Directors shall be filled by the affirmative vote of a majority of the remaining directors for the unexpired portion of the term of the director in respect of whom the vacancy occurs. The member elected as director to fill the vacancy must reside in the same district as the director to whose office he succeeds.

**Section 6. Compensation.** Directors shall not receive any salary for their services as directors, but by resolution of the Board of Directors, a reasonable fixed sum per diem and expenses of attendance, if any, may be allowed for attendance at each area, regional, national and other meetings on behalf of the Cooperative where attendance is specifically authorized by prior action of the Board of Directors. No director shall receive compensation for serving the Cooperative in any other capacity, nor shall any close relative of a director receive compensation for serving the Cooperative, unless the payment and amount of compensation shall be specifically authorized by a vote of the members, or the service by such director or close relative shall have been certified by action of the other members of the Board of Directors as an emergency measure.

## ARTICLE V

### MEETING OF DIRECTORS

**Section 1. Regular Meetings.** A regular meeting of the Board of Directors shall be held without notice other than this By-law, immediately after, and at the same place as the annual meeting of the members. A regular meeting of the Board of Directors shall also be held monthly at such time and place in the Capital Electric Cooperative service area, as the Board of Directors may provide by resolution. Such regular monthly meeting may be held without notice other than such resolution fixing the time and place thereof.

**Section 2. Special Meetings.** Special meetings of the Board of Directors may be called by the president, by any three directors, or by any person authorized to do so by prior action of the Board of Directors. The person or persons calling the meeting shall fix the time and place within the State of North Dakota for the holding of the meeting and shall cause notice of such meeting to be given as hereinafter provided.

**Section 3. Notice of Directors Meetings.** Written notice of the time and place of any special meeting of the Board of Directors shall be given not less than five days prior thereto, either personally or by mail to each director. If mailed, such notice shall be deemed to be given when deposited in the United States Mail addressed to the director at his address as it appears on the records of the Cooperative, with postage thereon prepaid. The attendance of a director at any meeting shall constitute a waiver of notice at such meeting, except when a director attends the meeting and objects thereto to the transaction of business because the meeting was not lawfully convened. A signed waiver is equivalent to personal notice to the person so signing.

**Section 4. Quorum.** A majority of the directors in office shall constitute a quorum, provided, that, if less than such majority of the directors is present at said meeting, a majority of the directors present may adjourn the meeting from time to time; and provided further, that the secretary shall cause notice to any absent director of the time and place of any adjourned meeting. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

**Section 5. Manner of Acting.** Any action which may be taken at a meeting of the directors may be taken without a meeting if a writing setting forth and approving the action taken shall be signed by all of the directors entitled to vote upon such action. In such cases, such consent shall have the same force and effect as if a meeting had been held.

**Section 6. Rules and Regulations.** The Board of Directors shall have power to make and adopt such rules, regulations and policies, not inconsistent with law, the Articles of Incorporation of the Cooperative, or these By-laws, as it may deem advisable for the management, administration, and regulation of the business and affairs of the Cooperative. Among such powers the Board of Directors shall have the power to establish reasonable classifications of business done with patrons, according to the type or nature thereof, for the purpose of regulating rates and charges for electric service and allocating capital credits to patrons.

## ARTICLE VI

### OFFICERS

**Section 1. Number.** The officers of the Cooperative shall be president, vice-president, secretary-treasurer, and assistant secretary-treasurer, and such other officers as may be determined by the Board of Directors from time to time. Each principal officer must be a director of the Cooperative.

**Section 2. Election and Term of Office.** The officers shall be elected annually by and from the Board of Directors at the meeting of the Board of Directors held directly after the annual meeting of the members. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Each officer shall hold office until his successor shall have been elected and shall have qualified, or until he shall have been removed from office as approved by these By-laws. A vacancy in any office shall be filled by the Board of Directors for the unexpired portion of the term.

**Section 3. Removal of Officers and Agents by Directors.** Any officer or agent elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interest of the Cooperative will be served thereby. In addition, any member of the Cooperative may bring charges against an officer by filing such charges in writing with the secretary, together with a petition signed by ten percent of the members and request the removal of the particular officer by reason thereof.

The officer against whom such charges have brought shall be informed, in writing, of the charges of least twenty days prior to the meeting at which the charges are to be considered and shall have an opportunity at the meeting to be heard in person or by counsel and to present evidence in respect of the charges; and the person or persons bringing the charges against him shall have the same opportunity. The question of the removal of such officer shall be voted upon at the next regular or special meeting of the members.

**Section 4. Vacancies.** A vacancy in any office may be filled by the Board of Directors for the expired portion of the term of such officer.

**Section 5. President.** The president shall:

- (a) be the principal, executive officer of the Cooperative and, unless otherwise determined by the members of the Board of Directors, shall preside at all meetings of the members and the Board of Directors.
- (b) may sign any deeds, mortgages, deeds of trusts, notes, bonds, contracts, or other instruments executed on behalf of the Cooperative, except in cases in which the signing and execution thereof shall be expressly delegated by the Board of Directors or by these By-laws to some other officer or agent of the Cooperative, or shall be required by law to be otherwise signed or executed; and
- (c) in general 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.

**Section 6. Vice-President.** In the absence of the president, or in the event of his inability or refusal to act, the vice-president shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The vice-president shall also perform such other duties as from time to time may be assigned to him by the Board of Directors.

**Section 7. Secretary-Treasurer. (Assistant Secretary-Treasurer).** The Secretary-Treasurer (or in his absence or refusal to act, the Assistant Secretary-Treasurer) shall:

- (a) cause the minutes of the meetings of the members, of the Board of Directors, and of any special executive committee to be kept in one or more books provided by the Cooperative for that purpose;
- (b) cause all notices to be duly given in accordance with these By-laws or as required by law;
- (c) affix the seal of the Cooperative to all documents the execution of which on behalf of the Cooperative under its seal is duly authorized in accordance with the provisions of these By-laws;
- (d) supervise the custody of the records and funds of the Cooperative;
- (e) cause to be kept a register of the names and post office addresses of all of the members of the Cooperative;
- (f) in general perform all duties incident to the office of secretary-treasurer and such other duties as from time to time may be assigned to him by the Board of Directors.

**Section 8. Manager.** The Board of Directors shall appoint a manager who may be, but who shall not be required to be, a member of the Cooperative; the manager shall perform such duties and shall exercise such authority as the Board of Directors may from time to time vest in him.

**Section 9. Bonds of Officers.** Any officer or agent of the Cooperative charged with the responsibility for the custody of any of its funds or property shall give bond in such sum and with such surety as the Board of Directors shall determine. The Board of Directors in its

discretion may also require any other officer, agent or employee of the Cooperative to give bond in such amount and with such surety as it shall determine.

**Section 10. Reports.** One or more of the officers of the Cooperative shall submit at each annual meeting of the members reports covering the business of the Cooperative for the previous fiscal year. Such reports shall set forth the condition of the Cooperative at the close of such fiscal year.

## ARTICLE VII

### COOPERATIVE NON-PROFIT OPERATION

**Section 1. Cooperative Operation.** The Cooperative shall at all times be operated on a cooperative non-profit basis for the mutual benefit of its member patrons. No interest or dividends shall be paid or payable by the Cooperative on any capital furnished by its member patrons or its nonmember patrons.

**Section 2. Patronage Capital in Connection With Furnishing Electric Service.** In the furnishing of electric service, the Cooperative operations shall be so conducted that all member patrons will, through their patronage, furnish capital for the cooperative. In order to induce patronage and to assure that the Cooperative will operate on a non-profit basis the Cooperative is obligated to account on a patronage basis to all its member patrons for all amounts received and receivable from the furnishing of electric service in excess of operating costs and expenses and educational fund expenses properly chargeable against the furnishing of electric service, which operating costs and expenses may, at the discretion of the Board of Directors, include any or all of the operating deficits of prior years.

All such amounts in excess of operating costs and expenses at the moment of receipt by the cooperative are received with understanding that they are furnished by the member patrons as capital. The Cooperative is obligated to pay by credits to a capital account for each member patron all such amounts in excess of operating costs and expenses. The books and records of the Cooperative shall be set up and kept in such a manner that at the end of each fiscal year the amount of capital, if any, so furnished by each member patron is clearly reflected and credited in an appropriate record to the capital account of each member patron and the Cooperative shall within a reasonable time after the close of the fiscal year notify each member patron of the amount of capital so credited to his account. All such amounts credited to the capital account of any member patron shall have the same status as though they had been paid to the member patrons in cash in pursuance of a legal obligation to do so and the member patron had then furnished the Cooperative corresponding amounts for capital. The Board of Directors shall have the power, at its discretion, to determine the fiscal year to which should be allocated amounts received and receivable from the furnishing of electrical service and to which should be allocated operating costs and expenses. All other amounts received by the Cooperative from its operations in excess of costs and expenses shall, insofar as permitted by law, be (a) used to offset any losses incurred during the current or any prior fiscal year; and (b) to the extent not needed for that purpose, may be allocated to its member patrons on a patronage basis and any amount so allocated shall be included as a part of the capital credited to the accounts of member patrons, as herein provided, or may be credited to a general unallocated reserve which may be utilized for any other purpose determined in accordance with generally accepted accounting principles.

For the purpose of teaching and promoting cooperative organization and principles, five percent (5%) of the net margin in excess of operating costs and expenses properly chargeable against furnishing of electric service may be set aside each year in a special fund. The disbursement of any said funds shall be by order of the Board of Directors in accordance with the said purpose.

In the event of dissolution or liquidation of the Cooperative, after all outstanding indebtedness of the Cooperative shall have been paid, outstanding capital credits shall be retired without priority on a pro rata basis before any payments are made on accounts of property rights of members. If, at any time prior to dissolution or liquidation, the Board of Directors shall determine that the financial condition of the Cooperative will not be impaired thereby, the capital then credited to member patrons' accounts may be retired in full or in part. After June 3, 1977, the Board of Directors shall determine the method, basis, priority and order of retirement, if any, for all amounts here before and hereafter furnished as capital.

Capital credited to the account of each member patron shall be assignable only on the books of the Cooperative only pursuant to written instruction from the assignor and upon such conditions as the Board of Directors, acting under the policies of general application, shall determine.

Notwithstanding any other provision of these By-laws, the Board of Directors, at its discretion, shall have the power at any time upon the death of any member patron, who is a natural person, if the legal representatives of his estate shall request in writing, that capital credited to any such member patron be retired prior to the time such capital would otherwise be retired under the provisions of these By-laws, to retire capital credited to any such member patron immediately upon such terms and conditions as the Board of Directors, acting under policies of general application, and the legal representative of such member patron's estate shall agree upon; provided, further, that the Board of Directors in its sole discretion may retire capital credits, or a portion thereof, of any joint tenant to the surviving spouse of any deceased member patron. Provided, however, that the financial condition of the Cooperative shall not be impaired upon retirement of such capital credits as herein provided.

In the event of a declared retirement in full or part, if a member patron cannot be located, such capital of such member patron shall be vested in such member patron, however, the Cooperative shall continue the usage of such patronage as capital, provided that at such time as the location of such member patron can be determined, then distribution of such retirement shall be made to such member patron.

**ARTICLE VIII**  
**DISPOSITION OF PROPERTY**

The Cooperative may not sell, lease or otherwise dispose of all or any substantial portion of its property unless such sale, lease or other disposition is authorized at a meeting of the members thereof by the affirmative vote of not less than two-thirds of all members of the Cooperative, and unless the notice of such proposed sale, lease or other disposition shall have been contained in the notice of the meeting; provided, however, that notwithstanding anything herein contained, the Board of the Cooperative, without authorization by the members thereof, shall have full power and authority to authorize the execution and delivery of a mortgage or mortgages or a deed or deeds of trust upon, or the pledging or encumbering of, any or all of the property, assets, rights, privileges, licenses, franchises, and permits of the Cooperative, whether acquired or to be acquired, and wherever situated, as well as the revenues and income there from, all upon such terms and conditions as the Board shall determine, to secure any indebtedness of the Cooperative, provided further that the Board may upon the authorization of a majority of those members of the Cooperative present at a meeting of the members thereof, sell, lease, or otherwise dispose of all or a substantial portion of its property to another Cooperative or foreign corporation doing business in this State pursuant to the Act under which this Cooperative is incorporated.

**ARTICLE IX**  
**MISCELLANEOUS**

**Section 1. Contracts.** Except as otherwise provided in these By-laws, the Board of Directors may authorize any office or officer, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Cooperative, and such authority may be general or confined to specific instances.

**Section 2. Checks, Drafts, Etc.** Except as otherwise provided by law or in these By-laws, all checks, drafts or other orders for the payment of money, and all notes, bonds or other evidence of indebtedness issued in the name of the Cooperative shall be signed by such officer, officers, agent or agents of the Cooperative and in such manner as shall from time to time be determined by resolution of the Board of Directors.

**Section 3. Deposits.** All funds of the Cooperative shall be deposited in such bank or banks or savings and loan association or associations as the Board of Directors may direct.

**Section 4. Seal.** The corporate seal of the Cooperative shall be in the form of a circle and shall have inscribed thereon, the name of the Cooperative and the words "Corporate Seal, State of North Dakota."

**Section 5. Fiscal Year.** The fiscal year of the Cooperative shall begin on the first day of January, and shall end on the thirty-first day of December, of the same year.

**Section 6. Waiver of Notice.** Any member or director may waive in writing, any notice of meeting required to be given by these By-laws. The attendance of a member or director at any meeting shall constitute a waiver of notice of such meeting by such member or director, except in case a member or director shall attend a meeting for the express purpose of objecting to the transaction of any business because the meeting shall not have been lawfully called or convened.

**Section 7. Accounting System and Reports.** The Board shall cause to be established and maintained a complete accounting system which, among other things, and subject to applicable laws and rules and regulations of any regulatory body, shall conform to such accounting system as may from time to time be designated by the Administrator of the Rural Utilities Service of the United States of America. The Board shall also, after the close of each fiscal year, cause to be made by a certified public accountant a full and complete audit of the accounts, books, and financial condition of the Cooperative as of the end of such fiscal year period. A report of such audit shall be submitted to the members at the next following annual meeting.

**Section 8. Area Coverage.** The Board shall make a diligent effort to see that electric service is extended to all unserved persons within the Cooperative's service area who (a) desire such service, and (b) meet all reasonable requirements established by the Cooperative.

**Section 9. Indemnification.** This cooperative shall indemnify each director, officer, manager, employee, or agent of this cooperative, and any person serving at the request of this cooperative as a director, officer, manager, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement actually and officers, directors and employees of a cooperative association may be indemnified under the law of this State, or any amendments thereto or substitutions therefor.

**ARTICLE X**  
**AMENDMENTS**

These By-laws may be altered, amended or repealed by the members at any regular or special meeting, provided the notice of such meeting shall have contained a copy of the proposed alteration, amendment or repeal, and notice of such alteration, amendment or repeal shall have been given as provided in Article III.

**ARTICLE X**  
**AMENDMENTS**

These By-laws may be altered, amended or repealed by the members at any regular or special meeting, provided the notice of such meeting shall have contained a copy of the proposed alteration, amendment or repeal, and notice of such alteration, amendment or repeal shall have been given as provided in Article III.