

MASON'S ISLAND FIRE DISTRICT BYLAWS

Name — Boundaries -- Powers

1. The name of this organization shall be Mason's Island Fire District (hereinafter called "the District").

2. The territorial limits of the District shall be kept on file with the Clerk of the District and with the Town Clerk of Stonington.

3. The district is established to perform any of the purposes set forth in §7-326 of the Connecticut General Statutes ("C.G.S." or "General Statutes), including, without limitation, the following:

(a) To extinguish fires, to light streets, to plant and care for shade and ornamental trees;

(b) To construct and maintain roads, sidewalks, cross walks, drains and sewers;

(c) To appoint and employ watchmen or police officers;

(d) To construct, maintain, and regulate the use of recreational facilities;

(e) To plan, lay out, acquire, construct, reconstruct, repair, maintain, supervise and manage a flood or erosion control system; and,

(f) To collect garbage, ashes and all other refuse matter in any portion of such district and provide for the disposal of such matter.

Moreover, the District shall exercise such powers as set forth in the General Statutes necessary to accomplish these purposes including the power to levy and collect taxes, and to borrow money.

Board of Directors and Officers

4. At the annual meeting of the District the voters shall elect from their number, a Board of Directors, consisting of nine (9) Directors. The Directors shall be elected for a term of three (3) years, staggered so that three (3) Directors, or as many Directors as necessary to fill vacancies, are elected each year. The four (4) officers of the District, President, Vice President, Clerk and Treasurer, shall be elected from among the Board of Directors and shall hold office for one year and until their successors are elected. The entire management and direction of the affairs of Masons Island Fire District shall be vested in the Board of Directors.

5. **The President.** The President shall be the chief executive officer of the District. Accordingly, the President shall:

- (a) Preside at all meetings of the District and of the Board of Directors;
- (b) Designate the duties devolving upon each of the Directors;
- (c) Approve all bills for payment by the Treasurer;
- (d) Appoint all special or temporary committees, with the exception of the Nominating Committee as set forth in Paragraph 24, below;
- (e) Serve *ex officio* as a member of all committees; and,
- (f) Filing an annual report with the town clerk of Stonington, pursuant to C.G.S. §7-325(c).

6. **The Vice President.** The Vice President shall have all the authority, powers and duties of the President when the President vacates his office, is absent, or from any cause is unable to perform his duties.

7. **The Clerk.** The Clerk shall:

- (a) Maintain and preserve a record of the minutes of all of the meetings of the District and of the Board of Directors;
- (b) Retain and up-date a list of the voters of the District; and,
- (c) Post notices of all meetings of the District, in accordance with the General Statutes; and,
- (d) Prepare the rate bill, with the administrative assistance of the Tax Collector, apportioning to each owner of property his proportionate share of the taxes, which rate bill shall be delivered to the Treasurer

8. **The Treasurer.** The Treasurer shall be responsible for the moneys of the District. In this respect the Treasurer shall:

- (a) Collect and disburse all moneys of the District, under such rules and regulations and instructions as may be prescribed by the Board of Directors;
- (b) Enforce the payment of taxes, with the administrative assistance of the Tax Collector; and,
- (c) Prepare the annual budget, which after review by the Board of Directors shall be transmitted with the comments and recommendations of said Board to the annual meeting for approval and adoption by the voters of the District

9. **The Tax Collector: Appointment.** A Tax Collector shall be appointed by vote of the annual meeting, who shall thereafter to assist the Clerk and the Treasurer, in the names of the Clerk and the Treasurer, to collect said taxes in accordance with the General Statutes of the State of Connecticut. The Tax Collector shall not be a member of the Board of Directors.

10. The Board of Directors shall have power to fill any vacancy among the officers and directors for the balance of the term of office.

Meetings

11. The annual meeting of the District shall be held on the Saturday before Memorial Day. It shall be held within the boundaries of the District when practicable.

12. Special meetings of the District may be called by the President or when requested by three (3) members of the Board of Directors or by a petition submitted to the President and signed by at least 10% or twenty (20) of the voters of the District, whichever is less.

13. Those eligible to vote at any meeting of the District are:

(a) Any elector of the Town of Stonington residing within the District;
and,

(b) Any citizen of the age of 18 years or more, who, jointly or severally, is liable to the District for taxes, assessed against him on an assessment of not less than \$1,000 on the last completed grand list of the District, or who would be so if not entitled to an exemption provided by law.

14. Notice of the holding of the annual meeting and of all special meetings shall be by publication in a newspaper of general circulation at least ten (10) days before the meeting. At the election of the Board of Directors, notice may also be given by posting upon the public signpost within the territorial limits of the District, and/or by mailing such notice to the home address of record of each voter in the District, at least thirty (30) days before the day of such meeting.

15. At any District meeting not fewer than fifteen (15) voters shall constitute a quorum for the transaction of business. All resolutions shall be adopted by a majority of the voters present.

16. At all annual meetings of the District the order of business, unless altered, by a majority of the voters present, shall be as follows:

Reading and approval of the minutes of the last annual meeting
Report of the President
Report of the Clerk
Report of the Treasurer
Report from Committees
Election of Directors
Election of Officers
Presentation of the annual budget
Unfinished business
New business
Adjournment.

17. Meetings of the Board of Directors shall be held throughout the year on call of the President or of the Clerk upon written request of three (3) Directors.

18. Not less than five (5) Directors shall constitute a quorum.

19. All meetings of the District shall be conducted in accordance with Robert's Rules of Order. The Board of Directors may appoint a Parliamentarian.

Fiscal Matters

20. The fiscal year shall begin on July 1st and shall end on the following June 30th.

21. The Board of Directors shall submit a budget at the annual meeting for the fiscal year. At that meeting or at a special meeting called for the purpose within 20 days thereafter, but not later than May 31st, the voters shall adopt an annual budget, lay the tax, and fix the tax rate.

22. The Board of Directors can transfer funds up to \$1,000 from one budget category to another.

23. The Treasurer of the District shall file annually with the Stonington town clerk a statement concerning the accounts and finances of the District. The filing shall be not less than ninety (90) days after the period covered by the statement, in accordance with C.G.S. §7-392(e). The Board of Directors may require an audit by employing an independent public accountant in accordance with C.G.S. §7-392. The District shall not otherwise be required to have its accounts audited unless required by law.

Nominating Committee

24. Each year the Board of Directors shall appoint a nominating committee consisting of at least five (5) persons of which no more than two (2) shall be current members of the Board of Directors. The Board shall appoint one member to convene the committee, which shall elect its own chair. The committee shall inform itself of a Directors' and Officers' responsibilities and shall solicit widely among the voters of the District for suggestions for nominees. The committee shall make nominations for expiring elective positions of Board of Directors and Officers and submit them to the Board of Directors in time for inclusion in the notice of the Annual Meeting of the voters of the District.

Bond For Officers

25. Any officer authorized to collect or disburse money shall give bond in such amount, if any, as the Board of Directors shall require the expense to be defrayed by the District.

Final Authority

26. Any questions that may arise which are not covered by these Bylaws shall be submitted to the Board of Directors, whose decisions shall be final in all such matters unless changed by a vote of the District.

Amendments

27. These Bylaws may be amended by two-thirds of the voters present at any Annual Meeting of the District, provided that notice of the proposed amendment is given as provided in §14 of these Bylaws.