

Notice of any Special Meeting shall be given in accordance with Section 6 of the Charter.

Sec. 3. Order of business:

At all meetings of the Association the following order shall be observed unless altered by unanimous consent:

- (a) Reading of the minutes of the last meeting
- (b) Communications
- (c) Reports of officers and committees
- (d) Hearings
- (e) Unfinished business
- (f) New business
- (g) Elections

Sec. 4. At any meeting of the Association to authorize the issuance of bonds or to assume any other contractual obligation, seven days' notice of the purpose of such meeting must have been given by the Secretary to each member or proxy, and the vote thereon must be taken by written or printed ballot duly signed by the voter thereof.

The By-Laws designated "Ordinances" are printed separately

BY—LAWS

THE SACHEM'S HEAD ASSOCIATION

*As amended to July 2001, but not including the by-laws designated "ordinances" or zoning ordinance. **

ARTICLE I

Association Meetings

Section 1. The Annual Meeting of the Association shall be held on the first Friday after Labor Day if practicable but in no event later than October 1st as the Executive Board shall determine. Special Meetings of the Association shall be held at the request of the Executive Board, or upon the written request of at least twenty-five members of the Association. Twenty-five members or their proxies present at any Association meeting shall constitute a quorum.

Sec. 2. Notice of each Annual Meeting, giving the day, hour and place of the same, shall be signed by the Secretary and posted on the public sign-post at least seven days prior thereto and mailed to each member of the Association in accordance with the provisions of Section 6 of the Charter and posted in the office of the Town of Guilford Town Clerk.

ARTICLE II.

Officers, How Chosen

Sec. 1. Executive Board. Not less than Nine Association members, shall constitute an Executive Board; they shall be elected by ballot or voice vote at each Annual Meeting of the Association, and they shall take and hold office from October 1st to September 30th of the year following their election and/or until their successors have been elected or chosen and have qualified. Meetings of the Executive Board shall be held at the request of the President or at the written request of any four members of said Board. It shall be the duty of the President or Secretary to give due notice thereof in accordance with Section 7 of the Charter. Five members of said Board present at any meeting of said body shall constitute a quorum.

Sec. 2. The members of each newly elected Executive Board shall, as expeditiously as practicable after each Annual Meeting, meet and elect a President, Vice President, Treasurer and Secretary to serve as officers for the Association and for the Board during the term of said Board and thereafter until their successors have been chosen and have qualified; and in case the Executive Board shall elect to any such office a person who has not been elected to said Board at the Annual Meeting,

such person shall, upon qualifying, thereupon become an added member of the Board ex officio.

Sec. 3. Treasurer. This officer shall be appointed by the Executive Board and shall serve until his or her successor has been appointed and has qualified.

Sec. 4. Police Officers. Such officers may be appointed and discharged by the Board in accordance with Section 14 of the Charter.

Sec. 5. Vacancies. The Executive Board shall have the power to fill by appointment any vacancy occurring on the Board or in any office.

ARTICLE III. Officers' Duties

Sec. 1. The President shall preside at all meetings of the Association and of the Executive Board and, when duly authorized, shall sign all contracts, agreements, deeds, bonds or other evidences of indebtedness of the Association so far as the same are not inconsistent with the Charter. He shall be ex officio a member of each committee, and shall perform such duties as prescribed by the Charter and By-Laws, and such other duties as are usually performed by a President of such an Association.

Sec. 2. The Vice President, in the absence or disability of the President, shall have all of the powers and perform all the duties of the President.

Sec. 3. In the absence or disability of the President and Vice President at any meeting of the Association or of the Board, a Chairman shall be selected by the meeting.

Sec. 4. The Secretary shall be custodian of all records and documents of the Association, excepting those of the Treasurer and Collector. He shall keep a record of the proceedings of the Association and of the Executive Board; shall notify members of their election or appointment to any office or committee. He shall issue notices of meetings of the Association and of said Board. He shall annually prepare and submit to said Board an assessment list of all real estate within the district, as provided by Section 18 of the Charter, and shall prepare a rate bill as provided in Section 20 of the Charter. He shall prepare, for presentation at the Annual Meeting of the Association, a summary of the proceedings during the previous fiscal year and he shall perform all other duties assigned to him by the Charter and By-Laws. The Secretary, upon authorization by said Board, may employ an assistant and delegate to him or her any of the foregoing duties insofar as permitted by the Charter and By-Laws.

Sec. 5. The Treasurer shall collect all taxes together with any interest and lien charges and promptly record all liens for unpaid taxes. He shall perform all of the duties assigned to him by the Charter and By-Laws and shall have all of the responsibilities and powers of Collectors of municipal taxes.

The Treasurer. The Treasurer shall collect all taxes, together with any interest and lien charges thereon, and promptly deliver the same to the Treasurer. He shall record all liens for unpaid taxes and perform all of the duties assigned to him by the Charter and By-Laws, and shall have all of the responsibilities and powers of Collectors of municipal taxes. The Treasurer shall furnish a bond satisfactory to the Executive Board. The Treasurer upon authorization by said Board may employ an assistant and delegate to him or her any of the foregoing duties insofar as permitted by the Charter and By-Laws.

ARTICLE IV. Standing Committees

Sec. 1. The President shall annually appoint the following named Standing Committees, subject to the right of the Executive Board or of himself to fill any vacancies or change the same at any time. Each committee excepting the Nominating Committee shall include at least one member who is a member of said Executive Board, who shall unless otherwise ordered act as the Committee Chairman, and each of said committees excepting the Nominating Committee shall serve after its appointment until another has been appointed in its place. Said Committees shall act under the direction of the said Board, shall report to it up all matters committed to their care, and shall have full power to enforce By-Laws and Ordinances of the Association in so far as they relate to their respective duties.

(a) Finance Committee will prepare and submit a recommended Annual Budget to the Executive Board for its review and approval for submission to the members for final approval. Appropriations for all non-budgeted items must be approved by the Executive Board. The Committee shall review all non-budgeted appropriations in excess of \$500, and no appropriation for expenditure in excess of this amount shall be approved by the Executive Board until it shall have been first reported on by said Committee. The Committee will make recommendations to the Executive Board on investments of Association funds and liquid assets, and will assist the Treasurer in providing oversight in all financial matters pertaining to the Association.

(b) Public Works Committee, to whom shall be referred all matters relating to location, construction and use of roads, curbs, sidewalks, and the lighting of streets and public

places, including the erection, location and care of lamp posts, telephone, telegraph and electric light poles, conduits, wires and fixtures, the naming of streets, the oiling, watering or dust proofing of roads and streets, and the planting, care and removal of trees & shrubbery thereon; and to whom shall be referred and shall have charge of construction and care of bridges, piers, sea walls, wharves, parks and other structures for public use and who shall consider and report on all questions relating thereto.

(c) Public Services Committee, to whom shall be referred and who shall have charge of all matters relating to fire and police protection, including enforcement of rules relating to vehicular traffic and parking, and rules relating to the use of streets, parks or other public places, and all matters relating to the handling or the storage of inflammable or dangerous liquids and explosives; and to whom shall be referred and who shall have charge of all matters relating to health and sanitation, including the accumulation and disposal of garbage, sewage, and other offensive materials, and the enforcement of all provisions of the Charter, By-Laws and Ordinances relating to public health and sanitation.

(d) Health Officer may be appointed by the Executive Committee.

(e) The Nominating Committee shall consist of three past presidents, in order of date of service starting with the most recent, who still reside or own property in the Sachem's Head Association. No more than one Nominating Committee member shall also be a member of the Executive Board. If there are not three past presidents who qualify according to the preceding guidelines, the Chair of the Nominating Committee (who shall be the most recent past President serving on the Nominating Committee) shall appoint, subject to approval of the Sachem's Head Association President, the necessary number of SHA resident(s) (not members of the Executive Board) to constitute a Nominating Committee of three, it shall annually prepare a list of candidates for membership on the Executive Board to be voted upon at the Annual Meeting, which list shall be filed with the Secretary and posted on the official sign post at least three weeks before said meeting. Other candidates may be nominated provided the sponsor shall prepare, sign and file a list of the same with the Secretary and post a copy on the official sign post at least two weeks before said Annual Meeting.

No one shall be eligible for election to the Executive Board at an Annual Meeting excepting those nominated as herein provided, unless permitted by a vote of three quarters of those present in person at said meeting, which vote shall be taken by ballot.

ARTICLE V.

New Members

Every person who, after August 7th, 1931, becomes eligible for membership in the

Association, to be entitled to all the rights and privileges thereof including notices of meetings, must register in writing with the Secretary his or her full name and mailing addresses, and said writing should be signed by said member and shall state whether membership is claimed as an owner of real estate within the Association district, or as a registered Guilford elector resident within said district.

ARTICLE VI.

By-Laws and Ordinances and Amendments Thereto

No new by-law, ordinance or amendment shall be adopted unless a written notice setting forth in full the proposed by-law, ordinance or amendment shall have been mailed by the Secretary to each member of the Association at least fourteen days prior to any action thereon. A public hearing shall be held before the adoption or amendment of any by-law or ordinance. All notices shall be posted in the Town of Guilford Town Clerk's office.

By-Laws and ordinances and amendments thereto may be adopted at any meeting of the Executive Board with the approval of two-thirds of the members present at such meeting, and the same will become effective after the lapse of fifteen (15) days and after such by-law, ordinance or amendment has been posted on the public sign-post for three (3) days, unless revoked by said Board in the meantime.

ARTICLE VII.

Zoning Commission and Zoning Board of Appeals

The Executive Board shall annually appoint, in accordance with the provisions of the Charter, a Zoning Commission and a Zoning Board of Appeals, who shall possess all the powers delegated to such bodies by the Association Charter and the Statutes of the State of Connecticut.