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BY-LAWS  
GALES FERRY DISTRICT

Revised: 5/29/24

ARTICLE 1 – Name

The name of this organization is the Gales Ferry District.

ARTICLE 11 — Object

The object for which this organization is formed is to function as a body corporate and politic. It has the purposes not inconsistent with the Connecticut General Statutes Title 7-Section 7-324 and 326, including the power to levy and collect taxes.

ARTICLE 111 — Geographical Limits

Section 1 — District Boundaries

The geographical limits or boundaries of this District shall be as described in the minutes of the Secretary and as defined on the map therewith. Copies of this description and map are on file with the Town Clerk of Ledyard.

Section 2 — Change of District Boundaries

Areas adjacent to, but not included within the geographic boundaries of the District may be added to the District or taken from the District in the following manner:

- (a) A petition signed by a two-thirds majority of the taxpayers within the proposed changed area shall be submitted to the President of the District.
- (b) This petition shall be submitted by the President of the District for discussion and tentative approval.
- (c) If approved, the President shall call a Special Meeting of the District within fifteen days of receipt of the petition, at which the petition shall be laid before the members present for approval or rejection by a two-thirds majority vote. Legal voters and taxpayers within the petitioning area may attend the meeting to present their case, but they may not vote.
- (d) If the petition is approved by the members of the District, representatives of the petitioning area shall be so informed by the Secretary and they shall call a meeting of the legal voters within the petitioning area, at which meeting a two-thirds majority vote of those present shall determine whether the petitioning area shall, or shall not, be changed within the existing District.

e) If the two-thirds majority vote is in favor of change, the President of the District shall be so notified. He/she shall call a special meeting of the District at which the change shall be approved by a two-thirds majority vote of those members present. The geographical boundaries of the District will be legally extended or reduced accordingly and the taxpayers within the changed area made members of the District, or discontinue membership with the District, subject to these by-laws.

#### ARTICLE IV - Members

All taxpayers as defined in Connecticut General Statutes Title 7 Section 7 — 6 within the boundaries of the District shall be members of this organization with power to vote at all meetings.

#### ARTICLE V — Terms of Office

The officers of this organization shall be a President, a Vice-President, a Secretary and a Treasurer. All officers and Board members shall be elected for a term of one year. The Secretary and Treasurer have unrestricted terms. There are seven board members, 4 officers and 3 directors.

#### ARTICLE VI— Duties of Officers

##### Section 1 — President

The President shall be the chief executive officer of the District and shall be a member of the Board of Directors; he/she shall preside at all meetings of the District and of the Board of Directors. At all meetings where the President shall preside, he/she shall vote only to break a tie vote. The President shall appoint all special or temporary committees, and shall be ex-officio member of all committees. He/she will also designate the duties of the three directors.

##### Section 2 — Vice President

The Vice President shall be a member of the Board of Directors and shall have all the authority, powers and duties of the President when the President vacates the office, is absent, or from any cause is unable to perform the duties of the President.

##### Section 3 — Secretary

The Secretary shall be a member of the Board of Directors and shall keep a record of the minutes of all meetings of the District and of the Board of Directors, and keep a list of the members of the District. The Secretary shall file with the Ledyard Town Clerk, no later than January 31 of each year, a memorandum setting forth the dates of the annual meeting and semi-annual meeting of the District. Acting as the clerk, the Secretary shall report by July 31 of each year to the Ledyard Town Clerk. Such report shall include a list of the officers of the District, a copy of the charter or special act of the District, as

amended, if any, and such other information of the organization and the financial status, tax rate, etc. of the District as the Ledyard Town Clerk may require.

Gales Ferry District By-Laws — Page 2

#### Section 4 — Treasurer

The Treasurer shall have charge of all disbursements of monies and abide by such rules as the Directors may prescribe. The Treasurer shall present a proposed annual budget for review by the Board of Directors, and shall be presented at the annual meeting for approval and adoption by the membership. There will be three signatories set up at the bank and each check shall require 2 signatures.

The Treasurer shall, prior to the annual meeting, secure from the Ledyard Town Assessor a list of all taxable property and its assessed value within the boundaries of the District. He/she shall deliver such list to the Board of Directors for consideration and adoption as the grand list of the District. Upon adoption of the tax rate, the District's bonded Tax Collector shall prepare and deliver to the taxpayers their proportionate share of the total District tax. The tax collector shall proceed to collect and enforce payment of such tax, which shall be a lien upon the tax property until paid; and such liens may be continued by certifications recorded in the same manner as liens and town taxes.

#### Section 5 Directors

The ~~Four~~ Directors, with the President, Vice President/Secretary and Treasurer shall constitute the Board of Directors responsible for the policies, finances and welfare of the District subject to the approval of the voters at any regular or special meeting of the District. Subject to the General Statutes, the Board of Directors may pledge the credit of the District for any money borrowed for the purposes authorized under Connecticut General Statutes, Title 7 — Section 7-324 and 329 and approved by the voters of the District at a regular meeting or a special meeting.

However, the Board of Directors shall incur no obligation involving expenditures of more than \$5,000 in any one fiscal year, unless specifically approved by the voters, nor shall any money be borrowed without specific authorization of the voters. The Reserve for Contingencies account has been established for any non-budgeted expenditures that may arise. As capital improvements are necessary, the Contingency funds may be used for expenditures without the approval of the voters as funds for this account have already been approved in the annual budget and accumulated until needed.

Any appropriation for capital expenditures not used in the present fiscal year may be carried over to the next fiscal year with the approval of the Board of Directors and a majority of taxpayers present.

#### ARTICLE VII — Ordinances

All functions not specifically covered in these by-laws shall be covered and regulated by ordinances approved by the voters at any regular or special meeting of the district, in accordance with Connecticut Statutes.

Gales Ferry District By-Laws — Page 3

#### ARTICLE VIII— Nominating Committee

At the regular October meeting of the District, the President shall appoint a nominating committee of three members, and at the annual meeting in May, shall submit a complete slate of nominees of directors and officers. All such nominations shall have expressed their willingness to serve. At the May meeting, nominations from the floor may also be made.

#### ARTICLE IX — Meetings Section 1 — Regular Meetings

There shall be two regular meetings of the District in each fiscal year, one in May and one in October. Meetings of the Board of Directors and sub-committees will be held as needed or as called by the respective chairs.

##### Section 2 — Regular Annual Meeting

The May meeting, which shall be called by the president, shall be the regular Annual meeting of the District. At this meeting, the President, the Treasurer and all other committees shall submit reports. A budget for the ensuing fiscal year shall be submitted and shall be acted upon by the legal voters present, and the tax rate for the ensuing fiscal year shall be fixed. Officers and Directors for the ensuing year shall be elected. The election of officers and directors shall become effective immediately upon the first day of the fiscal year (July 1st).

##### Section 3 — Regular (Semi-Annual) Meeting

This meeting shall be called by the President and shall be held in October. At this meeting, general matters of policy, progress and welfare may be discussed and the President and Board of Directors may bring before the voters any matters upon which an opinion or action may be sought.

##### Section 4 — Emergency and/or Special Meetings

The President may call an emergency and/or special meeting of the District whenever the President deems it desirable, or when requested by a majority of the Board of Directors, or when requested in a petition signed by not less than twenty members of the District.

##### Section 5 —Notice of Meetings

Notices of all general district meetings shall be published in the legals of at least one newspaper or local circulation at least ten days before meeting date. They shall also be

displayed prominently locally. Notice of regular Board of Directors meetings will be published at the regular meetings of the District. Notice of special meetings shall be provided at least 24 hours in advance to the Ledyard Town Clerk and at the District meeting place. Notices for all meetings shall specify the time, place and the business to be transacted in accordance with the Freedom of Information Act. In the event an emergency meeting is held, the records will be posted within 72 hours in accordance with the Freedom of information Act.

#### Section 6 – Quorum

Not less than twelve members of the District, exclusive of the President or other presiding officer, shall constitute a quorum for the transaction of business at any regular or special meeting. In absence of a quorum, the President or presiding officer may adjourn the meeting. All meetings at which a quorum is present may be adjourned by a majority vote of those voting on the questions at issue. At an emergency meeting comprising three or more in attendance, a quorum shall have been deemed to exist. Adequate written records or any emergency meeting shall be maintained.

#### Section 7 — Order of Business

The order of business at the Regular Annual Meeting shall be as follows:

1. Call to order
2. Reading of the call to the meeting
3. Reading of minutes of previous meeting
4. Report of the Nominating Committee
5. Nomination of officers and election
6. Report of the Treasurer
7. Reading and adoption of the Budget
8. Fixing of the tax rate
9. Committee Reports
10. Unfinished business
11. New business
12. Adjournment

#### Section 8 Citizens Petitions

Prior to the Regular Annual Meeting or any other regular meeting, written requests shall be submitted to the Board of Directors. Such request for action by the membership should outline the reason and the action requested and document citizen support for the action. In addition, the specific location affected, if needed, shall be given by whatever means is most effective. The legal voters present at the meeting shall act upon the request. Requests for streetlights should include pole number and the written agreement of all of the surrounding neighbors.

#### Section 9 —Introduction of New Business

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#### Section 9 —Introduction of New Business

At any regular meeting, any member of the district may propose new business. The proposal should be provided to the President in writing at least two weeks prior to the regular meeting of the District.

#### ARTICLE X — Fiscal Year

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

#### ARTICLE XI— Budget

A budget for the ensuing fiscal year shall be prepared by the Treasurer as set forth in Article VI— Duties of Officers, Section 5 — Treasurer. The Reserve for Contingencies account was established for any non-budgeted expenditures that may arise. As capital improvements are necessary, the Contingency funds may be used for unbudgeted expenditures without the approval of the voters as funds for this account have already been approved in the annual budget and accumulated until needed. Any appropriation for capital expenditures not used in the present fiscal year may also be carried over to the next fiscal year.

#### ARTICLE XII - Annual Audit

An annual audit of the books and records of the Treasurer shall be made at the request of the Board of Directors. The Board of Directors shall assure all its accounts receive a financial review or audit yearly.

#### ARTICLE Xlii — Vacancies

Should a vacancy occur on the Board of Directors, the remaining members shall appoint a substitute member, and if any office becomes vacant, the Board of Directors shall appoint a substitute until the next Regular Annual Meeting of the District when all vacancies shall be filled.

#### ARTICLE XIV - Amendments

These by-laws may be amended by a two-thirds majority vote of the taxpayers present at any meeting, provided the proposed amendment shall have been duly advertised in the published call to the meeting.

#### ARTICLE XV - Proviso

If any provision of these laws, or the application thereof to any person or circumstance should be held invalid, the remainder of the provisions herein or the application of such provisions to other persons or circumstances shall not be affected thereby.

#### ARTICLE XVI — Termination of the District

The dissolution or termination of the District shall follow procedures set forth by the Connecticut General Statutes Title 7, Section 7 — 3