

RESOLUTION ADOPTING THE 1968 REVISION  
of the  
BY-LAWS  
of the  
CIVIC ASSOCIATION OF SHORT BEACH, CONNECTICUT

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Excerpt from the minutes of the October 7, 1968, meeting of the Executive Board of the CIVIC ASSOCIATION OF SHORT BEACH, CONNECTICUT.

BE IT RESOLVED BY THIS BOARD that this 1968 revision of the By-Laws of the CIVIC ASSOCIATION OF SHORT BEACH, CONNECTICUT, comprising twenty-nine (29) sections, copy attached hereto and thereby made a part of these minutes, is hereby adopted; that a copy of such By-Laws, attested by the Clerk, shall immediately be posted on the sign post of said Association for a period of at least three (3) days and that such By-Laws shall become effective on October 22, 1968, superseding on that date all By-Laws, Ordinances, Regulations, Rules and Orders theretofore in effect.

THE CIVIC ASSOCIATION OF SHORT BEACH, CONNECTICUT  
BY-LAWS

(1968 REVISION)

MEETINGS OF THE ASSOCIATION

Section 1. The Clerk shall issue a written notice to each member of the annual meeting and all special meetings of the Association in accordance with the provisions of the Charter, whenever notified to do so by the President or Vice-President, or by any three members of the Executive Board.

Section 2. The Clerk of the Association shall give notice of every meeting of the Executive Board to each member of the Executive Board.

Section 3. The annual meeting of the Association shall be held on the last Friday evening in July of each year at such place as the Executive Board shall direct.

Section 4. Regular meetings of the Executive Board shall be held on the first Monday of each month, at such place as said Board may designate, and at any other time which said Board may determine. Any owner of taxable property who has a matter for consideration by said Board may present it in person immediately prior to such meeting or in writing.

ORDER OF BUSINESS

Section 5. At all meetings of the Executive Board, the order of business shall be as follows, unless otherwise altered by unanimous consent of the Board members present:

1. Reading of the minutes of the previous meeting
2. Report of the Treasurer
3. Reports of Committees
4. Unfinished business
5. General remarks, and new business

## DUTIES OF OFFICERS

Section 6. The duties of the President shall be as prescribed by the Charter and By-Laws and such other duties as are usually performed by the President of such organizations, so far as consistent with said Charter and By-Laws.

Section 7. The Vice-President shall assist the President and shall officiate in his absence with all powers and perform all duties of the President.

Section 8. The Clerk of the Association shall keep a full record of the proceedings of the Association and of the Executive Board. He shall notify members of their election to the Board, issue all notices of meetings of the Association or of the Executive Board and shall perform all duties of his office in so far as consistent with the Charter and By-Laws of the Association.

It shall be the duty of the Clerk to issue all bills for Assessments and to maintain an up to date record, showing charges and payments; to receive all monies due the Association and to transmit such monies to the Treasurer, receiving a receipt therefor.

Treasurer's receipts shall be prepared in triplicate by the Clerk who shall forward the original and duplicate with the money to the Treasurer who shall sign the duplicate and return it for the Clerk's records. The triplicate may then be destroyed.

A Cash book shall be maintained by the Clerk showing the names of the persons from whom monies are received, the amounts received and the purpose thereof. It should also show the Treasurer's receipt number on which the money was transmitted to the Treasurer.

It shall be the duty of the Clerk to present to the Board at its regular monthly meetings all bills for payment and, after approval, to prepare a payment voucher for presentation to the Treasurer. This voucher is to be prepared in duplicate and a copy retained for the Clerk's file. Payment vouchers must be numbered consecutively. All bills are to be endorsed with the date and voucher number and filed in alphabetical order by the Clerk.

Current files are to be maintained on the fiscal year basis and should be transferred at the end of each year to a reference file.

The Clerk shall maintain a list of those owning cottages or dwellings within the limits of the Association. In order to qualify as voters under Section 4 of the Charter new owners must register their names and addresses with the Clerk no less than forty eight (48) hours before the date of the meeting at which they, either in person or by proxy, desire to vote.

All complaints or notices of need for service shall be made to the Clerk who shall notify the proper committees.

Section 9. The Treasurer of the Association shall receive all monies from the Clerk and sign a receipt therefor to be returned to the Clerk for his files. All monies are to be credited to the proper accounts as indicated on the receipt, and promptly deposited in the bank or banks designated by the Board. Books are to be maintained by the Treasurer showing the receipts as follows: Association Account, Park Account, Short Beach Day Account and any other special account. Disbursements are to be segregated by accounts.

It shall be the duty of the Treasurer to sign and file all tax and other liens and release the same in the name of the Association. Tax liens may be filed on or subsequent to July 31st of each year.

The Treasurer shall report to the Executive Board at its monthly meetings, and at the annual meeting of the Association, he shall report the amount of assessments levied, collected and not collected, monies received from sources other than assessments, and monies disbursed during the fiscal year preceding the annual meeting.

#### BONDS OF OFFICERS

Section 10. Every member of the Board authorized to collect or disburse money shall be bonded in such amount as the Executive Board may require. The expense of said bond is to be defrayed by the Association.



## AUDITORS

Section 11. The President shall annually recommend two or more members of the Association who are not members of the Executive Board to serve as Auditors of the accounts of the Association. The members so recommended are subject to the approval of the Executive Board. Auditors so appointed shall examine the accounts of the Association and report in writing at the annual meeting.

## STANDING COMMITTEES

Section 12. The President shall annually, no later than the Executive Board's September meeting, appoint, subject to the approval of said Board, from its own members, the following standing committees, the membership of which may be changed at the pleasure of the Executive Board:

1. Committee on Finance
2. Committee on Sanitation
3. Committee on Sidewalks and Roads
4. Committee on Fire and Police Protection
5. Committee on Parks and other Association Properties, and Beaches
6. General Committee

FINANCE - A Committee on Finance consisting of four members, including the Treasurer, which shall report on all proposed appropriations, and on all expenditures not covered by approved appropriations excepting those recurring monthly. The Committee shall prepare the budget and recommend the amount of the annual assessment. If in considering a proposed appropriation, expenditure or any other matter the Committee is equally divided as to the action which should be taken, the President, by virtue of his office, shall cast the deciding vote.

SANITATION - A Committee on Sanitation, consisting of three members, which shall handle matters pertaining to the health and comfort of the community.

SIDEWALKS AND ROADS - A Committee on Sidewalks and Roads, consisting of three members. It shall be the responsibility of this Committee to observe the

condition of existing sidewalks and/or roads, to report to the Executive Board any unsafe or dangerous conditions which may exist and to recommend whatever remedial action should, in its opinion, be taken; to suggest, based on observation and study, the need for additional sidewalks and or roads and to be responsible for compliance with any ordinance, rule or regulation contained herein and having to do with sidewalks and roads.

FIRE AND POLICE - A Committee on Fire and Police, consisting of three members, which shall handle matters pertaining to the safety and security of the community.

PARKS AND OTHER ASSOCIATION PROPERTIES, AND BEACHES - A Committee consisting of three members, whose responsibilities include but are not limited to the replacement of equipment as necessary, the purchase of additional equipment if advisable, the maintenance of the Scout House, playground equipment and athletic field, the permitting or denying of applications for use of the Scout House and athletic field, and the drafting of new or amended rules and regulations covering the recreational facilities as necessary.

GENERAL - A Committee consisting of five members which shall consider all matters not already assigned to other Committees.

Said Committees shall act under the direction of the Executive Board and report to said Board upon all matters committed to their care.

### ASSESSMENTS

Section 13. All Assessments shall be determined and fixed by the Executive Board on or before its April meeting of each year and shall become payable on or before June 30th of each year. Unpaid assessments as of July 31st shall be subject to the placement of liens as provided in Section 16 of the Charter and Section 9 of these By-Laws. All assessments are made for the fiscal year beginning July 1st and ending June 30th of the following year.

Section 14. Any building that is used as an annex to any dwelling for the purpose of living quarters shall be considered as a dwelling and so taxed.

## GARBAGE, RUBBISH AND WASTE

Section 15. Garbage, rubbish and waste material must be deposited in twenty gallon covered metal or plastic containers. Such containers must be accessible to the collector who is not obligated to make pick-ups at points more than fifty feet from the curb line of the street. No garbage, rubbish or waste material may be disposed of within the limits of the Association except as prescribed in this Section 15.

## RESTRICTIONS

Section 16. No person shall erect any booth, box or stand for the sale of any article, nor shall any business or calling in any public street or on any public grounds of this Association be practiced without first obtaining a permit from the Executive Board which may issue such permit under such conditions as it may deem reasonable.

No person, firm, committee, partnership, corporation or association shall engage in manufacturing, the business of conducting a theatre of any type or any of the enterprises, expressed or implied, listed in Article II Paragraph 1 and 2 of Part III of Section 29 without first obtaining a permit from the Executive Board so to do.

## PERMITS

Section 17. All permits granted by the Executive Board shall be with the proviso that the same are to be null and void should, in the judgement of said Board, a nuisance, or a condition dangerous to the health of anyone be created by the activity for which the permit had originally been granted.

## BEHAVIOR

Section 18. No person shall at any time wantonly injure or deface any public or private building, or any enclosure of the same, or remove, injure, deface or destroy any fence, railing, post, sign, gate, street lamp, public or private sign post, tree, shrub or vine or any fruit or produce in any yard, lot or garden or any other



property, public or private, or shall wantonly bedaub or besmear any building, rail fence, post, sidewalk, premises, boat or vehicle within the limits of the Association, with paint or any filthy substance whatever, or shall commit any nuisance in or upon the same, or draw obscene figures or pictures or write any indecent or obscene words thereon.

Section 19. No person shall utter any loud, indecent or obscene language or make any unnecessary or annoying noises by boisterous singing, talking or shouting, or by any means within the limits of the Association.

Section 20. No person shall hinder, obstruct or abuse any officer of the Association while such officer is engaged in the discharge of his duties.

Section 21. No person shall dress or undress upon any highway, beach or other place open to the public views or in any automobile standing in such place within the limits of the Association. No person shall appear in bathing attire in any public place or on any walk or way or in any store or place of entertainment, except public or private beaches, unless covered by an outer garment.

Section 22. No person shall keep a disorderly house or a house where drinking, carousing, fighting or unnecessary noise or disorder is permitted.

Section 23. No person shall permit any animal to go at large upon any walk, street or highway within the limits of the Association nor upon the grounds of the Association. No person holding an animal by a leash shall permit the animal to enter any beach or grounds of the Association.

#### ADVERTISING - SIGNS

Section 24. No person, firm or corporation shall post, paint, paste, mark or attach any advertising within the limits of the Association without the approval of the Executive Board which shall be governed by Article 4, Part 7 of the Zoning Ordinance - Section 29 hereof.

#### SIDEWALKS

Section 25. The owner, tenant, occupant or any person having the care of any land or building adjoining any sidewalk or gutter shall, after the cessation of any storm of ice, snow or sleet, within twenty four hours, cause the same to be removed from so much of such sidewalk as shall be paved, concreted, cemented or worked. If the same cannot be wholly removed as required by this section, the owner, tenant, occupant or person having the care of such land shall sprinkle and keep thereon sand or other proper substance so that such sidewalk shall be and remain safe for travel, until such time as said snow, ice or sleet can be thoroughly removed therefrom when it shall be the duty of the owner, tenant, occupant or persons having the care of such land to forthwith remove same.

After the expiration of the time limit as aforesaid for removing such snow, ice or sleet, the Association may cause the same to be removed and the expense thereof shall be a lien upon the premises adjoining such sidewalk. The Association shall cause a certificate of lien to be recorded in the Town Clerk's office within sixty (60) days from the completion of such removal.

### PARDEE PARK - RULES AND REGULATIONS

SECTION 26. Except as provided herein, the playing of baseball in Pardee Park shall be limited to the game of soft ball. Baseball played with the so-called "hard ball" is prohibited unless authorized by the Committee on Parks. Said Committee may prohibit the use of playground equipment while a ball game is in progress.

Equipment such as balls shall be returned to the custodian when not in use and shall at no time be removed from the grounds.

Except by permission of the Committee on Parks, no person shall sell, offer to sell or display any goods, wares or merchandise, nor shall any person distribute hand bills or posters or solicit contributions.

Riding or driving in the Park is prohibited except during times designated by the Committee on Parks. Bicycles are permitted only when controlled so as not to endanger or annoy persons or be destructive to property.

Any custodian or member of the Executive Board may evict any person who violates the intent of these rules and regulations, or they may call police to enforce elimination of threatening, abusive, boisterous, insulting, or indecent language or behavior.

No person shall hinder, obstruct or abuse any Board Member or Custodian while such person is engaged in the discharge of his duty to enforce these rules and regulations.

The Committee on Parks may permit use of the grounds or of the Pardee Park House by groups or individuals of the community when in its opinion full compliance with these rules and regulations is assured. In such event said Committee may impose other conditions upon prospective users of the property including the charging of fees for such use. Such fee, if any, shall be credited to the Park Account.

No fire shall be kindled except on authority of the Committee on Parks and then only if all safety precautions, in conformity with Town Ordinances be taken.

The Committee on Parks may give permission to the holder of a permit to discharge fireworks, otherwise none shall be taken to the Park or discharged therein, including firecrackers, torpedoes, rockets or any like fireworks including explosives. No person shall carry or have on his person any type of firearm.

All bottles, cans, glass, ashes, waste paper, rubbish or foodstuffs and any article likely to be dangerous to persons or injurious to property shall be securely deposited in receptacles for that purpose provided by the Association.

No alcoholic beverages shall be brought to or used on the property. Unless specifically permitted by the Committee on Parks there shall be no activity in the Pardee Park House after midnight or on the grounds after 9 P.M.

## FINES

Section 27. Any person, firm or corporation violating or offending against any section of these By-Laws shall be subject to a fine not to exceed \$25.00 for each

offense which shall be recoverable by the Association as stated in Sections 10, 11 and 16 of the Charter and the amendment thereto approved June 16th, 1937.

An offense continuing for more than one day, shall be considered to be a new offense each day.

RATIFICATION AND ENACTMENT PROCEDURE  
ORDINANCES, RULES, ORDER AND REGULATIONS

Section 28. Sections 1 through 20 of these By-Laws comprise a complete record of ordinances, rules, orders and regulations in effect as of October 22, 1968. All other ordinances, rules, orders and regulations which may have been adopted prior to October 22, 1968, but which are not included in Sections 1 through 29 hereof are null and void. Such other ordinances, rules, orders and regulations which, in the discretion of the Executive Board may be necessary for the enforcement of the Charter provisions of the Association, the penalty for the evasion of which shall not exceed twenty-five (25) dollars shall not become effective until an attested copy of same, signed by the Clerk of the Executive Board, shall have been posted on the sign post of the Town of Branford and of the Association, located at or near the northeast corner of Shore Drive and Court Street, for at least three days, nor until 15 days subsequent to passage.

Such other ordinances, rules, orders and regulations which, in the discretion of the Executive Board, may be necessary for the enforcement of the Charter provisions of the Association, the enforcement of which may be procured other than by the infliction of a money penalty for the evasion of same, shall be published and notice duly given to all parties interested therein, at least 15 days prior to the effective date thereof, or in the same manner as prescribed in the first paragraph of this section, or by such other notice as the Executive Board shall prescribe, provided such notice is not inconsistent with the Charter provisions for same.

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