



Sandy Bay Park Residents Association Constitution



**Representing the interests of the residents
of Sandy Bay Residential Park**

Version 03: Published 28th November 2023

Tracey Wakeling

Secretary

Sandy Bay Park Residents Association

Sandy Bay Park Residents Association Constitution

1. What is the association called

- The association shall be known as Sandy Bay Park Residents Association
- The area represented by the association is defined on the Map designed by the Sandy Bay Management team which is advertised on the Sandy Bay Website. (Copy Attached)

2. The aims and objectives of the association are to:

- Promote Sandy Bay residents' rights in respect of the maintenance and improvement of their living conditions, amenities, environment and to act in the interests of all residents and members
- Make all reasonable endeavours to ensure that Sandy Bay Management Team deliver on ALL promises made to homeowners in particular our Leisure Facilities
- Promote equal opportunities within the community
- Build a good relationship between residents and Sandy Bay Park Residents Association and to participate in the SBPRA consultative process
- Promote social welfare, recreational activities for the benefit of members of the organisation making Sandy Bay Park a better place to live
- Promote membership to all people eligible to join the association
- Be non-party political and non-sectarian in religion
- Represent the majority view of the members
- Provide regular information to all members at minimum once a quarter
- Regularly consult with all members.

3. Membership

- Every household within the park, consisting of at least 50% of Sandy Bay Residents, shall be eligible for membership
- Each eligible household shall, on request, be issued with a copy of the constitution on receipt of any subscription required
- The secretary of the association shall keep a record of all members
- A membership fee & any increases shall be determined at the AGM.

4. Associate membership

- The committee may accept any person as an associate member. They shall have all the privileges of membership excluding voting rights
- The secretary shall keep a record of all such members.

5. Ending membership

- Membership shall end when a member ceases to be a resident on Sandy Bay Park, dies, or resigns

- In the event of gross misconduct membership can be suspended or ended by a two-thirds majority vote of the committee
- A member whose membership has been suspended due to gross misconduct shall be entitled to have the suspension reviewed at the next general meeting

6. The committee

- The association shall be managed by a committee of at least 3 or 4 members in number of which all should be residents on SBP & be elected at the AGM or by postal voting.
- The committee shall include the following officers:
 - *Chairman*
 - *Secretary*
 - *Treasurer*
 - *Vice chair*
- Officers should be from different households and not related to one another
- The committee may form subcommittees and/or working parties from time to time, as deemed appropriate. The committee shall select the members of any such subcommittee or working party. Any subcommittee or working party shall report to the committee for decision making.

7. Standing orders

Meetings shall be conducted in accordance with standing orders drawn up by the committee and revised by them as necessary. These must include:

- Arrangements for meetings, including frequency and quorums
- The order and way meetings are run
- Minute all formal meetings and count and record all voting in the minutes, including committee meetings
- Allow any member access to any set of minutes
- The procedures whereby any issue or election is voted on and by whom
- A definition of the officer roles within the committee
- The financial arrangements of the association.

8. Finance

- All monies raised by or on behalf of the association shall be applied to further the objectives of the association and for no other purpose
- The treasurer shall open a bank or building society account in the name of the association and keep records of its income and expenditure. These shall be reported at regular intervals to the committee
- The committee shall appoint three authorised signatories for any cheque and cheques shall be signed by at least two of the authorised signatories. The signatories should be from different households and not related to one another
- The accounts shall be independently audited at least once a year and presented to the AGM.

9. Dissolution of the association

- Only an Extraordinary General Meeting called specifically to consider a motion to dissolve the association can dissolve the association
- All members shall be given 21 days' written notice of such a meeting, which shall contain the wording of the motion
- The association shall only be dissolved if two-thirds of the members present at the extraordinary meeting vote for the motion to dissolve it
- The extraordinary meeting shall also decide upon the disposal of the association's assets

This constitution was agreed at a Committee Meeting Dated 28/11/2023

Signed

Chairman: Emmett Larner_____

Vice Chair: Linda Shillabeer_____

Secretary: Tracey Wakeling_____

Treasurer: Dane Worton_____

Date: __28/11/2023_____