



Sandy Bay Park Residents Association Constitution



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

Sandy Bay Park Residents Association

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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.

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

- To be a strong and inclusive voice for the community, enhancing resident's quality of life, promoting environmental responsibility, and fostering enjoyment, pride, and responsibility within our neighbourhood.
- Make all reasonable endeavours to ensure that Sandy Bay Management Team deliver on declarations made to homeowners
- 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 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, on an ongoing basis

3. Membership

- Every household within the park, consisting of at least 51% 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/Treasurer of the association shall keep a record of all members
- A membership fee & any increases shall be determined at the AGM.

4. 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

5. The committee

- The association shall be managed by a committee of at least 4 members in number of which all should be residents on SBP & be elected at the AGM or by postal/email voting.
- The committee shall include the following officers:
Chairperson
Vice chair
Secretary
Treasurer
- 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.

Committee Member Conduct & Behaviour

All members of the Sandy Bay QRA Committee are expected to:

- **Act in the best interests of the whole community** – Committee members should put the interests of Sandy Bay residents as a whole above personal interests, individual disputes or disagreements.

- **Treat everyone with respect and dignity** – Members should be polite, courteous, patient and respectful towards residents, other committee members, park management, contractors and external organisations, regardless of differing opinions.
- **Listen to residents** – Committee members should be approachable and willing to listen to residents' concerns, ideas and suggestions without judgement.
- **Be inclusive and fair** – Every resident should have the opportunity to be heard. The Committee should not favour individuals or groups because of personal friendships, disagreements or differences of opinion.
- **Work as a team** – Committee members should support one another and work collaboratively towards the QRA's agreed objectives. Differences of opinion are acceptable and healthy, but disagreements should be handled constructively and respectfully.
- **Respect Committee decisions** – Once a matter has been properly discussed and a decision made by the Committee, members should support that decision when representing the QRA externally, even if they personally voted against it.
- **Communicate responsibly** – Members should ensure that information given to residents or external organisations is accurate and, where appropriate, agreed by the Committee. **Members should avoid making commitments or statements on behalf of the QRA without authority to do so.**
- **Maintain confidentiality** – Information shared with the Committee in confidence, particularly personal information about residents, should be treated appropriately and not disclosed without good reason or permission.
- **Avoid conflicts of interest** – Members should declare any personal, financial or other interest that could reasonably be seen as influencing their involvement in a matter and, where appropriate, withdraw from discussions or decisions concerning that interest.
- **Be accountable** – Committee members should take responsibility for the roles and tasks they have agreed to undertake and keep other Committee members informed of progress.
- **Be constructive rather than confrontational** – The QRA should challenge issues, when necessary, but do so professionally, factually and respectfully. Strong advocacy does not require personal attacks, hostility or inappropriate language. **This includes any involvement on chat forums.**
- **Respect the boundaries of the role** – Committee members are representatives of residents, not employees of park management and are not enforcers of park rules. **Members should raise concerns through appropriate channels and avoid presenting personal opinions as official QRA positions.**

- **Protect the reputation of the QRA** – Members should remember that their behaviour, particularly when acting in their capacity as a Committee member, reflects on the whole association.
- **Promote the QRA's vision** – Members should actively support the QRA's aim of improving residents' quality of life, promoting environmental responsibility and creating a community where residents can enjoy their homes and take pride in their neighbourhood.

6. Associate committee membership

- Associate committee members will only be added to the committee if the workload is significantly increased.
- The committee may accept any person as an associate committee member. They will only be called upon when required.
- The Treasurer shall keep a record of all such members.

All associate Committee Members are expected to uphold the same values and vision of the committee and follow the same Conduct & Behaviour as listed above.

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 and 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 09/09/2026

Chairman: Dave Phillips Signed

Vice Chair: Michael O'Brien Signed

Secretary: Amanda Bastable Signed

Treasurer: Julie Torrance Signed

Date: 09/09/2026