

DUNTON PARK RESIDENTS' ASSOCIATION

CONSTITUTION

1. NAME

a) The name of the Association shall be **Dunton Park Residents' Association**.

2. AIMS

- a) To act as a collective voice to represent members' interests, negotiate with site owners, and improve community life. Its primary aims are to influence decisions on site management, ensure maintenance standards, and foster a safer, more engaged community.
- b) To make representations when the Association has received notice from the park owner about matters affecting the Park.
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3. MEMBERSHIP

- a) Membership is open to all occupiers of owner-occupied park homes stationed on Dunton Park ("the park") over the age of eighteen years irrespective of nationality, race, colour, age, gender, political, religious belief or sexual orientation.
- b) The park owner and any agent or employee of his shall be excluded from membership.
- c) Membership shall be indicated by a signature on a membership list.
- d) A list of the membership shall be open to public inspection together with the constitution and any rules of the Association.
- e) To maintain its status as a Qualifying Residents' Association (QRA), the Secretary shall monitor membership numbers to ensure the Association continues to represent at least 50% of the qualifying residents on the Park. As of October 2025, membership stands at 93%.
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4. MEMBERSHIP FEES / SUBSCRIPTIONS

a) Where a subscription or membership fee is paid, the amount payable per household shall be determined at the Annual General Meeting of the Association.

5. CHAIR, SECRETARY AND TREASURER

- a) The members entitled to vote shall, by voting at a general meeting, elect a Chair, Secretary and Treasurer from among the members.
 - b) Other committee members may be elected by the membership as required, but the committee shall not exceed ten (10) people in total.
 - c) With the exception of administrative decisions taken by the Chair, Secretary and Treasurer acting in their official capacities, decisions of the Association shall be taken by voting.
 - d) An officer of the Association may be removed from office by a vote at a General Meeting.
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6. ANNUAL GENERAL MEETING

- a) There shall be an Annual General Meeting in **March** each year to:
 - i) Accept the Chair's Annual Report;
 - ii) Accept the Treasurer's financial statement of accounts (where applicable);
 - iii) Elect Chair, Secretary and Treasurer for the next year;
 - iv) Elect any other committee members as required;
 - v) Consider any other items previously notified to the Secretary or raised at the meeting.
 - b) The AGM date will be advertised at least 28 days before the meeting, including an invitation for candidates. The Secretary shall set a deadline for candidates to ensure a list is issued to members in good time for voting by proxy or via postal ballot.
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7. OTHER GENERAL MEETINGS

- a) The Chair may call a General Meeting of the members at any time.
 - b) The Chair must call a General Meeting within fourteen days of receiving a request to that effect signed by not less than 10% of the members who are entitled to vote at such a meeting.
 - c) In all cases the Secretary will circulate details of General Meetings at least seven days in advance.
 - d) The decisions of General Meetings are to be carried out as determined by the meeting.
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8. QUORUM

- a) The Quorum for General Meetings (including AGMs) will be 20% of member homes in the Association.
- b) No General Meeting will be held without at least this number being present.

9. VOTING & ACCESSIBILITY

- a) Only one member per owner-occupied park home may vote at meetings of the Association.
 - b) All decisions at a General Meeting, including AGMs, require a simple majority. Changes to the Constitution must be agreed by two-thirds of the members present and eligible to vote.
 - c) Voting shall be decided on a show of hands or a paper ballot if called for by the Chair.
 - d) To ensure the Association remains accessible and representative of all residents, members who are unable to attend a General Meeting in person shall be entitled to vote via Postal Vote or by Proxy.
 - e) A member may appoint another member to act as their proxy and vote on their behalf. No single member shall hold or exercise more than two (2) proxy votes at any one meeting.
 - f) All members opting for proxy or paper ballot must receive the ballot and documents at least 7 days in advance. Completed ballots must be returned to a secure location or collected by two Committee members. Votes must be counted by at least two Committee members and results published within 7 days of the proposed meeting date.
 - g) In circumstances where a physical meeting cannot be held (for example, due to health and safety concerns, site-wide restrictions, or where the Committee deems it more efficient for the membership), the meeting may be postponed or there could be a Paper Determination. In such cases, all members will be provided with the relevant information and a ballot paper to return by a set deadline.
 - h) Any decision made, or resolution passed, via Paper Determination shall have the same legal standing and authority as a decision made at a physical General Meeting. The 20% quorum will be deemed met if at least 20% of members submit a vote.
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10. FINANCE

- a) All money raised by or on behalf of the Association shall be used to further the Aims of the Association and for other purposes as decided by the Association.
- b) The Association's finances shall be accounted for by the Treasurer.
- c) Moneys withdrawn from, or transferred between, the Association's bank accounts shall be authorised by two of the three officers or as nominated by the Association.
- d) A bank account shall be opened in the name of the Association and the Treasurer shall keep proper records of all the finances of the Association at all times. These shall include records of:
 - i) all sums of money received and spent by the Association;
 - ii) the assets and liabilities of the Association.

11. CHANGES TO THE CONSTITUTION

- a) The Constitution may only be altered at an Annual General Meeting or a General Meeting.
 - b) Notice of any proposed amendment(s) to the Constitution must be handed to the Secretary not less than fourteen days before the General Meeting.
 - c) Changes to the Constitution must be agreed by two-thirds of the members present and eligible to vote at a General Meeting.
 - d) The Constitution must then be changed to reflect the amendment(s).
 - e) Changes to the Constitution must be notified to the park owner.
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12. DISSOLUTION

- a) The Association may only be dissolved at a General Meeting called for that purpose.
 - b) At least fourteen days' notice must be given to all members.
 - c) A proposal to dissolve the Association shall only take effect if agreed by a simple majority of the members present and eligible to vote at the meeting.
 - d) All funds and documents relating to the Association shall be disposed of in accordance with the decisions of the Meeting.
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Signed: **Chair**.....

Signed: **Secretary**.....

Signed: **Treasurer**.....

This Constitution was updated and adopted on 13 October 2025.