



Dunton Park Residents' Association (RA)

Our Code of Conduct: A Simple Guide

The goal of our Residents' Association is to make our park a happy, safe, and friendly place to live. To make sure everyone feels welcome and respected, we ask all members to follow these simple rules.

1. Who Can Join? (Legal Requirements)

To be an official "Qualifying" Association under the law, we must follow these rules:

- **Homeowners Only:** Membership is open to residents who own their park home and pay pitch fees.
- **The 50% Rule:** We aim to keep at least **50% of the homes** on the park as members so the law recognises us as a "Qualifying Residents' Association."
- **Independence:** The site owner, site manager, or their employees cannot be members or attend our private meetings.

2. How We Treat One Another

We believe in courtesy and kindness. Whether we are chatting in person, over the phone, or in a meeting, we expect:

- **Kindness and Respect:** Please treat your **neighbours** and committee members with the same respect you would like to receive.
- **Following the Chair:** During meetings, please follow the lead of the person in charge (the Chair). This helps everyone have a chance to speak without being interrupted.
- **Zero Tolerance for Poor Behaviour:** We do not allow aggressive **behaviour**, swearing, or personal attacks.
- **Community Spirit:** The Association is here to help the whole park, not to settle personal disagreements.

3. Social Media & Online Groups

Many of us use Facebook, WhatsApp, or other websites to stay in touch. To keep these groups helpful and friendly, members must:

- **Keep it Civil:** The same rules for "Kindness and Respect" apply online. Do not post comments that are hurtful, insulting, or defamatory about other residents.
- **No Rumours:** Please avoid spreading unverified rumours about the park or the Association. If you have a question, ask the Committee directly.
- **Moderation:** The Committee has the right to remove any post that breaks these rules or to remove a member from the online group if their **behaviour** is repeatedly unhelpful.

4. Extra Rules for Committee Members

The volunteers who run the Association have a duty to be fair:

- **The Official Voice:** The **Secretary** is the official voice of the Association. They are the only person **authorised** to write letters or speak publicly for the group unless the Committee gives someone else permission.
- **Honesty:** Committee members must always act with integrity and do what is best for all residents.
- **Protecting Your Information:** Committee members must not disclose personal information about members without permission, unless the law requires it.
- **Supporting Decisions:** Once the committee makes a decision by a fair vote, all committee members should support that decision in public.

5. Voting and Meetings

To make sure everyone has a say, even if they cannot leave the house:

- **One Vote Per Home:** Every park home has **one vote**.
- **Proxy Voting:** If you cannot attend a meeting, you can ask a **neighbour** to vote for you (this is called a "proxy"). To keep things fair, **no person can hold more than two (2) proxy votes** at a time.
- **Alternative Meetings:** If we cannot meet in person, we may hold meetings via video call or by sending out paper voting forms to everyone's door.

6. What Happens if Rules are Broken?

If a member's **behaviour** (in person or online) is upsetting others or breaking these rules, we use a simple two-step process:

1. **Stage 1: A Letter from the Committee.** We will send a formal letter explaining the problem and asking for the **behaviour** to stop.
2. **Stage 2: A Final Warning Letter.** If the problem happens again, we will send a final warning. This letter will explain that the person may be suspended from the Association.

The Right to Reply: Before a decision is made to suspend a member, the person involved will always be invited to speak to the Committee to give their side of the story.

Serious Misconduct

For very serious issues, the Committee may act immediately to protect the community without sending warning letters first. A member may be suspended immediately for:

- **Theft or Misuse of Funds:** Any unauthorised use of the Association's money or property.
- **Violence or Threats:** Any physical assault or clear threats of violence made against another resident or committee member.
- **Harassment:** Severe bullying or discriminatory behaviour related to a person's race, age, sex, or disability.

- **Fraud:** Intentionally falsifying documents, such as forging signatures on proxy votes or membership forms.
- **Serious Criminal Activity:** Any illegal act that takes place during an Association meeting or event.

7. In Summary

By being a member, you agree to help us keep our community a peaceful and positive place for everyone.
