



Tinakilly Park Residents' Association Constitution

1. Name

The name of the association shall be: Tinakilly Park Residents' Association.

2. Address

Tinakilly Park, Rathnew, Co. Wicklow

Email: tkpresidentsassociation@gmail.com

3. Objectives

The objectives of the Association shall be to:

- Promote the welfare, interests, and quality of life of residents in Tinakilly Park.
- Represent the views of residents to public bodies and other relevant agencies.
- Organise community activities and initiatives.
- Organise maintenance and improvement of the shared environment and amenities.
- Ensure transparency and accountability in any financial or operational matters.
- Address specific concerns raised by residents. Issues raised in the first meeting include:
 - Traffic and Road Safety: Advocate for traffic calming measures and improved road safety within the estate.
 - Public Lighting: Work towards the installation and maintenance of adequate public lighting.

- Green Spaces: Preserve and enhance communal green areas for recreational use.
- Waste Management: Collaborate with local authorities to ensure efficient waste collection and recycling services.
- Community Engagement: Foster a strong sense of community through events and regular communication. We will strive to promote equality, diversity and inclusion.
- Strive to establish a Community Garden, in consultation with Wicklow Co. Council.
- Community Alert: Promote good practices in relation to safety issues as they arise and liaise with Community Guards. Act as Community Liaison with the local Garda station.
- Car Pooling: Promote carpooling for residents going to work or bringing children to school.

4. Membership

- All residents aged 18 and over living in Tinakilly Park are considered members.
- Membership is voluntary and free, unless otherwise agreed at an Annual General Meeting (AGM).
- Each household is entitled to one vote at meetings.

5. Committee

- The Association shall be managed by a Committee elected at the first meeting and then subsequently at the AGM.
- The Committee shall include the following roles:
 - Chairperson
 - Vice Chairperson
 - Secretary
 - Treasurer
 - Communications Officer
 - Up to 10 additional ordinary members

Committee Role Descriptions:

- Chairperson: Leads the Committee, chairs meetings, and represents the Association in official matters. The Chairperson shall have a casting vote in the event of a tied vote on any particular issue.
- Vice Chairperson: Supports the Chairperson and assumes their duties when the Chairperson is unavailable.
- Secretary: Maintains records, takes meeting minutes, manages correspondence, and ensures compliance with data protection and governance documentation.
- Treasurer: Manages the Association's finances, keeps accurate financial records, oversees banking matters, and reports at the AGM.
- Communications Officer: Designs, prints, and distributes flyers, leaflets, and posters as needed. Develops and maintains the Association's website. Translates or arranges translation of key documents into other languages where appropriate. Uploads important communications and documents to the website to ensure accessibility for all residents
- If there are insufficient nominations for all Committee roles, responsibilities may be shared among elected Committee members by mutual agreement until a resident is nominated and seconded at a Residents' Association meeting.
- Committee members serve for one year and may be re-elected.
- The Committee is responsible for the day-to-day management of the Association, implementing AGM decisions, managing communications, and ensuring transparency and engagement with residents.
- In the event of the resignation of a committee member, the committee shall be empowered to co-opt a consenting member of the association onto the committee.
- The committee shall be empowered to appoint subcommittees where deemed necessary, and members of the committee have the power to attend such meetings.
- The Committee shall be empowered to dissolve any such subcommittees failing to discharge their specified obligations.
- No person shall be nominated to the committee unless he/she is present at the AGM, except being absent due to personal illness, bereavement or work commitment, and in such circumstances, nomination must be accompanied by written consent of the persons nominated.
- The Committee is provisionally empowered to settle any point not provided for here. If and when such decisions are taken, they should be subject to ratification at the AGM.

6. Annual General Meeting (AGM)

- An AGM shall be held annually, and no later than March each year to:
- Elect the Committee.
- Receive reports and financial statements by 31st January each year
- Agree on plans and proposals for the coming year.
- Notice of the AGM must be given to all members at least 20 days in advance.
- A quorum for the AGM shall be at least 10 residents or 10% of the households, whichever is greater.
- Extraordinary General Meeting (EGM)

In order for an EGM to be convened, a petition in writing and signed by at least 30 households who are paid up members of the association must be forwarded to the committee. Seven days' notice is required to call an EGM.

7. Committee Meetings

- The Committee shall meet at least four times per year, and monthly until the estate is complete and handed over to the council.
- Quorum for Committee meetings is at least 3 officers.
- Minutes shall be kept of all meetings and shared with residents via an agreed platform. The draft minutes will be shared with the Committee initially and then will be available to the wider resident body, once ratified at the subsequent meeting on the official WhatsApp group or by email on request.

8. Finance

- The Association's funds shall be kept in a bank account in the name of the Association.
- All income and expenditure must be recorded, with receipts kept.
- All cheques or online transfers must be authorised by at least two committee members.
- A financial report shall be presented at the AGM and a financial update will be a standing agenda item for the Association's meetings.

9. Data Protection

- The Association will comply with GDPR and Data Protection Act 2018.
- Personal data shall only be used for Association purposes and with consent.

- A Data Protection Policy shall be maintained (see separate document).

10. Communication

- Official communications may be made through email, WhatsApp, website or printed notices.
- All digital groups are subject to data protection and acceptable use guidelines (see separate policy).
- Contact email: tkpresidentsassociation@gmail.com
- The Residents' Association does not manage or moderate any social groups and is not responsible for any content posted in these groups.

11. Junior Committee

- A Junior Committee shall be established to engage children aged 10 to 18 years in community matters and give them a voice within the Residents' Association.
- The Junior Committee will operate in an advisory and participatory capacity.
- Meetings of the Junior Committee will be facilitated by a minimum of two elected members of the Residents' Association Committee who must be Garda Vetted.
- Written parental or guardian consent, and a signed indemnity form is required for any child to participate in Junior Committee meetings.
- A parent or nominated adult must accompany children to meetings to ensure the safety and protection of both the children and the adult facilitators.
- A standing item will be included on the agenda of each Residents' Association meeting to consider and reflect on input from the Junior Committee.

12. Amendments

- Changes to this Constitution must be approved by a two-thirds majority at an AGM or Extraordinary General Meeting (EGM).
- Proposals for changes must be submitted to the Committee in writing at least 14 days in advance.

13. Dissolution

- The Association may be dissolved by a two-thirds vote at an AGM or EGM.
- Any remaining funds shall be donated to a local charity or community cause as decided by the members.