PREAMBLE

The Swakopmund Residents Association (SRA) is a voluntary, non-profit, community-based organization established to serve as the collective voice of residents of the Municipality of Swakopmund. The SRA operates in alignment with the Local Authorities Act 23 of 1992 (as amended) and all other applicable laws of the Republic of Namibia.

MANIFESTO OF THE SWAKOPMUND RESIDENTS' ASSOCIATION (SRA)

The Swakopmund Residents Association (SRA) is committed to fostering a vibrant, equitable, and sustainable urban environment within the Municipality of Swakopmund, in alignment with the principles and provisions of the Local Authorities Act 23 of 1992 (as amended).

Our mission is to ensure that all residents under the jurisdiction of the local authority council can access equal opportunities to enhance their individual and collective quality of life, while promoting accountable governance, efficient service delivery, and community participation.

Drawing from the Act's emphasis on the determination, establishment, and functions of local authority councils (Parts I-V), including the powers to supply essential services (Parts VI-XII), manage finances (Part XVII), and regulate immovable property and rates (Parts XIII-XVI), the SRA will strive towards the following goals:

a) The holistic development of the Local Authority Area of the Municipality of Swakopmund, supporting infrastructure projects such as water supply (Part VI), sewerage and drainage (Part VII), streets and public places (Part IX), and electricity (Part X), to create a resilient and inclusive community.
b) The provision of high-quality, affordable, and uninterrupted essential services, including water, sewerage, electricity, and public transport (Part XI), while advocating for equitable rates on rate able property (Part XV) and alternative rating systems where applicable (Part XVI).
c) The prevention and reduction of crime through collaboration with local authorities on public safety initiatives, fostering community involvement in line with the Act's provisions for public meetings and discussions of mutual interest (section 88).
d) The establishment of robust communication channels between the local authority council, regional councils, and the Government of Namibia, ensuring residents are informed of council affairs, decisions, and financial matters (Part XVII), and that community needs are addressed transparently.
e) Regular and transparent accountability to residents, including the inspection of minutes (section 16), auditing of records (section 85), and financial statements (section 87), to safeguard interests and promote ethical conduct.

f) Encouraging active community participation in local authority activities, such as elections (Part II), nominations for council members, and public consultations, to build civic engagement.

g) Upholding the highest standards of ethical conduct by councillors and staff members, in accordance with the Act's code of conduct (section 10), prohibitions on conflicts of interest (sections 19-20), and overall governance principles.

h) Promoting socio-economic development programs, including housing schemes (Part XII), support for first-time buyers, and initiatives to address inequalities in property valuation and rates (Parts XIV-XV), while ensuring environmental sustainability in water resources management and other services.

i) Aligning itself with the Rule of Law applicable in Namibia and ensuring that the policies, rules and regulations voted on or passed by its Council members will adhere to the laws that govern the Municipal Council of Swakopmund and the Republic of Namibia, which can also include the Town Planning Scheme as gazetted at that time as well as the approved and gazetted structure plan.

Through these efforts, the SRA aims to empower residents, influence policy, and nominate candidates for local elections (sections 3, 7-9) to achieve a prosperous Swakopmund for all.

CONSTITUTION OF THE SWAKOPMUND RESIDENTS' ASSOCIATION (SRA)

1. INTERPRETATION / DEFINITIONS

Any questions arising as to the proper interpretation of any Article of this Constitution, or of any rule made in terms thereof, shall be finally determined by the Executive Committee of the Association.

For the purpose of this Constitution, the following terms shall have the meanings assigned to them hereunder, and cognate expressions shall have corresponding meanings:

"Member" means a person whose application for membership was accepted by the Executive Committee.

"Good Standing" means a registered member who has paid all applicable membership fees, subscriptions or levies due to the Association and who is not subject to any disciplinary proceedings or suspension.

"Association" or "SRA" means the Swakopmund Residents Association.

"Constitution" means the Constitution of this Association.

"Executive Committee" or "Exco" means the governing body of the Association, consisting of the Chairperson, Vice-Chairperson, Secretary, Treasurer, and up to eleven (11) additional members (seven elected + up to four co-opted). It is the highest decision-making body between AGMs and exercises full strategic, operational, and oversight authority over the Association and its representatives.

"AGM" means the Annual General Meeting, the supreme policy-making organ of the Association.

"Chairperson" means the Chairperson for the time being elected in terms of this Constitution.

"Local Authority Council" means the municipal council of Swakopmund as defined and governed under the Local Authorities Act 23 of 1992 (as amended).

"Act" means the Local Authorities Act 23 of 1992 (as amended).

2. NAME AND ABBREVIATIONS

2.1 The name of the Association shall be the Swakopmund Residents Association.
2.2 The official abbreviation shall be "SRA".

3. AIMS, OBJECTIVES, AND POWERS

3.1 T The aims, objectives, and powers of the Association are those set out in the Manifesto and include:

3.1.1 To participate in the affairs of the Local Authority Council on a political platform where decided.
3.1.2 To support the maintenance, expansion, and development of essential services.
3.1.3 To nominate and support able and ethical candidates for election as councillors.
3.1.4 To promote sound financial and administrative discipline.
3.1.5 To review policies, particularly rates, valuations, and property-related matters.
3.1.6 To campaign for a strong Code of Conduct for local authorities.
3.1.7 To promote efficient local authority management.
3.1.8 To serve as the unified voice of residents on matters of common interest.
3.1.9 To nominate members to stand as candidates in elections.
3.1.10 To support or endorse aligned political associations where appropriate.

3.2 The SRA shall pursue its objectives through ongoing consultation, cooperation with like-minded organizations, information dissemination, public representations, and all lawful actions conducive to the attainment of its goals.

4. MEMBERSHIP

4.1 Membership is voluntary and open to all residents of Swakopmund who support the aims and objectives of the SRA.
4.2 Admission and expulsion of members shall be at the sole discretion of the Executive Committee.
4.3 Eligible persons include all residents within the local authority boundaries, registered property owners, and accredited representatives of property owners.
4.4 The Executive Committee shall determine annual membership fees for individuals, corporates, and other categories.

5. ANNUAL GENERAL MEETING (AGM)

5.1 The AGM is the supreme policy-making organ of the Association.
5.2 The AGM shall be held not later than three (3) months after the end of the Financial Year.
5.3 Additional AGMs may be convened by the Chairperson, a majority of the Executive Committee, or on the written requisition of not fewer than 20 members in good standing.
5.4 Notice, agenda, quorum (20 members in good standing), voting procedures (show of hands or ballot), and conduct of the AGM shall be governed by rules made by the Executive Committee.
5.5 In the case of an equality of votes, the matter shall be deemed rejected. The presiding Chairperson shall have a casting vote.
5.6 Each member in good standing shall have one vote and may appoint a proxy.
5.7 If quorum is not present within 30 minutes, the meeting shall be adjourned and reconvened within 30 days at the same venue.

6. FUNCTIONS AND POWERS OF THE AGM

The AGM shall have the power to:

6.1 Determine overall objectives, policies, and priorities.
6.2 Amend this Constitution (subject to Article 13).
6.3 Make, amend, or rescind Rules.
6.4 Receive and approve the Chairperson's annual report and audited financial statements.
6.5 Elect the Executive Committee.
6.6 Deal with any other matters properly submitted.

7. OFFICE BEARERS

7.1 The Office Bearers shall be the Chairperson, Vice-Chairperson, Treasurer, and Secretary.
7.2 Office Bearers shall be elected by the Executive Committee from among its members for a term of one (1) year and may be re-elected.
7.3 The Chairperson shall be the official representative and spokesperson of the Association and shall preside at all meetings.
7.4 The Vice-Chairperson shall deputize for the Chairperson.
7.5 The Treasurer and Secretary shall perform duties related to financial management, record-keeping, and reporting as determined by the Executive Committee.
7.6 One seat on the Executive Committee shall be reserved for a non-citizen representative (who may not serve as an Office Bearer).
7.7 All Executive Committee members shall declare any conflicts of interest within four (4) weeks of election or at the first Exco meeting following the election .

8. EXECUTIVE COMMITTEE

8.1 The Executive Committee shall consist of:

- Chairperson
- Vice-Chairperson
- Deputy Vice Chairperson
- Treasurer
- Secretary
- Up to seven (7) additional elected members
- Up to four (4) further members who may be co-opted to serve for the remainder of the year.

8.2 In the event of any vacancy, the Executive Committee may co-opt a replacement from the membership.

8.3 The Executive Committee shall have full authority to instruct, direct, and control all elected councillors who represent the SRA. Such councillors are extensions of the Executive Committee and should at all times abide by the decisions and policies of the Exco. They are not independent actors but representatives of the Association.

8.4 Future Councilor or SRA endorsed Independent Candidates to supply EXCO with Police Clearance

9. FUNCTIONS AND POWERS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall:

9.1 Elect the Office Bearers.
9.2 Provide policy direction and strategic leadership.
9.3 Recommend constitutional amendments and rules to the AGM.
9.4 Approve budgets, membership applications, and financial statements.
9.5 Establish standing and ad hoc committees (including Subcommittees).
9.6 Appoint officials and employees and determine their conditions of service.
9.7 Make representations to government, regional councils, and other bodies.
9.8 Instruct SRA councillors as per Article 8.3.
9.9 Take any action necessary to protect the interests of the Association and its members.
9.10 Exercise all powers not specifically reserved for the AGM.

10. MEETINGS OF THE EXECUTIVE COMMITTEE

10.1 The Exco shall meet at least quarterly and whenever necessary.
10.2 Quorum shall be five (5) members.
10.3 The Chairperson (or deputy) shall preside. Each member has one vote.
10.4 Voting shall normally be by show of hands. Secret ballot or qualified majorities may be requested.

11. SECRETARIAT

The Executive Committee may appoint a Secretariat and other officials to manage the day-to-day affairs of the Association.

12. VOTING PROCEDURES

12.1 Only members in good standing may vote.
12.2 Proxies are permitted.
12.3 Decisions are by simple majority unless otherwise specified.

13. AMENDMENTS OF THE CONSTITUTION

This Constitution may be amended at an AGM provided that:

- At least 7 days' notice is given by advertisement in a local newspaper.
- A two-thirds (2/3) majority of members present and voting (in person or by proxy) approve the amendment.

14. RULES

The Executive Committee may make Rules consistent with this Constitution. Such Rules shall be effective until the next AGM, which may ratify, amend, or rescind them.

15. APPLICATION OF ASSETS

15.1 All funds shall be applied solely for the aims of the Association.
15.2 Bank accounts shall be operated by any two of the Chairperson, Vice-Chairperson, or Treasurer.
15.3 Withdrawals exceeding N$1,000 require Executive Committee approval.

16. FINANCIAL YEAR

The financial year runs from 1 March to the last day of February.

17. ACCOUNTS AND AUDIT

17.1 Proper books of account shall be kept and audited annually.
17.2 Audited financial statements shall be presented to the AGM.
17.3 Accounts shall be open for inspection by members in good standing.

18. BODY CORPORATE

The Association shall have perpetual succession, may own property, sue and be sued in its own name.

19. INDEMNITY

No member, office bearer, or employee shall be personally liable for loss or damage unless caused by their own willful act or gross negligence.

20. LIABILITY OF MEMBERS

Liability of members is limited to unpaid subscriptions or levies.

21. MISCONDUCT OF MEMBERS

21.1 A member shall be guilty of misconduct if they:

- Breach this Constitution or the Rules;
- Fail to pay dues after notice;
- Engage in conduct offensive to the Association or its members; or
- Act in a manner prejudicial to the interests of the Association.

21.2 Disciplinary Process (Progressive Discipline):

- Stage 1: Written warning letter.
- Stage 2: Opportunity to be heard at a formal meeting of the Executive Committee.
- Stage 3: Final notice of expulsion, reprimand, censure, caution, or restriction of privileges (if the member fails to respond satisfactorily).

21.3 The affected member shall be notified by registered letter.

21.4 The members shall have the right to appeal to a Special General Meeting within 14 days (subject to a cost deposit).

22. DISSOLUTION

22.1 The Association may be dissolved only at a Special General Meeting called and held specifically for that purpose.

22.2 Dissolution requires a two-thirds (2/3) majority of members present and voting by secret ballot (quorum of 20 members in good standing required).

22.3 Upon dissolution, assets remaining after settlement of liabilities shall be distributed to local charities as decided by the meeting or, failing such decision, by the Executive Committee.

SRA ORGANIZATIONAL STRUCTURE

Executive Committee

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Additional Members

SRA Local Authority Councillors

1. _____
2. _____
3. _____

Secretariat: _____

STRUCTURE FOR THE ESTABLISHMENT OF SUBCOMMITTEES

The Association shall operate through the following Sectoral Subcommittees to provide expert support to the Executive Committee and Local Authority Councillors:

A. Airport, Engineering, Town planning & Infrastructure Development
B. Risk Management
C. Coastline & Environmental Management
D. Health & Waste Management
E. Economic Development & Investment Promotion
F. Event Management & Tourism Development
G. Parks, Gardens, Cemeteries & Public Spaces
H. Traffic Control & Safety
I. Corporate Services
J. Finance & Asset Management

(Additional subcommittees, including Social Responsibility, may be established as required.)
Each Subcommittee shall consist of 5–9 expert members serving renewable two-year terms, with the following structure:

1. Chairperson,
2. Vice-Chairperson, and
3. Secretary.
   They shall meet at least every two months and report quarterly to the Executive Committee through a designated Coordinator of Subcommittees.

Adopted at the Annual General Meeting held at Swakopmund on this _____ day of _____ 2026.

Signed:

Name of Chairperson	Signature	Date
Name of Secretary	Signature	Date
