



DESTINATION SWAKOPMUND

1. Name

The association will be called **Destination Swakopmund**.

2. Aims and Objectives

The aims and objectives of the association will be:

- a) Market Destination Swakopmund;
- b) See annexure "A";

3. Membership

Membership should consist of trustees and members of the association.

All members will be subject to the regulations of the constitution and by joining the association will be deemed to accept these rules and constitution.

Members will be enrolled in categories defined by their contributions.

Membership is open to any business based at the coast who is interested in promoting Swakopmund as a Destination of Choice to the rest of the world as we firmly believe that "Tourism is everyone's business". Country Membership is available to businesses/entities that are not based at the coast.

4. Membership Fees

Membership fees will be set annually and determined at the Annual General Meeting.

Fees will be paid by annual subscription.

5. Officers of the Association

The officers of the association will be the three Trustees.

Trustees will be elected annually at the Annual General Meeting. Committee members may not serve in the same position for more than three years.

6. Committee

The association will be managed through the Trustees referred to as the Management Committee.

The Management Committee will be convened by any Trustee of the association and held **no less than 4 times** per year.

The quorum required for business to be agreed at Management Committee meetings will be: 3 (*THREE*);

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the association.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

7. Finance

All association monies will be banked in an account held in the name of the association.

The Trustees will be responsible for the finances of the association.

The financial year of the club will end on: **30 November** annually.

An audited statement of annual accounts will be presented by the Trustees at the Annual General Meeting.

Any cheques drawn against association funds should hold the signatures of **any two** Trustees.

8. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by any Trustee. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from Trustees and a statement of the audited accounts.

Nominations for Trustees will be sent to the Trustees prior to the AGM.

Elections of Trustees are to take place at the AGM.

All members have the right to vote at the AGM.

A handwritten signature in black ink, located in the bottom right corner of the page. It appears to be a stylized, cursive signature.

The quorum for AGMs will be **30%**.

The Trustees have the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9. Discipline and Appeals

All complaints regarding the behaviour of members should be submitted in writing to any one of the Trustees.

The Management Committee will meet to hear complaints within 7 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

10. Dissolution

A resolution to dissolve the association can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of the members in the pro rata contribution of the members.

11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

DECLARATION

Destination Swakopmund hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: _____

DATE: 09/01/2017

NAME: André van Rensburg

POSITION: Trustee

SIGNED: _____

DATE: 10/1/2017

NAME: Sy VdMerwe

POSITION: Trustee