



Swakopmund

JUNIOR

TOWN COUNCIL

CONSTITUTION

AND

OPERATING

MANUAL

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SECTION 1

GENERAL INFORMATION

1.1 Mission Statement

- 1.1.1 The Junior Council will strive to become a respected organisation among the youth and in the community in general.
- 1.1.2 It will be the true mouthpiece of the school going youth of Swakopmund, an organisation through which they can voice their opinions, views, and concerns.
- 1.1.3 The Junior Council is also an organisation which will strive to better the lives of others through charity work.

1.2 Vision

- 1.2.1 To be the recognised role model for the youth of Swakopmund.

SECTION 2

NAME AND LANGUAGE OF THE JUNIOR TOWN COUNCIL

2.1 Name

- 2.1.1 The name of the organization shall be the Junior Town Council, hereafter referred to as the JTC.

2.2 Language of the Junior Town Council

- 2.2.1 The official language of the JTC is English

SECTION 3

PURPOSE

3.1 The purpose of the JTC is :

- 3.1.1 To increase the JTC's awareness
- 3.1.2 To create specific opportunities for the youth of Swakopmund
- 3.1.3 To act as a voice for the youth of Swakopmund
- 3.1.4 To discuss ways and provide the Swakopmund Council with innovative methods
- 3.1.5 Assist the Swakopmund Council as requested.
- 3.1.6 To learn the necessary leadership skills to become a positive and proactive member of the community
- 3.1.7 To act as role models for the youth of Swakopmund.

SECTION 4

AIMS AND OBJECTIVES

- 4.1 To be the recognised voice of the youth of Swakopmund
- 4.2 To provide a forum for all youth in Swakopmund for the exchange of ideas and information, and to provide opportunities for contact and networking.
- 4.3 To encourage and assist the youth to become a more effective member of the community
- 4.4 Being a mouthpiece for the youth of Swakopmund and to act in the interest of the youth in order to afford the youth the opportunity of contributing to the working of the community
- 4.5 Endeavouring to enable the youth to increase and augment the welfare and prosperity of the local community
- 4.6 Undertaking to an annual or bi-annual basis, such project through which the aforesaid aims could be achieved
- 4.7 Receiving funds for the aforesaid aims and purposes
- 4.8 To report back to the senior school's information pertinent, to section town council and civic affairs
- 4.9 To create a liaison between the youth of Swakopmund and the Swakopmund Town Council
- 4.10 Members must keep themselves informed about community affairs

SECTION 5

SELECTION PROCESS

- 5.1 New members (Grade 10 learners) are only eligible to join the JTC if he/she has obtained more than 60% in at least five (5) subjects. Most recent reports must be presented.
- 5.2 New members only eligible if they have not had any serious or continuous disciplinary problems at school or broken any criminal laws
- 5.3 Three candidates shall be nominated by each of the schools various schools.
- 5.4 The candidates will also be interviewed by the senior members (Grade 12's) of the JTC and various independent parties (still to be specified). A scoring system will be used and be observed by the Grade 11 JTC Members.
- 5.5 Member only eligible if he/she has been a resident of Swakopmund for more than one year.

5.7 Stages of the Selection Process

Stage 1

- 5.7.1 Entry is by way of completion of the entry form or nomination by the various schools.
- 5.7.2 Along with the entry/nomination form, a detailed CV, a letter of recommendation from the entrant's principal confirming to be a pupil from that school, a certified copy of your ID or Passport, and an essay on a predetermined topic must be submitted.
- 5.7.3 The essay must be typed on an A4 page in 1½ spacing, and be no more that 1½ pages and no less than one (1) A4 page. All sources used in the essay must be listed. The essay **MUST** be in your own words.

5.8 Stage 2

- 5.8.1 The candidates will be interviewed by the senior members (Grade 12's) of the JTC and various independent parties (still to be specified). A scoring system will be used. Such will be observed by the Grade 11 JTC Members.
- 5.8.2 Forward Score sheets (PRO – Swakopmund Municipality to verify)

5.9 Stage 3 - Inauguration

- 5.9.1 Selection of Office Bearers
- 5.9.2 The elected members of the JTC shall have the sole and absolute power to nominate and vote for office bearers
- 5.9.3 Candidates for office bearers will also be interviewed.

5.10 Guidelines

5.10.1 Launch - Beginning April

5.10.2 Closing date for entries - Before school closes for 1st term

5.10.3 Essay and CV - Judging will take place beginning of June.

5.10.4 Interviews - Judging will take place during of June

5.10.5 Inauguration

5.10.5.1 Selection of Office Bearers

5.10.5.2 Last week in July, this must however be approved by the Junior Town Council

5.11 The Junior Town Council are required to suggest topics / questions that have relevance to the youth. The essay is marked along with the CV by different teachers from the various schools.

5.12 The inauguration shall be held during July/August of each calendar year, and on such date as the JTC may determine beforehand.

5.13 Rules

5.13.1 New members (Grade 10 learners) are only eligible to join the JTC if he/she has obtained more than 60% in at least five (5) subjects. Most recent reports must be presented.

5.13.2 New members only eligible if they have not had any serious or continuous disciplinary problems at school or broken any criminal laws.

5.13.3 Members only eligible if he/she has been a resident of Swakopmund for more than one year.

5.13.4 Each member must sign an undertaking at the inauguration (undertaking attached)

5.13.5 Nomination forms must be completed in duplicate and accompanied by detailed Curriculum Vitae, a certified copy of your ID or Passport, your essay and a letter from your school confirming your enrolment.

5.13.6 All sources used in the essay must be listed. The essay MUST be in your own words.

5.13.7 Each new member must sign an undertaking at the inauguration.

SECTION 6

THE STRUCTURE OF THE JUNIOR TOWN COUNCIL

- 6.1 The Executives shall comprise the Mayor, Deputy Mayor, Public Relations Officer, Secretary and Treasurer.
- 6.2 Only Grade 12 pupils shall be elected as Office Bearers
- 6.4 To execute the decisions and policies of the Council, as directed within their respective prerogatives.
- 6.5 The Junior Town Council shall consist of fourteen (14) members. It will consist of 4 pupils from each of the following Secondary Schools in Swakopmund:
 - 6.5.1 Coastal High School
 - 6.5.2 Namib High School
 - 6.5.3 Swakopmund Secondary School
 - 6.5.4 Westside High School
 - 6.5.5 Swakopmund Private School
 - 6.5.6 Christian Academy
 - 6.5.7 Pro-Ed Academy
- 6.6 Eligible members shall be pupils who at least have reached Grade 10 and shall be appointed for a term of office not exceeding two (2) years duration.
- 6.7 The term of duration of the Junior Town Council members shall commence at the inauguration function to be held in July/August of each year.
- 6.8 New members will only have voting power after the inauguration.
- 6.9 If special circumstances so require, the JTC, with the consent of the Town Council, may consist of more than the said number of members.

SECTION 7

INAUGURATION PROCEDURE

- 7.2 The agenda will consist of the following points:
 - 7.2.1 Report from the Junior Mayor
 - 7.2.2 Financial Reports
 - 7.2.3 Nominations and Election of Portfolios
 - 7.2.4 General
- 7.3 Elected members of the JTC shall have the sole and absolute power to nominate and vote for office bearers. Votes carry the following weight:
 - 7.5.1 Junior JTC members : 1
 - 7.5.2 Senior JTC members : 2
- 7.3 The Junior Mayor should present a written report and give a verbal account of the affairs of the JTC for the past year and should include such things as success of special activities, etc. The Junior Mayor shall also thank the JTC and any other members who gave their assistance during the course of the year.

- 7.4 The Financial Report must be tabled by the Treasurer indicating income and expenditure over the past year and the balance of funds held as at the day of the inauguration. The Treasurer must be prepared to answer any queries on the report. Acceptance of this report should then be proposed and seconded and a vote of members must be taken.
- 7.5 Each member of the Junior Council will sign an undertaking. A copy of the undertaking will be kept at the Mayor's office.

SECTION 8

MEMBERSHIP

- 8.1 Membership shall be terminated on :
- 8.1.1 Expiration of his/her term of office of two (2) years
 - 8.1.2 Voluntary resignation
 - 8.1.3 Upon leaving school
 - 8.1.4 Misconduct
 - 8.1.5 If asked by the JTC (if decided by the majority) or the Town Council
 - 8.1.6 Failure by any members to give punctual written apology of his/her absence from tow (2) formal meetings of the said Council shall automatically terminate the membership of such member
 - 8.1.7 Grounds of continual unpunctuality
- 8.2 If any membership is terminated, the next candidate with the highest score from the same school will be appointed
- 8.3 If no suitable candidate is found at a particular school, a candidate from another school can be selected
- 8.4 If any of the executives wishes to resign the following procedures will follow:**
- 8.4.1 Succession will take place which means that lower ranked executive officials can move into the vacant portfolio or;**
 - 8.4.2 if the standing executives wish to stay in their rightful portfolio, any senior council member can stand for the portfolio and the correct interview procedure will happen and election of more than 2/3 majority of the council.**
- 8.5 The term of senior councillors and that of the executives will cease will end in June at the end of two years of service to the council.**

SECTION 9

POWERS OF THE JUNIOR TOWN COUNCIL

To enable it to achieve its objectives, the JTC shall have the following powers:

- 9.1 To open and operate banking accounts in the name of the JTC
- 9.2 To make, draw, issue and execute any kind of negotiable or transferable instruments, in the name of the JTC
- 9.3 To remunerate any person or persons for services rendered in the development of its objectives, subject to the approval of the JTC

SECTION 10

ADMINISTRATIVE PROCEDURES

10.1 Meeting Notice

- 10.1.1 All meetings to be approved by the Junior Mayor prior to preparation of the notice.
- 10.2.2 Informal notices to sent via sms.
- 10.1.3 All notices must be printed on an official current letterhead
- 10.1.4 The signature must at all times be that of the Junior Mayor

10.2 Formal Meetings

- 10.2.1 Formal meetings should be held a minimum of eight (8) times during a cycle of twelve (12) calendar months, or more often, as and when the need arises.
- 10.2.2 Meetings shall take place after proper written, or telephonic notice of such meeting direct to each Junior Town Council member at least five (5) full days prior to such a meeting
- 10.2.3 Formal notice should be given in this regard, with the given time and venue of the meeting
- 10.2.4 Members of the public shall be permitted to attend formal meetings

10.3 Special Meetings

- 10.3.1 Special meetings of the JTC will be called by the Mayor if:
 - 10.3.1.1 an emergency exists
 - 10.3.1.2 at the written request of one third (1/3), of the members

10.4 Meetings with Swakopmund Town Council

- 10.4.1 It is advisable that the members or a nominated member of the JTC shall attend all ordinary meetings of Swakopmund Town Council
- 10.4.2 JTC representatives will be dressed in full school uniform
- 10.4.3 Proper minutes of meetings shall be kept of the proceedings of the Junior Town Council meetings and the Executive Committee meetings
- 10.4.4 Such minutes shall be proposed and seconded and signed by the Chairperson and Secretary and shall be conclusive evidence of further proof of the facts stated therein
- 10.4.5 Copies of the minutes must be given to each member of the Juinr Town Council at the next meeting

- 10.5 A quorum of the JTC shall consist of one half ($\frac{1}{2}$) of the existing members plus one (1) member
- 10.6 A member of the JTC may not withdraw his/her vote once a motion has been passed
- 10.7 **Reports**
10.7.1 A report should be compiled after each event.
10.7.2 Such reports should be tabled at the next meeting

SECTION 11

VOTING

- 11.1 At a Council meeting, all resolutions shall be by a simple majority of the members present
- 11.2 Voting shall be by show of hands or by secret ballot as determined by the Mayor
- 11.3 In the case of any equality of votes, the Mayor/Chairperson has the casting vote

SECTION 12

FINANCE

- 12.1 The fiscal year shall be 1 August to 31 July of the following year.
- 12.2 The Mayor and/or Treasurer of the outgoing Council shall prepare a draft budget for the following fiscal year, which must be completed one month before the commencement of the fiscal year. The budget shall be approved, and minor adjustments made if necessary, by the newly elected Junior Town Council at their first meeting to be held in August of each year.
- 12.3 The annual financial statements must be duly audited within three months of the financial year-end and made available to the member of request.
- 12.4 The Junior Town Council shall cause proper accounts to be kept with respect to :
- 12.4.1 All sums of money received by and expended by the JTC, including any funds allocated or raised through local projects, functions and sponsors
- 12.4.2 All JTC sales and purchases
- 12.4.3 The accounts shall be kept by the Treasurer. A detailed Income and Expenditure statement, together with a copy of the latest bank statement, shall be presented at every Council meeting and shall always be open to inspection
- 12.4.4 The Treasurer shall keep proper accounts that shall be made up to 30 June each year.

- 12.4.5 The JTC is to be self-financing : It is policy that all JTC activities or functions such as banquets, luncheons and locally organised fund-raising shall be conservatively planned to be self-financing, or shall adequately be covered by other funds raised by the JTC
- 12.5 The funds of the Junior Town Council shall be under the control of the Junior Town Council Committee, whose authorised signatories shall be any two of the following : Mayor, Deputy Mayor or Treasurer
- 12.6 The Treasurer shall table at each meeting any expenditure incurred, describing the payee, amount and purpose of each payment.

SECTION 13

FUNDS

- 13.1 Funds may be collected by fundraising events to cover running expenses of the Junior Town Council
- 13.2 All monies collected on behalf of the Junior Town Council, whether by way of projects, shall accrue to the Junior Town Council.
- 13.3 Profits derived from projects shall belong to the Junior Town Council, for the furtherance of the aims and objectives of the Junior Town Council.
- 13.4 The Junior Town Council shall cause proper accounts to be kept with respect to:
- 13.4.1 All sums of money received and expended by the Junior Town Council, including any funds raised through local projects and functions
- 13.4.2 Sales and purchases
- 13.5 The accounts shall be kept and approved by the Junior Town Council and shall always be open for inspection of any Officer or member of the Junior Town Council.
- 13.5 The Junior Town Council Treasurer shall keep proper accounts, which shall be made up to 31 July each year.
- 13.6 The Junior Town Council Treasurer shall prepare and distribute copies of the Annual Profit and Loss account balance sheet. These shall include every document required by law to be attached thereto. All to be filed properly.

SECTION 14

SELF FINANCING

- 14.1 It is policy that all Junior Town Council activities or functions shall be conservatively planned to be self-financing, or shall adequately to covered by other funds raised by the Junior Town Council
- 14.2 No contract shall be entered into for expenditure incurred for such purposes as advertising, unless the Junior Town Council has funds immediately available, i.e. it is not permissible for the Junior Town Council to incur debts payable over a period of time.

- 14.3 Under no circumstances may the Junior Town Council raise a loan for any purpose. All projects and functions must rely on existing funds.

SECTION 15

AUDIT

- 15.1 At least once a year, the accounts of the Junior Town Council shall be examined and the correctness of its account procedures shall be certified by an Auditor.
- 15.2 The auditors shall at all times have access to the books of account of the Junior Town Council and they may in relation thereto, examine Minutes of Meetings of the Junior Town Council.
- 15.3 The auditors shall provide an annual report as to the correctness of the accounts
- 15.4 The annual financial statements must be duly audited within three months of the financial year-end and made available to the member on request

SECTION 16

SPONSORSHIP

- 16.1 It will be in order for the JTC to seek local sponsorship to further their aims and objectives, but sponsorship must conform to the following principles:
- 16.1 Shall be for the benefit of the JTC in the fulfilment of the JTC objectives
 - 16.2 Shall be from a source worthy of public identification with the JTC
 - 16.3 Shall be formally agreed in writing between the parties to avoid misunderstandings

SECTION 17

PUBLIC RELATIONS

- 17.1 No member may make statements on the JTC policy, or comment to the media in the name of the JTC, on public events, unless specifically cleared

through EXCO. It is policy that only the Mayor of the JTC may make policy statements and speak on behalf of the JTC.

- 17.2 The Mayor may make public statements on local functions and activities and is encouraged to do so to obtain maximum favourable publicity for the activities of the Junior Council.

SECTION 18

PROJECTS AND FUNCTIONS

- 18.1 The Junior Town Council is required to participate in and support projects approved by the Junior Town Council.
- 18.2 Profits derived from all projects conducted locally shall belong to the Junior Town Council earning it, for the furtherance of the Junior Town Council objectives.

SECTION 19

PORTFOLIOS OF THE JTC

19.1 Mayor/Chairperson

- 19.1.1 Has a sound knowledge of the JTC's constitution and operating manual
- 19.1.2 Relays relevant information to the Junior Council
- 19.1.3 Chairs Executive Committee and Council meetings and ensures that the Constitution and Operating Manual rules are adhered to in every respect
- 19.1.4 Authorises the Secretary to circulate minutes of the meetings after approval
- 19.1.5 Liaises with the Mayor of Swakopmund
- 19.1.6 Co-ordinates the JTC's activities
- 19.1.7 Opens and closes meetings
- 19.1.8 Ensures that an appropriate venue is booked
- 19.1.9 Thanks speakers by letter/fax/e-mail
- 19.1.10 Ensures that all members can express their points of view
- 19.1.11 Stops all private discussions and arguments
- 19.1.12 Maintains impartiality
- 19.1.13 Terminates discussions once everyone has had a chance to air their views
- 19.1.14 Puts the matter to the meeting for a decision
- 19.1.15 Votes only when there is not a clear majority
- 19.1.16 Moves to the next point
- 19.1.17 Prepares annual report and ensures that financial report is sent to the Municipality

19.2 Deputy Mayor / Vice Chairperson

- 19.2.1 Fulfils a support role for the Chairperson if and when required
- 19.2.2 Stands in for the Mayor when absent
- 19.2.3 Takes any other functions/duties as requested by the JTC e.g. fundraising activities (raffles, etc) and ad-hoc meeting presentations (networking, etc)
- 19.2.4 Assists the Mayor whenever necessary
- 19.2.5 Exchanges ideas and liaises regularly with the Mayor
- 19.2.6 Keeps abreast of all activities and events being undertaken
- 19.2.7 Ensures that a professional image and attitude is maintained

19.3 Treasurer

- 19.3.1 Maintains records as specified in the Constitution and complies with all instructions contained in the constitution and operating manual regarding finances
- 19.3.2 Immediately banks all monies received for meetings
- 19.3.3 Pays accounts as agreed on by the JTC
- 19.3.4 Responsible for JTC bank account, informing the JTC each month of the balance in the JTC funds
- 19.3.5 Prepares financial report for presentation at last meeting
- 19.3.6 Prepares a budget for discussion and approval at council meetings, which is attached to the minutes
- 19.3.7 Keeps the cashbook up to date
- 19.3.8 Files all receipts and payment statements

19.4 Secretary

- 19.4.1 Prepares the agenda for meetings
- 19.4.2 Takes minutes (not verbatim, just salient points) at meetings and maintains the minutes. Gets Chairperson to sign the agreed minutes at the next meeting of the JTC
- 19.4.3 Distributes such minutes within 14 days of the meeting
- 19.4.4 Sends out thank you letters as required and responsible for filing of other general correspondence
- 19.4.5 Keeps all minutes and other documents in a file
- 19.4.6 Confirms venues for JTC activities

19.5 Public Relations Officer

- 19.5.1 In relation to monthly Council meetings
 - 19.5.1.1 Books venue
 - 19.5.1.2 Investigates new venues for events and or projects
 - 19.5.1.3 Ensures that the JTC has good local media contacts for both press and regional radio
 - 19.5.1.4 Takes every possible opportunity to promote the JTC by forwarding information with pictures or articles of the JTC

- events or activities for publication in the local press. Any prepared articles must have the approval of the Mayor
- 19.5.1.5 Takes cuttings from local press or any articles that has appeared regarding the JTC and updates the scrapbook
 - 19.5.1.6 Compiles a Newsletter every trimester to be distributed to all Secondary Schools

SECTION 20

SUB COMMITTEES

- 20.1 The JTC may appoint sub-committees amongst its members for any purpose which it might deem fit
- 20.2 The JTC can also co-opt members who shall be able to attend formal or informal meetings and partake in any discussions but shall have no vote

SECTION 21

CODE OF CONDUCT

- 21.1 JTC members agree to adhere to the following Code of Conduct during all JTC meetings, while representing the JTC on any Committee or sub-committee and while representing the JTC in the Erongo Region and in Namibia.
- 21.2 A JTC member will always treat a fellow Councillor with the respect he/she would expect to receive
- 21.3 A JTC member will always address a citizen, our elderly, fellow committee members and fellow JTC members with respect
- 21.4 A JTC member will remember at all times that as an individual, he or she has no legal authority outside the meetings of the Junior Town Council and that he/she shall conduct relationships with the members, the youth of our town, and our elderly on the basis of this fact
- 21.5 A JTC member will support a decision graciously once it has been made by the majority of the Councillors
- 21.6 Written apologies must be given when absent from a meeting
- 21.7 JTC members must work together as a team
- 21.8 JTC Members will be requested to complete projects in the shortest possible time
- 21.9 Punctuality is of utter importance

SECTION 22

CONSTITUTIONAL REVISIONS

- 22.1 Constitutional changes must be made in writing on or before the last meeting before the inauguration meeting
- 22.2 Changes to the constitution can be initiated by the JTC or the Town Council
- 22.3 The changes must be approved by the Town Council

SECTION 23

CORRESPONDENCE / STATIONERY TEMPLATES

- 23.1 The official font for the Junior Town Council is Arial 12.
- 23.2 Examples are attached for the following and are to be used as and when required:
 - 23.2.1 Letterhead
 - All official correspondence must be on the official letterhead and must be signed by the Mayor and/or Deputy Mayor
 - 23.2.2 Fax Cover sheet
 - 23.2.3 Notice Form / Agenda
 - 23.2.4 Minutes Form
 - 23.2.5 Letter of Undertaking
 - Each Junior Town Council Member must sign the above after thoroughly reading and understanding the contents within. This signed letter must be filed with the Secretary
 - 23.2.6 Nomination/Entry Form
 - 23.2.7 Score Sheets