



SABIO

South African Bee Industry Organization

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THE CONSTITUTION OF SABIO

Adopted at the 2nd AGM on 4 June 2004/ Amended at the AGM 2008

1. NAME

SABIO (short for The South African Bee Industry Organisation) is the national organisation for the apicultural sector in South Africa. SABIO was constituted in June 2004 as a successor to the Southern African Bee Industry Executive (SABIE), which was established in 1993 to act as joint mouthpiece for the Federation of Beekeepers Associations (founded in 1907) and the South African Professional Bee farmers Co-operative Ltd (established in 1990).

2. MISSION

SABIO exists to represent the Bee Industry in South Africa and to promote it and all aspects thereof with the aim of establishing, supporting and developing a sustainable and prosperous Apicultural Industry in the country.

3. SPECIFIC OBJECTIVES AND THE ACHIEVEMENT THEREOF

The main objectives of SABIO are as follows:

- a. To act as the national mouthpiece for all role-players in the Bee Industry in SA;
- b. To liaise with any other institution (national and international) with the purpose of realizing the mission of SABIO;
- c. To implement an effective system of feedback to and interaction with its members regarding all Industry matters;
- d. To do whatever is necessary and proper to facilitate achieving of the chosen mission and objectives.

4. BYLAWS

Attached to and forming part of this Constitution is a set of Bylaws determining how the actions of SABIO are to be effected in order to achieve its chosen objectives. The Bylaws regulate the internal tasks of SABIO and its bodies, the relationship with its members, membership fees, the execution of business, congresses and symposia, payments and price lists and standing orders.

5. MEMBERSHIP

Membership is achieved by having applied for it in writing, having paid the stipulated membership fee and having been accepted by the Management Board. Three categories of membership will exist. The voting rights for members will be one vote per paid up member.

a. Primary Member

Any individual or body, which is a bona fide beekeeper, who is properly registered according to the laws of SA.

b. Affiliated Member

Any properly constituted Bee Industry related organisation in SA, which has at least 10 registered beekeepers as paid-up members at the 31st of the December directly preceding the current SABIO fiscal year.

c. Tertiary Member

Any other individual or body in SA having interest in apiculture or pursues activities in apiculture or related topics.

6. DUTIES OF MEMBERS

All members are obliged to:

- a. Subscribe and conform fully to this Constitution and its Bylaws.
- b. Pay within the first month of the financial year the applicable annual membership fee as determined in the Bylaws. In the case of late payment, the Management Board shall be entitled to suspend the rights of the member in question whilst in default.
- c. Foster and spread the ideas of SABIO and to supply any of its bodies with any relevant information and/or suggestions for the sake of achieving the objectives of SABIO.
- d. Notify without delay the office of SABIO of any changes of the persons entitled to represent them. Should the member in question fail to do so, SABIO will continue to regard the previous person as still entitled to represent the member.
- e. Refrain from any initiative contrary to the goals of SABIO and the resolutions passed by its bodies.

7. RIGHTS OF MEMBERS

All members have the right to:

- a. Receive information and notices from SABIO whenever relevant or of interest to members
- b. Put forward persons of their choice for election to vacant SABIO posts in accordance with the applicable Bylaws of this Constitution.
- c. Submit to the relevant bodies of SABIO documents, presentations and papers for publication in the SABJ. Selection and decisions in this regard shall be effected by the applicable bodies, whose decisions are binding.
- d. Participate in congresses, symposia and other events organised by SABIO at a special lower membership rate.
- e. Make use of any special logo, mechanism or privilege available only to members of the organized Bee Industry as will be implemented from time to time.

8. EXPIRATION OF MEMBERSHIP

Membership expires:

- a. By resignation in writing (signed by the authorised representative) and properly delivered to the office of SABIO at least three months prior to the end of any financial year;
- b. If the annual membership fees have not been paid within four months of falling due;
- c. If the member is barred by resolution of the General Assembly because the member has violated the Constitution of SABIO or the resolutions passed by its bodies.

9. THE BODIES OF SABIO

SABIO has the following bodies:

- a. The General Assembly;
- b. The Management Board;
- c. The Executive.

10. THE GENERAL ASSEMBLY

- a. The General Assembly comprises the representatives of all the members.
- b. Non-members may attend the General Assembly meetings and contribute to the debates and discussions only with the prior permission of the Management Board.
- c. The General Assembly shall meet at least once per year during the annual general meeting (AGM).
- d. An extraordinary General Assembly meeting can be called for by at least half of the members of the Management Board or at least a third of the members.

11. PROCEDURES FOR AND VOTING RIGHTS AT MEETINGS OF THE GENERAL ASSEMBLY

- a. Any General Assembly meeting shall be properly called by the Executive at least two months prior to the date set. The invitation must include the agenda, place, date and time of the meeting. If there is a request for a resolution to change the Constitution of SABIO, then the invitation must include the suggestions for the article to be changed. If the General Assembly cannot be called in good time in the case of issues needing fast action, the Executive shall be entitled to conduct a postal vote. The resolution is adopted if within a set deadline three-quarters of all votes held by members vote in favour of the resolution.
- b. The General Assembly has a quorum when members representing at least 20% of the total number of votes are present and when two-thirds of the representatives attending confirm that the invitation was effected in accordance with the Constitution and in good time.
- c. The Chairperson of SABIO, or in his/her absence the Vice-chairperson, shall act as the chairperson of the General Assembly. If both persons are prevented from attending, the members present shall choose the chairperson from the Management Board.
- d. Resolutions shall be passed with a two-thirds majority of the members present.
- e. Changes to the Bylaws are adopted with a majority of the votes represented.
- f. Any change to the Constitution of SABIO requires a two-thirds majority of the votes represented.
- g. The winding up of SABIO, the transfer of its assets, the appointment of the liquidator and the determination of his/her powers requires a three-quarters majority of the votes represented.
- h. The provisional minutes of any meeting shall be distributed to all members with the next SA Bee Journal.

12. POWERS OF THE GENERAL ASSEMBLY

The General Assembly shall be responsible for:

- a. Determining SABIO activity, especially with respect to important features of the mission and objectives and the passing of guidelines;
- b. Approval of the annual activity reports;
- c. Election of the Management Board;
- d. Endorsing the appointment of the auditing body;
- e. Revoking membership;
- f. Approving the financial report and budget;
- g. Approving the Bylaws including the membership fees;
- h. Approving changes to the Constitution;
- i. When necessary the winding up SABIO, the use of the assets and the appointment of the liquidator.

13. THE MANAGEMENT BOARD

- a. The Management Board (MB) will comprise 6-8 members elected by the General Assembly to be representative as far as possible and practical of the whole spectrum of the SA Bee Industry.
- b. All members of the MB shall be elected for two years and can be re-elected. Half of all the positions shall be put forward for re-appointment during each ordinary General Assembly.
- c. Preconditions for members to be elected to the MB are specific skills to fulfil the duties of the position and a personal commitment to do so.
- d. The members of the MB shall exercise their functions in an honorary capacity. Compensation and payment of travel costs will be paid however if funding allows.

14 NOMINATION AND ELECTION PROCEDURE FOR THE MANAGEMENT BOARD

The following procedure will apply for filling vacant posts in the Management Board:

- a. Only primary members in good standing qualify for nomination;
- b. Nominations can only be done by affiliated institutions having primary members of SABIO as members;
- c. Nominations must be submitted to the office in writing with the signature of the nominee at least 3 months prior to the AGM;
- d. The names of all nominations will be published with the SABJ at least 1 month prior to the AGM;
- e. Election will be done at the AGM;
- f. Voting may be conducted by post and written proxies.

15. MEETINGS OF THE MANAGEMENT BOARD

- a. The Management Board shall meet at least every 3 months.
- b. The invitation must be sent at least one month prior to the date set and must include the agenda, place, date and time of the meeting.
- c. The Management Board shall have a quorum when half plus one of the members are present.
- d. The Management Board shall reach its decisions by simple majority. In the event of a tied vote, the Chairperson shall have a casting vote.
- e. The provisional minutes of any meeting shall be distributed to all Management Board members within 14 days after such meeting.

- f. Any member failing to attend any 2 consecutive meetings without prior notice of his/her reasonable excuse or any 3 meetings per year, shall cease to be a member of the Management Board at the discretion of the other members.

16. DUTIES OF THE MANAGEMENT BOARD

The duties of the Management Board shall be as follows:

- a. Carrying out, as far as possible, the resolutions of the General Assembly;
- b. Making decisions on all general matters and issues of interest for the Apicultural Sector;
- c. Electing a chairperson, vice-chairperson and the Executive;
- d. Determining the powers of the Chairperson and the Administrator;
- e. Effecting proper management of SABIO in all relevant aspects;
- f. Effecting proper communication with all members at all times;
- g. Co-opting additional persons at their discretion to assist the management task. (Co-opted persons will have no vote at Management Board meetings and will have to be re-appointed annually if necessary.)

17. THE EXECUTIVE

- a. The Executive comprises any two Management Board members from three being the Chairperson, Vice-chairperson and one additional appointed member.
- b. The Executive shall meet when any one of its members deems it necessary and arranged as is convenient for all. An agenda will be drawn up as well as a set of minutes which shall be delivered to all members of the Management Board within 14 days.
- c. The main duty, amongst others, of the Executive is to effect sound financial and administrative management at all times.

18. THE CHAIRPERSON

- a. The Chairperson, or in his/her absence the Vice-chairperson, shall legally represent SABIO with respect to the members and third parties.
- b. At all gatherings and meetings, the chairperson shall take the chair and if unable to attend, he/she will be represented by the Vice-chairperson.

19. ASSETS

The Management Board shall manage the assets of SABIO.

20. FINANCE

- a. The financial year shall be from 1 March to 28 February.
- b. Proper financial statements and a detail budget shall be drawn up within two months of the end of the financial year for discussion by the Management Board.
- c. SABIO is a non-profit organization and all financial matters will be conducted in an open transparent manner.

21. CHANGES TO THE CONSTITUTION

- a. Petitions for changing the Constitution can be submitted by the Management Board, the Executive or members.
- b. Any such request must be received by the Chairperson or Administrator two months or more prior to the AGM.
- c. The Administrator shall pass this on to all members at least two months prior to the AGM.

22. WINDING UP

In the event of SABIO being wound up, the General Assembly shall decide on the transfer of the assets to the benefit of one or more national organisations with which SABIO has been connected and that can carry on the activities in the interest of national apiculture.

23. ORIGINAL TEXT

The binding text of this Constitution shall be in the English language. It shall be the principal text for all evaluations, discussions and interpretations.

CHAIRPERSON: JD SMIT/J.MOODIE

DATE