



# SABIO

South African Bee Industry Organization

PO Box 14840

Hatfield

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www.sabio.org.za

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## THE BYLAWS FOR SABIO

These Bylaws shall be approved by the General Assembly, but can be changed or extended by a two-thirds vote within the Management Board to be in force immediately and to guarantee smooth administration. Changes must be accepted by the General Assembly at their first next meeting.

The Bylaws will not contain any contradiction to the Constitution of SABIO.

### BYLAW 1: MEMBERSHIP INFORMATION AND FEES

#### a. Primary Members

Any **bona fide beekeeper who has registered** under the Agricultural Pests Act (No 36 of 1983) in terms of Government Gazette No 6388 Regulation 1674 published 24 December 1998 will be regarded as an initial primary member of SABIO for the first financial year after registration. Continued primary membership however will only be achieved through properly filling in annually the prescribed membership form and paying annually before the set deadline the annually established membership fee.

The annual voluntary membership fee will be calculated on a sliding scale as follows:

- (1) A basic fee for any member owning no more than 50 colonies.
- (2) An additional fee per colony for every colony more than 50 owned by the member.
- (3) The number of colonies used in these calculations will be the projected number of colonies at 1 March (the first day of the applicable fiscal year).

#### b. Affiliated Members

To qualify for this category of membership (available only to **Bee Industry related associations or functional groups**) the SABIO office must be in position of the following:

- (1) A letter of application for membership on a letterhead with the contact details of their office;
- (2) A copy of their current constitution or similar document;
- (3) A list of their current office bearers and their contact details;
- (4) A list of the current persons mandated to represent them with the contact details of each;
- (5) A list of their paid-up beekeeper members at the 31st of the December directly preceding the current SABIO fiscal year with the contact details of each.

The membership fee payable is twice the basic primary membership fee plus one-tenth of the basic primary membership fee per paid-up member at the 31st of the December directly preceding the current

SABIO fiscal year. Each annual request for renewal of membership must be accompanied by updated information regarding the above.

Affiliated members are entitled to receive from SABIO assistance and support pertaining to the draughting of an own constitution and relevant internal regulations.

### **c. Secondary Members**

Membership for this category is achieved by an application in writing stating the details of **interest and/or involvement**. The annual membership fee will be twice the basic primary membership fee and will accompany the prescribed annual membership form.

*For the financial year 01 March 2009 to 28 February 2010 the following will apply:*

- (i) Registration fee = Basic primary membership fee = R250.00 per member;*
- (ii) Additional fee per colony for primary members = R2.50 per colony for each colony above 50;*
- (iii) Fee for affiliated members = R500.00 plus R25.00 per member;*
- (iv) Fee for secondary members = R500.00.*

## **BYLAW 2: THE SABIO OFFICE AND DUTIES OF THE ADMINISTRATOR**

A paid official will be appointed as Administrator of SABIO by the Management Board. The functions of and specifications for the office and Administrator will be as follows:

- a. He/she shall be responsible for running the office, maintaining the books and reporting SABIO's finances, keeping records, minuting all applicable meetings and creating Industry reports when necessary.
- b. He/she is responsible to effect proper and continuous communication with all members and bodies of SABIO at all times as one of the most important functions of the office.
- c. He/she shall assist in delivering the South African Bee Journal as scheduled.
- d. His/her detail duties will be specified in a separate list accompanying a proper service agreement.
- e. All information of members will be treated with the applicable confidentiality at all times.
- f. The office will preferably be situated in Gauteng Province.
- g. The office will be open every weekday during normal office hours at least in the mornings.
- h. Communication facilities will at least comprise a telephone, answering service, fax machine, email and postal box.

## **BYLAW 3: THE SOUTH AFRICAN BEE JOURNAL (SABJ)**

The SABJ is to be the official mouthpiece of SABIO and will be published regularly at least every 3 months. At least the following dedicated categories will be maintained per issue:

- a. Editorial
- b. Forthcoming Events / Important Notices
- c. Letters to the Editor
- d. News from Affiliated Members
- e. Technical Articles
- f. General Articles

#### **BYLAW 4: PORTFOLIOS ATTENDED TO BY THE MANAGEMENT BOARD**

The agenda of all board meetings will include on a continuous basis at least the following items:

- a. Constitutioning and Minuting;
- b. Financial;
- c. Correspondence;
- d. Administration and Office matters;
- e. SABJ;
- f. Industry Calender events;
- g. Research and Health issues;
- h. Development and Training;
- i. Other projects;
- j. General.

#### **BYLAW 5: CODE OF CONDUCT**

By applying for and accepting membership of SABIO the member automatically declare his/her full subscription to the SA Bee Industry Code of Conduct which requires of any member to:

- a. Be conversant with and abide by all South African legislation specifically applicable to the SA Beekeeping Industry.
- b. Practise respect for the person and rights of their fellow colleagues and the Bee Industry.
- c. Contribute to the promotion of a proud, professional and responsible image of the Bee Industry.
- d. Take all necessary precautions to ensure the safety of the bees, their workers, the public and themselves.
- e. Take all necessary steps to ensure the safety of all animals and wildlife as well as the integrity of the environment.
- f. Implement all appropriate measures to produce pure South African beehive products of highest quality.

This Code of Conduct will be translated into a more detailed Code of Practice or manual, which will be maintained as a separate document.

#### **BYLAW 6: PROCEDURES TO ADDRESS VIOLATIONS OF THE CONSTITUTION**

In the case of any member violating this Constitution (including all its Bylaws and related documents) in any way, the Management Board (MB) will act as follows to discipline such a member:

- a. The MB will collect all applicable information and ascertain the correctness thereof;
- b. The MB will draft and post a letter to the member to notify him/her that the applicable matter has come under their knowledge, asking him/her about his/her knowledge of the perceived problem and requesting him/her to rectify the situation and to let the office know of such action within 21 days of the letter;
- c. If the member has not responded properly by 7 days after the above deadline, the MB will draft a second letter informing the member that he/she has 21 days from the date of this letter to rectify the situation or being faced with termination of membership according to the applicable paragraphs of the Constitution;
- e. If the member has still not reacted properly within 7 days of the deadline set in the last letter, the MB will draft a final letter to the effect of termination of membership privileges until the General Assembly authorizes this action at their first next meeting.

## **BYLAW 7: SPECIFICATIONS FOR ORGANIZING THE ANNUAL BEECON**

An annual Bee Industry congress, known as BeeCon xxxx (where xxxx indicates the year), will be arranged in co-operation with a Local Organising Committee, preferably a regional Association or Industry related functional group, that is specific to each Congress. At any Annual General Meeting of SABIO delegates will decide on the venue for the next BeeCon. The respective BeeCons will rotate between the Gauteng Province and other Provinces. The Local Organising Committee will include nominated regional or functional representatives as well as the appointed Management Board representative.

The following points are to provide guidance to the Local Organising Committee:

- a. The aim is to stimulate interest in South African Beekeeping and to provide a meeting point for everyone involved in the beekeeping industry: beekeepers, scientists, honey traders, development workers, equipment industries, fruit growers, seed houses and seed growers.
- b. Provision must be made for a field day, a technical programme, Industry AGM's and a formal dinner.
- c. Proper attention must be given to a theme, a venue, accommodation, invitations and advertising, a budget, logistics and registration.

Each Beecon should provide the Local Organisers with a profit to facilitate future activities within that region. Each Beecon stands financially independent and surpluses or losses will not be carried forward.

Adopted at the 2<sup>nd</sup> AGM on 04 June 2004 .

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**CHAIRPERSON: JD SMIT**

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**DATE**

1. Amended at the 6<sup>th</sup> AGM on 18 July 2008 .

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**CHAIRPERSON: JD MOODIE**

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**DATE**