



# SABIO

South African Bee Industry Organisation

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**Annexure B**

## **SABIO CONSTITUTION (2013) GENERAL ADMINISTRATIVE PROTOCOLS**

### **Preamble**

In terms of Paragraph 14.4 of the SABIO Constitution (2013) the following shall comprise the General Administrative Protocols affecting the operational functions of SABIO. These protocols shall act as guidelines and may be adapted to suit the specific requirements of the Organization at the time and/or project for which they may be intended.

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- 1. The SABIO Office and Duties of the Administrator**
- 2. Conduct of Management Board Meetings**
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### **1. The SABIO Office and Duties of the Administrator**

- 1.1 Hortgro has been appointed as Administrator of SABIO by the Board.
- 1.2 The functions of the Administrator and purpose of the Office shall include, but not be limited to the following:
  - (i) The Administrator shall be responsible for *inter alia* the running of the office, maintaining its books of accounts and reporting on SABIO's finances, keeping of records, recording minutes of all meetings of SABIO and acting as electoral officer at the SABIO AGM;
  - (ii) The Administrator shall be responsible for all communication requirements with members and all structures within SABIO and shall ensure such task remains effective and continuous and receives priority;
  - (iii) The Administrator shall assist with the delivery and despatch to members of the South African Bee Journal as scheduled;
  - (iv) All information relating to members particulars are to be treated with the applicable confidentiality at all times;
  - (v) The Office of the Administrator is currently situated in Paarl;

- (vi) The Administrator functions on every weekday (other than public holidays) during normal working hours;

## **2. Conduct of Management Committee Meetings**

2.1 The agenda for all Board Meetings shall include on a regular basis at least the following items:

- (i) Constitutioning and Minuting;
- (ii) Financial;
- (iii) Correspondence;
- (iv) Administration and Office Matters;
- (v) SABJ;
- (vi) Industry Calendar Events;
- (vii) Research and Health Issues;
- (viii) Development and Training;
- (ix) Other Projects;
- (x) General.

## **3. The South African Bee Journal (SABJ)**

3.1 The SABJ is to be the official mouthpiece of SABIO and shall be published regularly at least every three months.

3.2 The following categories should at least be included in each issue:

- (i) Editorial;
- (ii) Forthcoming Events / Important Notices;
- (iii) Letters to the Editor;
- (iv) News from Affiliated Association Members;
- (v) Technical Articles;
- (vi) General Articles.

#### 4. Amendments

4.1 Amendments to these Administrative Protocols agreed to and signed at the SABIO Board Meeting held in Paarl on the 6<sup>th</sup> September 2013.

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SABIO Chairman

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Witness (SABIO Board Member)

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Administrative Secretary