



SABIO

South African Bee Industry Organisation
Registration Number: 2016/038841/08

Annexure B

SABIO CONSTITUTION (2018) GENERAL ADMINISTRATIVE PROTOCOLS

Preamble

In terms of Paragraph 16.4 of the SABIO Constitution (2018) 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.

Contents

1. The SABIO Office and Duties of the Financial Administrators
2. Conduct of Board Meetings
3. The South African Bee Journal
4. Amendments

1. The SABIO Office and Duties of the Financial Administrators

- 1.1 For the foreseeable future Willems van der Westhuizen Accountants, based in Fairlands, Johannesburg, have been appointed as Secretariat / Financial Administrators of SABIO by the Board.
- 1.2 The functions of the Financial Administrators shall include, but not be limited to the following:
 - (i) The Financial Administrators shall be responsible for *inter alia* maintaining SABIO's books of accounts and reporting on SABIO's finances and keeping of financial records on a monthly basis;
 - (ii) The Financial Administrators shall assist in keeping records of all paid up members of SABIO throughout the year;
 - (iii) The Financial Administrators shall be responsible for completion of and timely submissions of all relevant tax returns to the Receiver of Revenue;
 - (iv) The Financial Administrators shall be responsible for the Companies & Intellectual Property Commission's annual returns and any administration related thereto;

- (v) The Financial Administrators shall prepare the annual audited accounts of SABIO for presentation at the AGM of the Organisation.

2. Conduct of Board Meetings

2.1 SABIO Board Meetings should be held in venues central and convenient to all Board Members taking into account travelling and accommodation needs of Board Members.

2.2 The agenda for all Board Meetings should include the following items:

- (i) Constitutioning and Minuting;
- (ii) Financial Reports;
- (iii) Correspondence;
- (iv) Administration and Office Matters;
- (v) Report backs on Industry Issues;
- (vi) Industry Calendar Events;
- (vii) General.

2.3 Board Members who are not sponsored by their respective affiliated Associations for attending Board meetings may be reimbursed for travel and accommodation costs for attendance at Board Meetings based on a fee structure decided by the Board.

3. The South African Bee Journal (SABJ)

3.1 The SABJ is to be the official mouthpiece of SABIO and shall be published with at least two to three editions annually depending on content available and financial resources to print the publication.

3.2 The Board shall appoint an Editor with journalistic experience to edit and publish the journal and who should liaise closely with the Chairman of SABIO regarding content and material.

3.3 The journal should be as self-sustaining as possible by means of commercial advertising.

3.4 The following categories should be included in each issue subject to the assessment by the Editor regarding the appropriateness and relevance of the material to the South African Bee Industry:


- (i) Editorial;
- (ii) Message from the Chairman of SABIO;
- (iii) Forthcoming Events / Important Notices;
- (iv) Letters to the Editor;



- (v) News from Association Members;
- (vi) Technical / Scientific Articles;
- (vii) Articles reprinted by permission of other authoritative journals;
- (viii) 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 27th July 2018.



SABIO Chairman



Witness (SABIO Board Member)

