

WCBA CONSTITUTION

Amended at AGM on 4 March 2023 at Spice Route in Paarl.

1. NAME

The name of the Association shall be ***Western Cape Bee Industry Association***, hereafter referred to as “The Association” or abbreviated “**WCBA**”.

2. OBJECTIVES

The objectives of WCBA, the representative body of beekeepers in the Western Cape, are:

- a. To develop and promote all aspects of the local beekeeping industry;
- b. To help protect and promote the long-term sustainability of the indigenous *Capensis* honey bee;
- c. To represent the collective interests of all WCBA members;
- d. To safeguard the purity and integrity of locally-produced honey and other beehive by-products;
- e. To initiate and/or support efforts intended to improve environmental conditions for honeybees and other pollinators;
- f. To support agriculture by implementing and overseeing high standards in pollination services provided by our members;
- g. To implement the applicable financial, administrative and communication systems to achieve the above-mentioned objectives.

3. MEMBERSHIP

- a. Application for membership is achieved by completing the applicable member data form annually, paying the stipulated membership fee and being accepted by the Management Committee;
- b. All members who are practicing beekeepers must be registered with the Department of Agriculture, Land Reform and Rural Development (DALRDD);
- c. Full membership of the WCBA will be confined to people residing in the area geographically defined as the Western Cape province. Applications from people outside the Western Cape will be accepted as ‘Friends of the WCBA’;
- d. Honorary/life memberships shall be determined by the Management Committee and will be bestowed on those people whom the Management Committee identifies as deserving of this special membership due to long-term affiliation and/or special association with the WCBA; or as an acknowledgement of special service to the WCBA and the local beekeeping industry in general. Members may also nominate deserving members to this category at the Annual General Meeting and the decision will be confirmed

through a majority vote by those present. Honorary/Life members shall be entitled to all the privileges of full WCBA membership.

4. DUTIES OF MEMBERS

All members must:

- a. Familiarise themselves with the WCBA Constitution, its Code of Conduct and operating standards;
- b. Subscribe and conform to the Constitution, the Code of Conduct and operating standards, as well as other applicable regulations in place at any time;
- c. Pay the stipulated annual membership fee within the first two months of the commencement of the WCB's financial year (on the 1st of March). In the case of late payment, the Management Committee shall be entitled to suspend the rights of the member in question whilst in default;
- d. Notify the Secretary without delay of any changes of the persons entitled to represent them. Should the member in question fail to do so, WCBA will continue to regard the previous person as still entitled to represent the member.
- e. Refrain from bringing the WCBA into disrepute, encouraging any activities contrary to the objectives of the WCBA and making any disparaging or disrespectful comments about fellow WCBA members in any public forum.

5. RIGHTS OF MEMBERS

Members have the right to:

- a. Exercise a vote at the Annual General Meeting (or any other properly designated decision-making forum);
- b. Receive information and notices periodically circulated by the WCBA;
- c. Nominate and elect persons of their choice to positions on the WCBA Management Committee.
- d. Participate in all events and activities organised by WCBA for the benefit of its members;

6. EXPIRATION OF MEMBERSHIP

Membership will expire:

- a. By resignation in writing and lodged with the WCBA at least three months prior to the end of any financial year;
- b. If the annual membership fees have not been paid within two months (See 4c) of the commencement of the WCBA's financial year (on the 1st of March);
- c. If the member is barred by resolution of a formal Management Committee meeting as a consequence of violating the Constitution, and/or Code of Conduct, and/or standards of the WCBA.

7. THE GENERAL ASSEMBLY

- a. The General Assembly comprises a meeting of all WCBA members;

- b. Non-members may attend the General Assembly meeting and contribute to the debates and discussions with the prior permission of the Management Committee only;
- c. The General Assembly shall meet at least once per year during the annual general meeting (AGM) which must be held no later than three months after the financial year end;
- d. An extraordinary General Assembly meeting can be called with the agreement of at least half the members of the Management Committee or at least a third of the general membership.

8. PROCEDURES FOR MEETINGS OF THE GENERAL ASSEMBLY

- a. Any General Assembly meeting shall be properly called by the Management Committee at least four weeks prior to the date set. The invitation must include the agenda, place, date and time of the meeting;
- b. If there is a request for a resolution to change the Constitution of WCBA, then the invitation must include the proposal for the article/s to be changed;
- c. If the General Assembly cannot be called in good time in the case of issues needing fast action, the Management Committee shall be entitled to conduct a postal (e-mail) vote. The resolution is adopted if within a set deadline three-quarters of all the members vote in favour of the resolution;
- d. The General Assembly has a quorum when 10% of all members (excluding the Management Committee members) are present and when two-thirds of the representatives attending confirm that the invitation was effected in accordance with the Constitution;
- e. The Chairperson of WCBA, 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 Committee;
- f. Resolutions shall be passed with a two-thirds majority of the members present;
- g. Any change to the Constitution of WCBA requires a two-thirds majority of the members present;
- h. The winding up of WCBA, the transfer of its assets, the appointment of the liquidator and the determination of his/her powers requires a three-quarters majority of the members present.

9. DUTIES OF THE GENERAL ASSEMBLY AT THE AGM

At any AGM, the members collectively have the following duties to fulfill:

- a. Determining WCBA activity, especially with regard to important objectives and the passing of guidelines;
- b. Hearing the annual Chairman's report (including sub-committee activities);

- c. Election of the Management Committee;
 - i. Approving the financial report and budget for all the following;
 - ii. WCBA Administration Fund;
 - iii. WCBA Development Fund (see **Appendix A**)
- d. Symposium Fund (see **Appendix B**).
- e. Approving changes to the Constitution;
- f. Approving the winding up of WCBA if necessary, the distribution of assets and the appointment of the liquidator.

10. THE MANAGEMENT COMMITTEE

- a. The Management Committee will comprise nine members elected at the AGM;
- b. All members of the Management Committee shall be elected for a period of three years and can be re-elected for a further term. One-third of all the positions shall be put forward for election during each AGM.
- c. Preconditions for members to be elected to the Management Committee are specific skills to fulfil the duties of the position and a personal commitment to do so.
- d. The members of the Management Committee shall exercise their functions in an honorary capacity. Compensation and payment of travel costs will be paid however if funding allows and are so minuted.
- e. No person may represent the Association in any capacity whatsoever unless appointed by the Management Committee.
- f. Members nominated for election to the Management Committee, but who are unsuccessful, will be co-opted to serve at a later stage if necessary.

11. NOMINATION AND ELECTION PROCEDURE FOR THE MANAGEMENT COMMITTEE

- a. Only members in good standing qualify for nomination;
- b. Nominations must be submitted fourteen days before the AGM together with a written motivation by the 'proposer' and confirmation by a 'seconder'. The application must also include the candidate's Curriculum Vitae and confirmation of their willingness to stand for a three-year term. (From 2024, nominations will not be accepted from the floor of the AGM.);
- c. Voting will be done by ballot paper and independently collated and verified.

12. MEETINGS OF THE MANAGEMENT COMMITTEE

- a. The Management Committee shall meet at least every two months or as often as is deemed necessary;
- b. The notice must be sent at least two weeks prior to the date set and must include the agenda, place, date and time of the meeting;
- c. The Management Committee shall have a quorum when more than half of its members are present;

- d. The Management Committee 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 Committee members within fourteen days after such meeting;
- f. Any member failing to attend any two consecutive meetings without prior provision of a reasonable excuse, or any three meetings per year, shall cease to be a member of the Management Committee at the discretion of the other members.

13. DUTIES OF THE MANAGEMENT COMMITTEE

The Committee has the following functions:

- 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 local apicultural sector;
- c. Electing a Chairperson, Vice-chairperson, Treasurer and Secretary as well as relevant Sub-committees;
- d. Determining the powers of the Chairperson and the Secretary where necessary;
- e. Effecting proper management of WCBA in all relevant aspects;
- f. Effecting appropriate and continuous communication with all members;
- g. Co-opting additional persons at their discretion to assist the management task. (Co-opted persons will be permitted to vote at Management Committee meetings and can be re-appointed annually if necessary.)

14. FINANCIAL ISSUES

- a. The financial year will be from 1 March to 28 February.
- b. Proper financial statements and a detailed budget shall be drawn up within two months of the end of the financial year for discussion by the Management Committee.
- c. All financial expenditure on behalf of the Association shall be on the authority of a combination of any two appointed signatories, these being members of the Management Committee.

15. CHANGES TO THE CONSTITUTION

- a. Petitions for changing/amending the Constitution may be submitted by the Management Committee or members.
- b. Any such request must be received by the Chairperson or Secretary ten weeks or more prior to the AGM.
- c. Any proposed changes/amendments to the Constitution received by the Management Committee must be communicated to the members four weeks (See 8a and b) prior to the AGM.

16. WINDING UP

In the event of WCBA being dissolved, the General Assembly shall decide on the transfer of the assets to the benefit of any organisation with which WCBA has been connected and that can carry on the activities in the interests of the local apiculture.

17: PROCEDURES TO ADDRESS VIOLATIONS OF THE CONSTITUTION

In the case of any member violating this Constitution, ~~or~~ the applicable clauses in the WCBA Code of Conduct (**Appendix C**) or rules of any of the WCBA communication platforms (Appendix D), in any way, the Management Committee will act as follows to discipline such a member:

- a. The Management Committee will collect all applicable information and ascertain the correctness thereof;
- b. The Management Committee will draft and post (via email) a letter to the member to notify him/her that the applicable matter has come under their knowledge, asking 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 Management Committee will draft a second letter informing the member that he/she has another 7 days from the date of this letter to rectify the situation or being faced with termination of membership;
- d. If the member has still not reacted properly within 7 days of the deadline set in the last letter or should the explanation of the member not solve the problem, the Management Committee will duly inform the member of their discontinuance of membership.

SIGNED:

CHAIRPERSON: RIETTE VAN ZYL

DATE

APPENDIX A

WCBA DEVELOPMENT FUND

1. BACKGROUND

Proposed by the chairman of the Western Province Beekeepers Association at the AGM on 04 June 1994 on behalf of the management committee.

2. PURPOSE

To pool funding to finance projects which can benefit the Industry. Such projects can pertain to development, research, promotion, protection, etc.

3. AUTHORIZATION

Appropriation of the fund will ultimately be determined by the AGM. This may be done in general terms giving the management committee the power of discretion and responsibility of administration, with the requirement that proper feedback must be given at the first next AGM.

4. CONTRIBUTIONS

This will be voluntary. For the first year a levy of R1.00 per hive was suggested. Both members and non-members may support the fund.

5. TERMINATION

Should, for whatever reason, the fund be terminated at any stage, the balance must be transferred to another fund with more or less the same objectives. The same conditions will apply. No portion of this fund will be distributed amongst current members at any time.

6. ACCEPTANCE

This proposal was unanimously accepted, and thus implemented from June 1994.

APPENDIX B

1990 SYMPOSIUM FUND

1. BACKGROUND

The organising committee of the 1990 Symposium held in Stellenbosch on 24-26 January 1990 decided to establish a fund from the surplus of the symposium.

2. PURPOSE

To benefit beekeeping in SA. The funds will be made available to the organising committees of future symposia as a refundable loan.

3. CONTROL

The administration of the fund was placed on the shoulders of the chairmen and treasurers of the then WPBA and POSA jointly. This function has been transferred gradually to the same office bearers of WCBA.

Proper financial feedback must be given at each AGM of the Association.

4. APPROPRIATION

No more than 50% of the fund may at any time be loaned to a prospective organising committee. The custodians must determine the bona fides of such committee and the feasibility of their project.

The first 6 months after such symposium will be interest free. Thereafter an appropriate rate (prime is suggested) will apply (calculated on a monthly basis is suggested).

5. APPLICABILITY

Any such symposium must be held under the auspices of the national Bee Industry body in SA (currently SABIO) and (preferably) under the patronage of Apimondia.

6. ACCEPTANCE

This responsibility was accepted by the two chairmen at the time, and thus implemented from October 1990.

SIGNED: Dr RH Anderson (Chairman 1990 Symposium) on 29 September 1990

APPENDIX C

WCBA

WCBA Code of Conduct

By applying for and accepting membership of WCBA, the member automatically declare his/her full subscription to the (WCBA) Code of Conduct which requires of any member to:

1. Be conversant with and abide by all South African legislation specifically applicable to the SA Beekeeping Industry.
2. Practise respect for the person and rights of their fellow colleagues, the Bee Industry in general *and the landowner on whose property the bees are kept or services are delivered.*
3. Contribute to the promotion of a proud, professional and responsible image of the Bee Industry.
4. Take all necessary precautions to ensure the safety of the bees, their workers, the public and themselves.
5. Take all necessary steps to ensure the safety of all animals and wildlife as well as the integrity of the environment.
6. Implement all appropriate measures to produce pure South African beehive products of highest quality.

APPENDIX D

WCBA

WhatsApp Rules

By being a member and participating on the WCBA WhatsApp group (s), members shall adhere to the following:

1. Group times for posting: 05:30 am to 22:00 pm, unless it is an all-out emergency. For example, warning on fires, flooding, reporting on bee theft, vandalism and poisoning.
2. Always keep to the purpose of the group. Don't share irrelevant messages about other topics.
3. Respect for each other and that of other's ideas, questions, suggestions etc. should be upheld at all times.
4. The group is not to be used for any political lobbying or soliciting – in addition, the promotion of personal agendas/gains.
5. Constructive debates (not outright arguments) relevant to beekeeping are welcome on the group.
6. It is encouraged that you check your sources (and cross check) before sharing any relevant news articles, stories, publications etc. to avoid spreading “false/fake” news, which may be misleading/misinforming the group.
7. The group is not to be used to berate other members or air grievances. The association email is available for this purpose.