



## STATUTES OF APIMONDIA

as approved by the General Assembly on 5 September 2023 in Santiago, Chile

### Art.1 - Name

Apimondia is the International Federation of Beekeepers' Associations and other organisations working within the apicultural sector.

The Federation was founded by resolutions passed at the XIII International Apicultural Congress of 1949 in Amsterdam and is the successor to the International Apiarist Congress Secretariat founded in 1895.

It is an organisation of unlimited duration.

Its activities are regulated by the following articles of the Federation:

### Art. 2 - Offices

The offices of Apimondia are in Rome, Italy. They can be moved by resolution of the General Assembly.

### Art. 3 - Objectives

Apimondia exists to promote scientific, technical, ecological, social and economic apicultural development in all countries and the cooperation of beekeepers' associations, scientific bodies and individuals involved in apiculture worldwide.

It also aims to put into practice every initiative that can contribute to improving apicultural practice and to rendering the obtained products profitable.

### Art. 4 - Achieving the objectives

Bylaws and guidelines determine how the tasks are to be carried out so that the objectives are achieved.

According to the objectives, Apimondia established a foundation - FIITEA - in Romania.

### Art. 5 - Members of Apimondia

a) Full Members - may be any association or organisation of any country representing beekeepers at national level working in the interests of beekeepers and apiculture in line with the objectives of Apimondia, that wishes to belong to Apimondia.

Full Members are given a number of representatives at the General Assembly according to the number of beekeepers in their respective country, according to the following table:

Category	No. of beekeepers	No. of representatives
1	1 - 10,000	1
2	10,001 - 30,000	2
3	30,001 - 50,000	3
4	50,001 - 100,000	4
5	more than 100,000	5

Each representative has one vote. The Member Associations with two or more representatives may choose to be represented at the General Assembly by one representative or a reduced number of representatives compared to their official entitlement and assign the votes to its representative(s) present at the meeting.

In the case that a country has more than one national beekeepers' association, the associations of that country should agree on the percentage of the membership fee and representatives to be allocated to each association and submit a mutually agreed note to Apimondia.

In the event that no agreement among the associations is reached, each association will have to pay the full membership fee commensurate to the total number of beekeepers registered in the country.

b) Associate Members - are local beekeepers' associations within a country, bodies, institutes or laboratories pursuing activities, studies or research in apiculture and related topics or any association working in the interests of beekeepers and apiculture in line with the objectives of Apimondia, that federates more than two beekeepers' associations from different countries in a determinate geographical region, that wish to belong to Apimondia.

Associate Members have one representative at the General Assembly.

The Executive Council is entrusted with taking the relevant decisions in respect of admission of Full and Associate Members whose rights and duties within Apimondia become operational immediately. The admission is subsequently subject to the endorsement of the General Assembly.

#### [Art. 6 - Individual Correspondents of Apimondia](#)

Individual Correspondents - all individuals having a genuine interest in aspects of apiculture and institutions that have economic objectives in the sectors of production and trade of apiarian products or in connection with the manufacture and sale of technical equipment, wishing to collaborate with Apimondia, may be admitted to become part of the Federation as Individual Correspondents.

Individual Correspondents are entitled to receive assistance from Apimondia and its specialised bodies on institutional matters. They may be elected to take up office in the bodies of Apimondia.

Individual Correspondents have no voting rights at the General Assembly.

The Secretary-General is to proceed with the admission of Individual Correspondents, subject to the endorsement of the General Assembly.

### Art. 7 - Rights of the Members

All Members are entitled to receive assistance from Apimondia and its specialised bodies on institutional matters.

All Members have the right to receive information and notices from Apimondia that are published in the Federation news or other publications.

All Members have the right to put forward persons of their choice for election to vacant Apimondia posts.

All Members have the right to submit to the relevant Scientific Commissions presentations and papers for publication in congresses, symposia and publications. Selection and decisions shall be effected by the Scientific Commissions, whose decisions are binding.

All Members and their representatives have the right to participate in congresses, symposia and other events organised by Apimondia at a lower charge.

### Art. 8 - Duties of the Members

Membership of Apimondia obliges all Members:

1. to follow the Statutes of the Federation, the bylaws, guidelines and the resolutions passed by Apimondia and its bodies in accordance with the articles of the Statutes;
2. to refrain from any initiative contrary to the goals of Apimondia and the resolutions passed by its bodies;
3. to pay the annual membership fee determined by the General Assembly within the first three months of the year. The fees are set out 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;
4. to foster and spread the ideas of Apimondia, to promote actively the distribution and information material, to supply the Federation with notices, information and suggestions for improvements;
5. to notify the Secretary-General of any changes of the persons entitled to represent them without delay. Should the Member in question fail to do so, then Apimondia will continue to regard the previous person as still entitled to represent the Member.

### Art. 9 - Expiration of Membership

Membership expires:

1. by resignation: the declaration is to be sent by registered mail, in writing and signed by the authorised representative, to the Secretary-General of Apimondia, three months prior to the end of a calendar year;
2. if the annual membership fees have not been paid within one year of falling due (Art. 8 paragraph 3);
3. if the Member is barred by resolution of the General Assembly because the Member has violated the Statutes of the Federation or the resolutions passed by the Federation's bodies.

The loss of membership is decided upon by the Executive Council and endorsed by the General Assembly.

It comes into force at the end of the year of endorsement. It automatically takes away any rights of the excluded Member to the assets of Apimondia.

#### Art. 10 - Bodies of the Federation

Apimondia has the following bodies:

1. the General Assembly;
2. the Executive Council;
3. the Management Board;
4. the seven Scientific Commissions and
5. the five Regional Commissions.

#### Art. 11 - The General Assembly

The General Assembly comprises the representatives of the Members (Art. 5). Each Member shall be allocated a number of votes according to Art. 5 paragraphs a) and b).

If a Member is unable to attend the General Assembly, such Member is entitled to authorise another Member of Apimondia to vote by proxy on its behalf, by sending the relevant form to the General Secretariat at least two weeks prior to the meeting.

Individual Correspondents (Art. 6) may attend the General Assembly and contribute to the debates and discussions.

#### Art. 12 - Calling of the General Assembly

The ordinary General Assembly shall be held biennially during an Apimondia International Apicultural Congress.

An extraordinary General Assembly can be held when called for by half of the members of the Executive Council or a third of all the Members.

The General Assembly shall be called by the Secretary-General 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 Statutes of the Federation, then the invitation must include the suggestions for the article(s) to be changed.

If the General Assembly cannot be called in good time in the case of issues needing immediate action, the President or the Management Board shall be entitled to conduct a postal vote. The resolution is adopted if within a set deadline three quarters of all Members vote in favour of the resolution.

#### Art. 13 - Quorum and procedure for the General Assembly

The General Assembly has a quorum when Members representing one third of the total number of votes are present and when the representatives present confirm with a two-thirds majority that the invitation was effected in accordance with the Statutes of the Federation and in good time.

The President of Apimondia, or in his/her absence the Vice-President, 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 Executive Council.

Resolutions shall be passed by the General Assembly with a simple majority of the votes represented.

Any change to the Statutes of the Federation requires a two-third majority of the Members present. Changes to the bylaws are adopted with simple majority.

The winding up of Apimondia, the transfer of its assets, the appointment of the liquidator and the determination of his/her powers require a two-third majority of the votes of all the Members. The voting procedure shall be determined by the General Assembly by simple majority. The minutes of the sessions shall be distributed to the Members by the Secretary-General.

#### Art. 14 - Powers of the General Assembly

The General Assembly shall be responsible for:

- a. determining Apimondia activity, especially with respect to important features of the mission and objectives, the passing of guidelines and approval of the activity reports from the Federation's bodies;
- b. choosing the location of the forthcoming Apimondia International Apicultural Congresses;
- c. election of the Management Board;
- d. election of the Chairpersons of the Scientific Commissions;
- e. election of the Chairpersons of the Regional Commissions;
- f. endorsing the appointment of the Auditing Body;
- g. appointing Honorary Presidents and Members (Art. 25);
- h. accepting new Members and Individual Correspondents (Art. 5 and 6);
- i. revoking membership (Art. 9);
- j. approving the budget and financial report;
- k. approving the bylaws including the membership and affiliation fees;
- l. approving co-operation with other organisations;
- m. approving the relocation of the Apimondia offices;
- n. approving changes to the Statutes of the Federation;
- o. winding up Apimondia, the use of the assets and the appointment of the liquidator and
- p. adopting deliberations on measures to fulfil the resolutions.

#### Art. 15 - The Executive Council

The Executive Council comprises:

1. the members of the Management Board;
2. the seven Chairpersons of the Scientific Commissions and
3. the five Chairpersons of the Regional Commissions.

All members of the Executive Council shall be elected for four years and can be re-elected. Half of all the positions shall be put forward for re-appointment during each ordinary General Assembly. Preconditions for election are specific skills to fulfil the duties of the position and a personal commitment to do so.

Candidatures for vacant positions, duly supported with a presentation letter and a detailed *curriculum vitae*, can be submitted by the Members or the Executive Council and must reach the General Secretariat office at least three months prior to the date of the first session of the General Assembly, where the elections for vacant positions will take place.

The members of the Executive Council shall exercise their functions in an honorary capacity. Compensation and payment of travel costs may be paid if funding allows.

Responsibilities arising out of the institutional activities of Apimondia, that have been endorsed by the General Assembly, are shared among all the Apimondia members.

#### Art. 16 - Calling of the Executive Council

The Executive Council shall be called annually by the President or the Secretary-General and has to meet at least prior to each General Assembly. It can also be called by written request of at least one-third of its members. The invitation must be sent at least two months prior to the date set and include the agenda, place, date and time of the meeting.

The Executive Council shall have a quorum when one third of the members are present.

The Executive Council shall reach its decisions by simple majority. In the event of a tied vote, the President shall have a casting vote.

The minutes of the meetings are to be published promptly.

#### Art. 17 - Tasks of the Executive Council

The tasks of the Executive Council are:

1. all institutional activities that do not fall under the responsibility of other bodies;
2. carrying out, as far as possible, the resolutions of the General Assembly, in so far as these are not the responsibility of the Management Board;
3. deliberating on all general matters and issues of interest for apiarists based on the work programme, the suggestions of the Commissions and the principles and guidelines laid down by the General Assembly;
4. determining the main topics of the Apimondia Congresses;
5. deliberating upon the admission of new Members;
6. deliberating upon the loss of the requisite of an Apimondia Member;
7. reviewing the budget and the financial report to be submitted to the General Assembly for approval;
8. making suggestions for the Chairpersons of the Scientific and Regional Commissions and
9. adopting decisions on guidelines, in so far as this is not the responsibility of the General Assembly.

#### Art. 18 - The Management Board

The Management Board comprises the President, the Vice-President, the Secretary-General as well as one representative from the Scientific Commissions and one representative from the Regional Commissions. The latter two members are nominated respectively among and by the Chairpersons of the Scientific Commissions and the Chairpersons of the Regional Commissions.

The Management Board shall meet when one of its members deems it necessary. The invitation should include the agenda and be sent at least one month prior to the date set.

The Management Board sees to the smooth running of Apimondia's affairs and of the activity of its different bodies. When necessary, it makes the appropriate decisions. In addition, the Management Board acts as a study group of the Executive Council in major problems.

#### Art. 19 - The President

The President, or in his/her absence the Vice-President or the Secretary-General, legally represents Apimondia with respect to the members and third parties.

At all gatherings and meetings, the President shall take the chair; if unable to attend, he/she will be represented by the Vice-President or the Secretary-General.

In case the Secretary-General or other members of the Executive Council are not able to fulfil his/her duties, the President must take over the responsibility. In case the Secretary-General is not able to fulfil his/her duties, the President has the right and duty to dispose of the bank accounts and the Apimondia assets and finances.

The President can be elected for a maximum of three full mandates.

#### Art. 20 - The Vice-President

The Vice-President represents Apimondia as the legal representative whenever the President designates him/her to this task.

The Vice-President is responsible for ensuring that Apimondia activities fall within the provisions of the Statutes.

The Vice-President is responsible for monitoring the financial management of Apimondia's operations and assets.

#### Art. 21 - The Secretary-General

The Secretary-General represents Apimondia as the legal representative whenever the President designates him/her to this task.

The Secretary-General shall run the secretariat and other institutional activities.

He/she shall be responsible for managing Apimondia's finances; he/she shall also be responsible for the budget and the financial report. He/she shall keep up to date the inventory of assets owned by Apimondia.

#### Art. 22 - The Scientific Commissions

The Scientific Commissions are:

1. Scientific Commission for Apitherapy;
2. Scientific Commission for Bee Biology;
3. Scientific Commission for Beekeeping Economy;
4. Scientific Commission for Beekeeping for Rural Development;
5. Scientific Commission for Beekeeping Technology and Quality;
6. Scientific Commission for Bee Health;
7. Scientific Commission for Pollination and Bee Flora.

The purpose of the Scientific Commissions is to study all material questions pertaining to the relevant fields to realise the objectives specified in Art. 3. The Executive Council can form working groups to give advice to the Scientific Commissions in various areas, or it can combine two or more Scientific Commissions to form a working group for certain tasks.

The Scientific Commissions shall prepare the specialist sessions of the Apimondia Congresses and select the papers to be presented.

The Scientific Commissions shall comprise, in addition to the Chairpersons elected by the General Assembly, three or more expert members nominated by the relevant Scientific Commission Chairpersons and appointed by the Executive Council.

#### Art. 23 - The Regional Commissions

The Regional Commissions are:

1. Regional Commission for Africa;
2. Regional Commission for America;
3. Regional Commission for Asia;
4. Regional Commission for Europe;
5. Regional Commission for Oceania.

The purpose for the Regional Commissions is to act as a liaison between the beekeeping sector of the relevant continent and Apimondia, in order to assure a better co-operation amongst regional beekeeping associations.

The Regional Commissions will provide support to national beekeeping associations with their governments and/or regional entities and help local organisations in promoting Apimondia Congresses and symposia as well as other regional events, establishing databases and promoting beekeeping amongst the general public.

The Regional Commissions will also co-ordinate regionally the activities of the Working Groups with the Scientific Commissions.

The Regional Commissions shall comprise, in addition to the Chairpersons elected by the General Assembly, three or more expert members nominated by the relevant Regional Commission Chairpersons and appointed by the Executive Council.

The Chairperson of each Regional Commission is elected by the voting Members of Apimondia belonging to the respective continent.

#### Art. 24 - Auditing Body

The Auditing Body shall monitor the economic and legal aspects of the management. The written reports are presented to the General Assembly by the Secretary-General and the Vice-President. The Auditing Body shall be appointed for four years. It can be re-appointed.

#### Art. 25 - Honorary President and Honorary Members

Following a proposal by the Executive Council, the General Assembly can elect by simple majority a former member of the Executive Council who has rendered valuable services as Honorary President.

The General Assembly or the Executive Council can entrust the Honorary President with important representative or arbitration tasks or involve her/him as adviser in the event of problems within or with the member organisations.

Following a proposal by the Executive Council, the General Assembly can appoint by simple majority beekeepers, prominent scientists or deserving functionaries of Apimondia establishments as Honorary Members.

The Honorary President is the Dean of the Honorary Members.

Honorary Members are exempt from membership fees.



#### Art. 26 - Emblem and flag

The emblem of Apimondia is a stylized globe with a queen bee superimposed and the writing Apimondia in the upper section of the globe above the queen bee.

The flag of Apimondia is formed by two vertical uneven stripes, the one close to the hoist is white, its width being one third of the flag length and the one close to the fly is yellow, its width being two thirds of the flag length. Across the white and yellow sections is the emblem of Apimondia. The flag size ratio is 1:2.

The name, emblem and flag of Apimondia may not be used for commercial purposes without prior written permission by Apimondia.

#### Art. 27 - International Apicultural Congresses

The Apimondia International Apicultural Congresses shall be normally held biennially. Their organisation and execution shall be the responsibility of Apimondia and the corresponding member association of the country where the Congress is going to take place, in accordance with the decisions of the General Assembly.

In the Apimondia bylaws there are guidelines on how to apply for an Apimondia Congress. The instructions of the Executive Council are to be followed by the relevant organiser according to the bylaws of Apimondia and the "Letter of Agreement".

#### Art. 28 - Assets

The Apimondia assets consist of:

- a) the surplus of the annual active balance of the Federation's institutional activities, which the General Assembly will designate for the reserve funds;
- b) movable and real assets, trademarks and valuables becoming Apimondia's property by means of purchase, legacy, donation or in any other form.

The assets of Apimondia shall be managed by the Management Board.

#### Art. 29 - Budget and Management

The financial review of Apimondia shall be held on a calendar year cycle, and reported to the General Assembly on a two-year cycle.

#### Art. 30 - Changes to the Statutes of Apimondia

Petitions for changing the Statutes can be submitted by the Management Board, the Executive Council and voting Members. They must be received by the President or the Secretary-General at least six months prior to the General Assembly. The Secretary-General is obliged to pass them to the voting Members at least two months prior to the General Assembly. Changes to the Statutes of the Federation require a two-third majority of the Members present.

If a General Assembly cannot be held - for whatever reason - in the planned rotation, changes to the Statutes of the Federation may be effected in a written vote organised by the Management Board. The changes must be resolved with a two-third majority of all Members.

Any changes to the Statutes of Apimondia by the General Assembly take immediate effect following their adoption.

### Art. 31 - Bylaws

The bylaws regulate the internal tasks of Apimondia and its bodies, the legal relationship to its members, the membership and affiliation fees, the execution of the business, the congresses and symposia, payments and price lists, the relationship of Apimondia to affiliated facilities and institutions and the standing orders.

Proposals for changing the bylaws can be submitted by the Management Board, the Executive Council and voting Members. They must be received by the President or the Secretary-General at least six months prior to the General Assembly. The Secretary-General is obliged to pass them to the voting Members at least two months prior to the General Assembly.

Changes to the bylaws require a simple majority of the votes of the Members present.

### Art. 32 - Winding Up

In the event of the Federation being wound up, the General Assembly shall decide, with a two-third majority of the votes of all its Members, on the transfer of the assets to the benefit of one or more international organisations with which Apimondia has been connected and that can carry on the activities in the interest of global apiculture.

If its winding up is decided, the General Assembly designates a receiver and the liquidation terms and conditions.

If a General Assembly cannot be held - for whatever reason - in the planned rotation, the winding up of the Federation may be effected with a written vote organised by the Management Board. The winding up must be resolved with a two-third majority of the votes of all its Members.

### Art. 33 - Original Text

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

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## BYLAW 1

### MEMBERS, INDIVIDUAL CORRESPONDENTS AND RELEVANT FEES

#### 1 a) Full Members

Full Members are all associations and organisations of any country representing beekeepers at national level working in the interests of beekeepers and apiculture in line with the objectives of Apimondia, that wish to belong to Apimondia.

Applications for membership are to be presented (together with a copy of the statutes of the association, a register of the persons entitled to represent the association and proof of state recognition or entry in a public register) to the Secretary-General for inspection, who shall then, without delay, present the applications to the Executive Council. The latter shall pass them with its considered opinion to the General Assembly.

Full Members are entitled to receive from Apimondia and its specialised bodies any kind of assistance and support as per the Statutes and relevant internal regulations.

Full Members are entitled to participate in the General Assembly of Apimondia with the right to vote, expressed through their official delegates.

#### 1 b) Associate Members

Associate Members are represented by local beekeepers' associations within a country, bodies, institutes and laboratories pursuing activities, studies or research in apiculture and related topics or any association working in the interests of beekeepers and apiculture in line with the objectives of Apimondia, that federates more than two beekeepers' associations from different countries in a determinate geographical region, that wish to belong to Apimondia.

Applications should be submitted by the official representative to the Executive Council, specifying the denomination, headquarters, objectives, management and any other additional, pertinent information.

Associate Members are entitled to receive from Apimondia and its specialised bodies any kind of assistance and support as per the Statutes and relevant internal regulations.

Participation in the General Assembly of Apimondia may be made by Associate Members by a single representative with one vote.

#### Membership fees:

##### a) Full Members

Each Full Member is required to pay an entry fee of € 200 upon admission to Apimondia. Each Full Member is also to pay the annual basic membership fee of: €

Category	Basic fee
1	300
2	600
3	900
4	1,200
5	1,500

## b) Associate Members

Each Associate Member is required to pay an annual basic membership fee based on the lowest membership fees foreseen for Full Members.

In order to determine the annual membership fee for Full and Associate Members, the following coefficients based on the Human Development Index (HDI) of the UNO for each country are applied to the basic fee:

HDI	Coefficient
Very high	1.25
High	1
Medium	0.75
Low	0.50

## 2) Individual Correspondents

All individuals having a genuine interest in the aspects of apiculture and institutions that have economic objectives in the sectors of production and trade of apiarian products or in connection with the manufacture and sale of technical equipment, wishing to collaborate with Apimondia, may be admitted to become part of the Federation as Individual Correspondents.

Individual Correspondents are entitled to receive assistance from Apimondia and its specialised bodies on institutional matters.

They may be elected to take up office in the bodies of Apimondia, but have no voting rights during the General Assembly.

### Affiliation fees:

Individual Correspondents are requested to pay an annual affiliation fee of € 50.

## BYLAW 2 MANAGEMENT POSITIONS

### A. The Executive Council

#### A 1. The Management Board

##### A 1 a. The President

The President, or in his/her absence the Vice-President or the Secretary-General, is the legal representative of Apimondia to the members and third parties.

The President or the Vice-President takes the chair at all meetings.

The President must take certain specific duties to fulfil the goal of Apimondia and follow the directions set by the General Assembly and the Executive Council. He/she is the co-ordinator of the duties of all the members of the Executive Council.

The President is the Chairman of the Board of Directors in attached institutions. The President can delegate these duties to the Vice-President or the Secretary-General.

The President must give regular information to the other members of the Executive Council.

In case the other members of the Executive Council are not able to fulfil their duties, the President is responsible for taking over the duties or delegate the duties to other members of the Executive Council. In case the Secretary-General is not able to fulfil his/her duties, the President is responsible for the administration. He/she must take over the right to dispose of Apimondia's bank accounts and assets.

##### A 1 b. The Vice-President

The Vice-President represents Apimondia as the legal representative whenever the President designates him/her to this task.

The Vice-President is in charge to monitor that Apimondia activities fall within the Statutes.

The Vice-President is responsible for monitoring the financial management of the Apimondia operations and assets.

In case the President is not able to fulfil his duties, the Vice-President must take over the duties of the President.

##### A 1 c. The Secretary-General

The Secretary-General represents Apimondia as the legal representative whenever the President designates him/her to this task.

The Secretary-General sees to the good organisation and management of the General Secretariat and of the sub-offices: he/she is responsible for their efficient activities.

He/she sets forth proposals to the Apimondia President concerning the decisions and measures he/she considers useful for the attainment of the objectives stipulated in the Statutes and to carry out the decisions of the General Assembly and of the Executive Council.

The financial management of Apimondia falls within the competence of the Secretary General; he/she is also responsible for the budget and the financial report.

He/she keeps up-to-date the inventory book of the assets of Apimondia.

He/she ensures the convening of meetings of the Apimondia bodies.

The Secretary-General decides on the admission of Individual Correspondents among those who have requested this status.

#### **A 1. d) The representatives of the Scientific and Regional Commissions**

The representative of the Scientific Commissions and the representative of the Regional Commissions liaise between the Management Board and their respective Commission groups in order to ease and support the execution of the tasks pertaining to the Commissions.

#### **A 2. The Scientific Commission Chairpersons**

The Scientific Commission Chairpersons are responsible for Apimondia's activities within the relevant specific area. They propose the members of their respective Commission to the Executive Council for approval.

Each Chairperson prepares a statement of mission, goals and activities to be carried out by his/her own Commission.

The Chairpersons of the Scientific Commissions should hold a PhD degree or have documented equivalent experience.

The Scientific Commission Chairpersons are responsible for the planning of their specific sessions at the Apimondia Congresses. The Scientific Commission Chairpersons propose and organise symposia, specialist conferences and publications.

Their duties comprise:

a) for Apimondia and its Members' continued development:

- 1) supporting the development of its technical / scientific strategy,
- 2) supporting the identification of new partnerships,
- 3) supporting Apimondia in the development of its volunteer programme,
- 4) supervising Apimondia working groups,
- 5) agreeing on processes and systems to provide technical information and data to enquiries,
- 6) developing appropriate reporting strategies,
- 7) being proactive in proposing new scientific events and publications,
- 8) collaborating on development of databases/networks,
- 9) supporting and collaborating with Apimondia and its Members on scientific projects,
- 10) supporting Apimondia campaigns,
- 11) providing content to the Apimondia newsletter/website,
- 12) collaborating in raising funds for Apimondia,
- 13) representing and promoting Apimondia and all its Member Associations at external events and technical meetings;

b) for Apimondia Congresses and Symposia in collaboration, when appropriate, with the Local Scientific Committee and PCO:

- 1) establishing roles of individuals of the Local Scientific Committee,
- 2) devising scientific programme,
- 3) agreeing on timetable for programme planning, call for papers, abstract screening,
- 4) screening abstracts,

- 5) agreeing on final programme arrangements,
- 6) monitoring progress,
- 7) planning session chairs at events,
- 8) reviewing programme outcomes;
- c) appointing Commission working group / team (e.g. Vice-Chairperson, other experts, etc.);
- d) assisting with TECA and other FAO activities;
- e) providing regular feedback on meetings attended and, where appropriate, ensure PR support to Apimondia at external events.

There are seven Scientific Commissions:

- Scientific Commission for Apitherapy;
- Scientific Commission for Bee Biology;
- Scientific Commission for Beekeeping Economy;
- Scientific Commission for Beekeeping for Rural Development;
- Scientific Commission for Beekeeping Technology and Quality;
- Scientific Commission for Bee Health;
- Scientific Commission for Pollination and Bee Flora.

### **A 3. The Regional Commission Chairpersons**

The Regional Commission Chairpersons act as a liaison between the beekeeping sector of the relevant continent and Apimondia and have to report the situation and activities carried out within their respective continent every year to the Executive Council and to the General Assembly. They propose the members of their respective Commission to the Executive Council for approval. The Chairperson of each Regional Commission is elected by the voting Members of Apimondia belonging to the respective continent.

At regional level their duties comprise:

- a) providing support to national beekeeping associations with their governments and/or regional entities;
- b) assuring a better co-operation with regional beekeeping associations;
- c) offering help to local organisations and promoting Apimondia Congresses and symposia as well as other regional events;
- d) co-chairing the round tables during the Apimondia Congresses;
- e) co-ordinating the activities of the existing Working Groups with the Scientific Commissions and submitting new Working Groups on crucial problems;
- f) establishing and maintaining databases (institutes, journals, suppliers, etc.) for the Apimondia website;
- g) promoting beekeeping amongst the general public;
- h) being the key representative for journalists, TV programmes, questions arriving from the General Secretariat, etc.;
- i) encouraging the creation of national beekeeping associations in the developing countries;
- j) analysing the needs of the local beekeeping communities and co-ordinating the relief actions in case of natural or human disasters;
- k) attracting new members;

l) collaborating in raising funds for the Federation.

There are five Regional Commissions:

Regional Commission for Africa;

Regional Commission for America;

Regional Commission for Asia;

Regional Commission for Europe;

Regional Commission for Oceania.



### BYLAW 3

#### GUIDELINES FOR MAKING A BID FOR AN INTERNATIONAL APICULTURAL CONGRESS (year: X)

Apimondia, the International Federation of Beekeepers' Associations, arranges its biennial International Apicultural Congresses in co-operation with a Local Organising Committee that is specific to each Congress.

The organisation of the congress is managed according to the "Letter of Agreement".

The Local Organising Committee should include representatives from the national beekeepers' associations, the scientific world and the beekeeping industry.

The applying Beekeepers' Association or Organisation for the Apimondia Congress of X must have been a Full Member of Apimondia for at least 4 years and participated in the General Assembly of the 2 congresses preceding the submission of the application.

The Congress should provide the Local Organisers as well as Apimondia with a profit to facilitate the future activities of the organisations. Any profit will be shared according to the inputs from each of the parties according to the "Letter of Agreement". The registration fees must include a 15% share for Apimondia, which represents a contribution to Apimondia by the Member Association organising the Congress.

The Executive Council of Apimondia and the Local Organising Committee are responsible for the Congress preparations and will rely on the collaboration of an official Professional Congress Organiser (PCO), that may be corporate or locally appointed. The "Letter of Agreement" is meant to spell out the responsibilities and duties of Apimondia and the Local Organising Committee before the organisation of the Congress.

A site inspection carried out by up to two representatives from Apimondia and at least one representative from its core PCO and paid for by the bidding Member Association to the proposed Congress venue, hotels and surrounding area, prior to the official presentation to the General Assembly is required, as well as meetings with the Local Organising Committee, scientific and beekeeping representatives and government officials. The "Letter of Agreement" will be discussed during this inspection.

The following points are to provide guidance to prospective Local Organising Committees.

The main goal of the Congress is to provide a meeting point for everyone involved in the beekeeping world: beekeepers, scientists, honey traders, development workers and those who work in the equipment industries.

A well-arranged scientific programme must take high priority.

Opportunities for meeting local beekeepers are important as well as social events and tourist attractions.

ApiExpo, the Apimondia exhibition, is organised to run in conjunction with the Congress.

Flexibility is important in the preparations. An Apimondia Congress can attract between 3,000 and 7,000 participants, even more if daily visitors are included.

It is important that a full integration between the Apimondia database and the Congress database is guaranteed.

### **Role and involvement timeline of the core PCO**

During the initial bidding phase each eligible applying Member Association is expected to independently define, compile and submit to the Apimondia General Secretariat the formal bidding document by 30 April X-4. At the bid preparation stage, assistance and advice by Apimondia and the core PCO may be sought by the bidding Member Association, as applicable and required.

The core PCO's professional opinion is mandatory in all steps of the bidding process. This includes the initial review and assessment of the bids, the decision on their viability and acceptance. The core PCO also takes part in the on-site inspection visit to the proposed congress venue.

Throughout the bidding process, both Apimondia and the core PCO are mandated to maintain a totally impartial position and role to ensure fair and identical treatment of all the bidders involved.

### **The application**

4½ years prior to the expected date of the Congress a comprehensive application to host the Congress must be forwarded together with the "Letter of Agreement" duly filled out to the Apimondia General Secretariat in Rome with a copy to the President.

Apimondia alternates the geographical destination of the Congresses, usually between Europe and other continents.

For the Apimondia Congress of X the application must be received in Rome by 30 April X-4 ready for the Executive Council meeting in May X-4 and should include the following information:

- Proposed dates and venue of the Congress  
Apimondia prefers to hold Congresses on dates within the period mid September to mid October.
- A presentation of the Local Organising Committee, with a short CV of each member
- Potential for making the Congress a success

- Reasons for choosing the proposed venue for hosting the Apimondia Congress
- Details of paid assistance (if any) that will be available
- A description of the proposed Congress site
 

Number and size of halls and meeting rooms, exhibition area, other facilities and additional programme options available (during the Congress four to five sessions need to run simultaneously, each with 250-1,000 participants - at least one of the meeting rooms must have a minimum capacity of 750 participants).

The ApiExpo area must be at least 5,000 sqm.

Information on the facilities for hosting the opening and closing ceremonies, each with an estimated attendance of 2,000-3,000 participants.

The poster area must be at least 500 sqm.

The registration area must be at least 750 sqm.

Six rooms (each of at least 30 sqm) must be available for the offices of Apimondia, the Local Organising Committee and the PCO.

A storage area of at least 300 sqm must be available for storing the congress material.

Temporary structures are not accepted.

Congress premises not yet built at the time of the bid submission are not accepted.

Open air areas are not accepted for opening and closing ceremonies and for the ApiExpo.

Congress fees are a sensitive issue for Apimondia Members; to this end, the bidding Member Association should ensure that the Congress venue rental fee is kept at the lowest possible level.
- Accommodation
 

It is preferable to have some accommodation within walking distance of the Congress site. A good price range and quality of hotels is required. Options for “low budget” visitors, for example youth hostels, should be foreseen.

Free accommodation for Apimondia official representatives must be included in the congress budget.
- Travel to and from the Congress site
 

Indications on how the Congress site can be reached by international travellers arriving by plane, train or car.

Free air tickets for Apimondia official representatives and the Local Organising Committee must be included in the congress budget or provided by the proposed official Airline for official travels connected with the Congress preparations and participation. Availability of reduced air fare rates for participants should be considered.
- The scientific programme

The scientific programme for the Congress will be drawn up by the Scientific Commissions of Apimondia in co-operation with the Local Scientific Committee. Any special scientific reasons to host the Congress at this specific venue should be mentioned.

- Excursions and partners' programme  
Apimondia Congresses are a major holiday for many beekeepers and their families. Visits to beekeepers and sites interesting for beekeepers as well as tourist attractions in the area are important factors.
- Indications of sources of financial support  
Realistic prospects about sponsorships or other contributions should be mentioned. Indications of the local Government support to the Congress must be provided. Any written guarantees of specified support from the Government or local authorities, companies, businesses, local Convention Bureau or beekeeping associations should be included. The cost for renting the Congress Centre for the duration of the Congress should be highlighted. Invitation letters from the Mayor or other officials offering to host a reception or social event may also be attached.
- Visas  
Taking into consideration that beekeepers from all over the world participate in an Apimondia Congress, a guarantee from the Government that visa applications for participating in the Congress will be facilitated should be provided.
- Bid summary  
A digital copy of the summary with all the details described in the above paragraphs - approximately 20 pages in length - should also be sent to the Apimondia General Secretariat for distribution to the Executive Council members.

### **The election process**

At the meeting in May X-4, the Executive Council of Apimondia will make a screening of all the bids for the Apimondia Congress of X received by the set deadline (30 April X-4). In case more than 5 bids are received, the Executive Council may proceed to make a shortlist of up to 5 bids to be presented at the General Assembly during the Apimondia Congress of X-4. The Secretary-General will inform all bidders on the outcome of the screening by 15 June X-4.

Following successful clearance and official endorsement by the Executive Council of the bids submitted, an on-site inspection visit will be carried out by Apimondia and the core PCO representatives to the Congress venue and is to be paid for by the bidding Member Association. This inspection visit should include the proposed Congress venue, hotels and surrounding area, as well as foresee meetings with the Local Organising Committee, scientific and beekeeping representatives and government officials. The "Letter of Agreement" will be discussed and finalised during this inspection.

Following confirmation of acceptance of the application, each bidder should send a digital copy of the bid summary also to the Apimondia Member Associations at least two months prior to the Congress of X-4.

At the beginning of the Congress of X-4 the Apimondia Management Board will arrange individual meetings with the representatives of each bidding Association to discuss in detail the content of the Letter of Agreement and finalise it in order to sign it at the end of said meeting.

The Letter of Agreement specifies the responsibilities of each party involved and the deadlines by which the different activities should be completed.

A tentative work plan is also attached to the above-mentioned Letter of Agreement and a copy is included herebelow in these guidelines for reference.

During the Congress of X-4 there will be two sessions of the General Assembly. At the end of the first session and following the order of presentation established by draw during the opening ceremony of the Congress, each applicant will have the opportunity to make a presentation of 10 minutes (i.e. a speech, a slide presentation and a video projection) in a dedicated public session open to the voting delegates. The Executive Council will give its recommendation to the General Assembly on the basis of the bid presentation, the inspection visit undertaken and the other background information provided. At the end of all presentations, a social event may be foreseen for further promotion of all bids.

The applicants will also have the opportunity to promote their venues throughout the Congress of X-4, possibly by taking a stand in ApiExpo and making presentations, offering receptions and staging entertainment events during the Congress, which must be open to all voting delegates as well as the Congress participants.

At the second session of the General Assembly (within the Congress closing ceremony), each applicant will be granted two minutes to make a final presentation. After this, the voting delegates will cast their votes. In the case of an equal vote, the President of Apimondia will decide. Two rounds of ballots may be foreseen in case no clear majority is reached with the first ballot cast.

Apimondia has the policy that only very small gifts to voting delegates to promote the venue are allowed.

### **After the election**

Shortly after the election of the venue, Apimondia representatives (President and Secretary-General) must meet with the Local Organising Committee. This will be an operational meeting.

To facilitate the co-operation between Apimondia and the Congress Organising Committee of X, 1 or 2 representatives of the Local Organising Committee will be invited to participate in the annual Executive Council meetings after the election until their Congress comes to stage. Apimondia provides accommodation, but not transport to the meetings.

The main promotion for the Congress will start at the Congress of X-2 where the Organisers of the Congress of X will be provided with a free stand at the ApiExpo; all other expenses will be borne by the bidding Member Association. The first circular should be ready for distribution at this time. Throughout the Congress, there will be a possibility to meet with scientists and the Scientific Commissions of Apimondia to develop the programme.

There will be an opportunity to address the audience at the closing ceremony of the Congress of X-2 to promote the next Congress during which there will be a possibility to organise special promotion activities.

### Workplan (tentative)

Action	Period (tentative)
	(supposing the event to take place at the end of September X)
- Signing of final Letter of Agreement	before the 1 <sup>st</sup> session of the General Assembly of X-4
- Election of Congress venue	at the 2 <sup>nd</sup> session of the General Assembly of X-4
- Preliminary Meeting of Congress Organising Committee of X	at the end of the Congress of X-4
- Preliminary contacts with Congress sponsors	as from October X-4
- Development of Congress detailed programme	April X-3
- Development of Congress detailed budget	April X-3
- Submission of Congress first circular in draft	April X-2
- Review and approval of Congress first circular by Executive Council	May X-2
- Editing, review and printing of Congress first circular	August X-2
- Congress promotion as from the Congress of X-2	September/October X-2
- Development and update of Congress website	September/October X-2 and ongoing
- Revision and integration of mailing databases	November X-2
- Mailing of Congress first circular	November X-2
- Definition of terms for opening of Congress bank account(s)	December X-2
- Registrations of requests for second circular	early X-1
- Submission of Congress second circular in draft	early April X-1
- Submission of Congress detailed programme	early April X-1
- Executive Council and Congress Organising Committee meetings	May X-1
- Assessment and approval of second circular by Executive Council	May X-1
- Printing of Congress second circular	early June X-1
- Mailing of Congress second circular	mid June X-1
- First deadline for ApiExpo bookings	end September X-1
- Deadline for submission of summaries	end February X

- Screening and selection of summaries	mid March X
- Mailing of notifications on report presentation to authors	end March X
- Executive Council and Congress Organising Committee meetings	May X
- Deadline for submission of full reports	end May X
- Definition of working sessions schedules	May/June X
- Definition, nomination and notification of contest juries	May/June X
- Forwarding of summaries and reports to printing company	early June X
- Preparation of diplomas and certificates for contests	early June X
- Casting of medals for contests	early June X
- Deadline for payment of reduced registration fees	end June X
- Checking registration of authors	June X
- Second deadline for ApiExpo bookings	end June X
- Checking registration of authors	July X
- Collation and preparation of Congress programme booklet	July X
- Final deadline for ApiExpo bookings	July X
- Checking registration of authors	August X
- Compilation and printing of pre-Congress volume	mid August X
- Transmission of Congress registration data	September X
- Printing and delivery of Congress proceedings	September X
- Checking registration of authors	September X
- Apimondia Congress of X	September/October X
- Presentation of final accounts and Congress report and documentation	end December X
- Posting of Congress proceedings on Apimondia website	early X+1