



**“Empowering Community Voices:
Formalizing Our Committee for
Positive Change.”**

Biotechnology and Food
Technology Student Society

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1. GENERAL PROVISION

The Biotechnology and Food Technology Student Society is a non-profit academic and social organization. Its establishment was an initiative of some students from the University of Johannesburg at the end of the 2011 academic year. The Biotechnology and Food Technology Student Society was born on 30 January 2018.

The main goals of the Biotechnology and Food Technology Student Society is to defend the interests of the Biotechnology and Food Technology student community and foster the academic culture within and outside the community. It is also a platform that strives to link the Biotechnology and Food Technology students with firstly the University of Johannesburg administration and other institutions, be it governmental or non- governmental, academic, scientific etc. To unite the science student community within itself and facilitate the exchange of ideas for the growth and development of the Biotechnology and Food Technology student, a wide array of activities are organized to foster the community on the goals to achieve.

1.1. NAME OF THE ORGANIZATION

The name of the organization shall be the Biotechnology and Food Technology Student Society, hereinafter referred to as the BFTSS.

1.2. MISSION

To create and establish an inclusive structure to represent the Biotechnology and Food Technology student; academically, professionally and defend the interests of the Biotechnology and Food Technology (BFT) community.

1.3. VISION

To be an organization that support the BFT student to successfully complete and enjoy their time at the University of Johannesburg by providing a structure that promotes unity and support in all aspects of the academic life and beyond.

1.4. OBJECTIVES

1.4.1. Facilitate the integration of BFT students into campus life and the multicultural University of Johannesburg community. The BFTSS is open to work hand in hand with the international office and SRC to achieve this objective.

1.4.2. Reinforce networking among Biotechnology and Food Technology students first, the other students second and other Biotechnology and Food Technology student communities in South Africa third.

1.4.3. Stimulate interest for the Biotechnology and Food Technology questions in matters regarding economic, regional, social and cultural aspects within UJ, national, regional and international organisms; and academic institutions by facilitating the diffusion of information of Biotechnology and Food Technology student interests.

1.4.4. Address the life after university by providing opportunities for Biotechnology and Food Technology graduates through our collaborations

1.5. HEADQUARTER

The headquarter of the BFTSS is established at the University of Johannesburg, Doornfontein Campus, Johannesburg within the Faculty of Science, Department of Biotechnology and Food Technology

1.6. APPLICATION

This constitution applies to all BFTSS members at all campuses of the University of Johannesburg.

1.7. DEFINITIONS

In this constitution, the words and expressions shall, unless the context indicates otherwise, have the following meanings:

‘**Academic year**’ shall mean the period covering the first and second semester of the University in a year;

‘**Announcements**’ shall mean the displaying of written notices on official notice boards of the University of Johannesburg, and social media platforms duly recognized by the BFTSS executive committee;

‘**Campus BFTSS**’ shall mean the group of all four (4) appointed portfolio members per campus; ‘**Member**’ shall mean any person duly registered in the member database.

‘**Day**’ or ‘**days**’ shall mean any working day or days and exclude Saturdays, Sundays, public and academic holidays;

‘**Disciplinary action**’ shall mean any corrective action imposed by the BFTSS Disciplinary committee;

‘**Full-time student**’ shall mean any person registered as a full-time student at the University of Johannesburg;

‘**Quorum**’ shall mean fifty (50) percent plus one of the members of a meeting who are eligible to vote, unless otherwise specified in this constitution;

‘**Simple majority**’ shall mean fifty (50) percent plus one of the members physically present at the meeting;

‘**Biotechnology and Food Technology Student**’ shall mean any person of Biotechnology and Food Technology nationality and/or origin registered at the University of Johannesburg to obtain an approved degree, diploma or certificate;

‘**Other student**’ shall mean any person registered at the University of Johannesburg to obtain an approved degree, diploma or certificate and that is not of Biotechnology and Food Technology nationality and/or origin.

‘**Student body**’ shall mean the body of Biotechnology and Food Technology students registered in the BFTSS member database.

‘University’ shall mean the University of Johannesburg;



2. BFTSS MEMBERSHIP

2.1. MEMBERSHIP TYPE

The BFTSS is made of Biotechnology and Food Technology students, the professional body, Biotechnology and Food Technology academics, associates, honorary members and institutions. Membership remains open to any person who is concerned about the social and academic development of the Biotechnology and Food Technology student; in this case, an application for membership is acceptable for the following:

2.1.1. ORDINARY MEMBER

Biotechnology and Food Technology student at the University of Johannesburg to obtain an approved degree, diploma or certificate whose application to become ordinary member has been received and registered in the member database.

2.1.2. ASSOCIATE MEMBER

The BFTSS executive committee can give membership to non-students who have in any way contributed to any matter benefiting the Biotechnology and Food Technology student.

2.1.3. HONORARY MEMBER

The BFTSS executive committee gives honorary membership to previous executive committee members who have sensibly contributed to the amelioration of the welfare of the Biotechnology and Food Technology students. Previous executive committee members are automatically honorary members.

2.1.4. INSTITUTIONAL MEMBER

The BFTSS executive committee can offer membership to organizations at national, regional and international level, who have supported and contributed actively to the wellbeing of Biotechnology and Food Technology students.

2.2. LOSS OF MEMBERSHIP

Membership shall cease when the member:

2.2.1. Tenders his/her resignation in writing and the BFTSS executive committee accepts such resignation in writing;

2.2.2. Has been found guilty by the BFTSS Disciplinary Committee of an offense that warrants termination as indicated in the BFTSS Code of Conduct;

2.2.3. Has been found guilty of a criminal offense;

2.2.4. Does not participate to at least 4 activities after their studies at UJ.



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3. BFTSS

3.1. COMPOSITION OF THE BFTSS

BFTSS will comprise :

- A student body made of Biotechnology and Food Technology students that have been duly registered in the member database
- An executive committee
- A honorary committee

3.2. POWERS, FUNCTIONS AND RESPONSIBILITIES OF THE BFTSS

3.2.1. THE EXECUTIVE COMMITTEE

3.2.1.1. It is the executive organ of application and supervision of activities of the programs of the BFTSS.

3.2.1.2. It adopts and approves the budget and the action plan.

3.2.1.3. It has the responsibility to mobilize resources to sustain the activities of the BFTSS.

3.2.1.4. It executes the politics defined by the Student body.

3.2.1.5. Submits the reports of its activities to the Student body at the end of each academic semester.

3.2.2. HONORARY COMMITTEE

The honorary committee is a consultative organ of the BFTSS. It provides advices and orientations to the executive committee. Members from the honorary committee can be contacted individually or as a group by the leading executive committee.

As a consultative organ, it does not partake in decision-making nor engage the society without a special mandate from the executive committee.

3.3. PORTFOLIO OF BFTSS EXECUTIVE COMMITTEE

Members assigned to the below portfolio constitutes the Executive Committee of the BFTSS:

3.3.1. Chairperson

3.3.2. Vice-Chairperson

3.3.3. Secretary-general

3.3.4. Project Manager

3.3.5. Logistic Manager

3.3.6. Academic and Quality Officer

3.3.7. Sport and Culture Officer

3.3.8. Communication and Marketing Officer

3.3.9. Treasurer

3.4. DUTIES AND OBLIGATIONS OF THE EXECUTIVE COMMITTEE

The executive committee is made up of members as per 3.3

3.4.1. CHAIRPERSON

- Shall be the chief executive of the BFTSS, who represents the organization.
- Shall officially preside over all meeting of the BFTSS, unless decided otherwise by the executive committee.
- Shall supervise the work of the BFTSS in accordance with this constitution and the rules and procedures agreed upon by the Executive Committee.
- Shall together with other delegated BFTSS members, represent the BFTSS and students in all official functions of the University.
- Shall act as the official spokesperson of the BFTSS.
- Shall sign all minutes.
- Shall sign official correspondence of BFTSS with the secretary-general signing as witness.
- Shall prepare and submit at every semester's end a report on the organization activities to the BFTSS members
- Shall be responsible for the proper management and disbursement of all BFTSS funds together with the executive committee.

3.4.2. THE VICE CHAIRPERSON

Beside assisting the President in the decision-making process, the vice president has all the prerogatives of the president in his/her absence, when asked by the president or decided by the executive committee. The functions of the vice president are described under 3.4.1.

3.4.3. SECRETARY GENERAL

- Shall advise the president on all-important matter related to the BFTSS.
- Shall be the chief administrative officer of the BFTSS.
- Shall be responsible for maintaining all archives including resolutions, minutes and correspondence of the BFTSS.
- Shall be responsible for the taking and circulation of minutes for all meetings of the BFTSS.
- Shall circulate notices and agendas of meeting to all members of the BFTSS.
- Shall transmit all official communication addressed to the BFTSS to the president.

3.4.4. PROJECT MANAGER

- Shall plan the activities decided by the executive committee
- Shall participate in all the meetings with external parties
- Shall organize the year plan
- Shall ensure that the year plan is respected and accurately planned
- Shall ensure each activity is prepared
- Shall collaborate with all the relevant departments involved in the success of a project

3.4.5. LOGISTICS MANAGER

- Shall lead the ground organization of events
- Shall ensures that all the parties involved are working together and according to deadlines
- Shall ensure all the equipment are available for each event
- Shall ensure the overall logistic of each event is carefully prepared.

3.4.6. ACADEMIC AND QUALITY OFFICER

- Shall oversee the academic life of Biotechnology and Food Technology students
- Shall organize tutorship programs for the community
- Shall provide academic and registration assistance to Biotechnology and Food Technology students
- Shall collaborate with the logistics manager on each event
- Shall ensure that the minimum quality requirements are met at all times



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3.4.7. SPORT AND CULTURE OFFICER

- Shall oversee all the sport and cultural activities
- Shall ensure that all sport teams are registered within designated deadlines
- Shall ensure that cultural activities are organised
- Shall ensure the Biotechnology and Food Technology culture is shared within and outside the community
- Shall participate in all sport and culture-related meetings

3.4.8. COMMUNICATION AND MARKETING OFFICER

- Shall disseminate all internal communications within the society
- Shall outline the marketing plan of the society
- Shall collaborate with the secretary to ensure effective communication within and outside of the society
- Shall suggest new marketing ideas to the society
- Shall work towards getting new sponsors for the community
- Shall manage all the social media pages of the society

3.4.9. TREASURER

- Shall manage the finance of the society
- Shall define the financial plan of the society
- Shall collect all the funds within the society
- Shall be responsible for external payments after approval by the executive committee
- Shall work in conjunction with the communications and marketing officer to find new financial avenues for the society



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3.5. MEETING OF THE BFTSS

A meeting of the society is set under the authority of the Secretary-General, in the event of his/her unavailability; the president sets the meeting.

The Executive Committee meets every month.

Details about the venue, date, time and the agenda are disclosed at least four (4) days before the meeting.

Important decisions such as the amendment of the present constitution of the BFTSS shall be taken if:

A quorum is met,

It is agreed to by a simple majority

The required quorum is made of any four (4) members of the executive committee in addition of either of the president or the secretary-general.

3.6. LANGUAGE

The languages of the BFTSS are Afrikaans, English , isiZulu , isiXhosa , isiNdebele, Sepedi, Setswana , Sesotho , Siswati , Tshivenda , Xitsonga as well as the international clade of languages French and Swati being predominant.

3.7. FINANCES

The BFTSS obtain its funding through :

- Contributions from members
- Donations
- Partners



4. CODE OF CONDUCT

4.1. Every member must respect the days and hours of meetings. No one can leave the meeting without prior authorization of the meeting chairperson.

4.2. Members can discharge him or herself of their functions with competency, dedication, efficiency and in the respect for higher authority. Every member of BFTSS has the obligation to respect the constitution and the present Code of good conduct.

4.3. The following values must characterize every member: Humanism, courtesy, integrity, impartiality, solidarity and discipline

4.4. Every member should use the material, financial, furniture, and immovable property to their disposal in the exercise of their functions responsibly.

4.5. The beneficiaries or users at the end of their mission or term of office will return the property of BFTSS.

4.6. No one can use the name or property of BFTSS for other interests than those of BFTSS.

4.7. Every member is urged to keep confidential every deliberation or discussion at whatsoever level.

4.8. Members will strictly stick to their mission as defined by the Executive Committee.

4.9. Two consecutive and unjustified absences of the executive meetings will lead to disciplinary sanctions that may lead, if found necessary by the executive committee members, to exclusion of the executive Committee.

5. ELECTION

5.1. Elections happen every 2 years' in October/November on a date defined by the current committee.

5.1.1. In the exception of institutional members, all other members are allowed to run for elections provided their memberships are valid.

5.1.2. The committee in place is responsible for the formation of an electoral commission

5.1.3. An electoral debate should be part of the election process

5.1.4. Every candidate is obliged to present a suggested plan of action to be considered for the election.

5.2. The executive committee terms in office lasts for the duration of the academic year, starting at the beginning of January and ending at the end December.

5.3. Each candidacy is made of the following:

5.3.1. Chairperson

5.3.2. Vice- Chairperson

5.3.3. Secretary-general

5.3.4. Project Manager

5.3.5. Logistic Manager

5.3.6. Academic and Quality Officer

5.3.7. Sport and Culture Officer

5.3.8. Communication and Marketing Officer

5.3.9. Treasurer

6. PROMULGATION

The executive committee is responsible for the implementation of the current constitution. Matters that are not mentioned in the constitution are addressed through decisions by the executive committee.





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