

DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY ASSOCIATION OF FOOD SCIENCE AND TECHNOLOGY STUDENTS

KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY



OFFICIAL CONSTITUTION

ARRANGEMENT OF CHAPTERS

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AFSTS CONSTITUTION

Food Quality and Safety, Our Priority

AS AMENDED 2025

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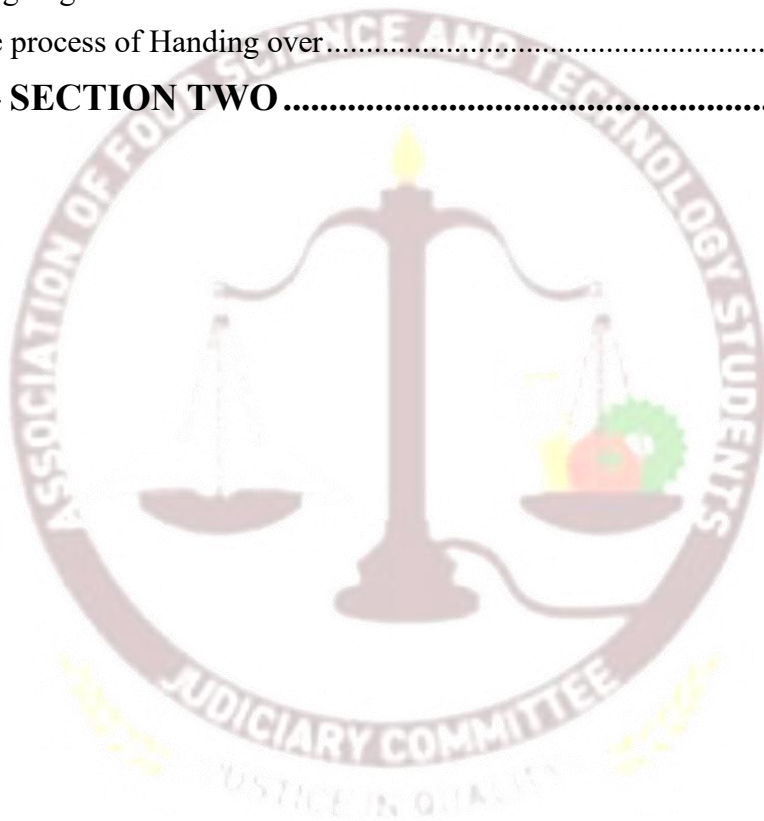
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AFSTS CONSTITUTION

AS AMENDED 2025

Food Quality and Safety, Our Priority

THE CONSTITUTION OF THE ASSOCIATION OF FOOD SCIENCE AND TECHNOLOGY STUDENTS OF THE KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY

PREAMBLE

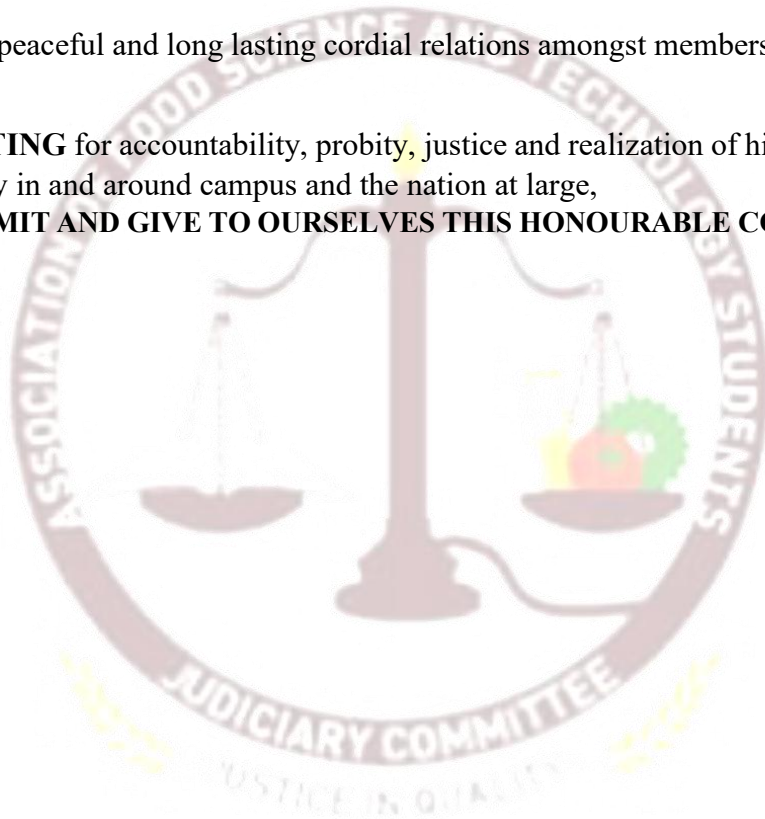
IN the Name of God Almighty, we the members of the Association of Food Science and Technology Students;

COMMITTED to exhibiting high level of scientific, intellectual, moral, spiritual and social standards,

IN SEARCH for peaceful and long lasting cordial relations amongst members of this association as well as others,

AND ADVOCATING for accountability, probity, justice and realization of high level of food safety and security in and around campus and the nation at large,

DO HEREBY ADMIT AND GIVE TO OURSELVES THIS HONOURABLE CONSTITUTION



CHAPTER ONE

THE CONSTITUTION

Article 1

NAME

The legitimate body of the Department of Food Science and Technology shall be known and called Association of Food Science and Technology Students of Kwame Nkrumah University of Science and Technology, Kumasi, here after referred to as **AFSTS**.

Article 2

SUPREMACY OF THE CONSTITUTION

- a) This constitution shall be the supreme law of all students, clubs and societies in the Department of Food Science and Technology and any other law found to be inconsistent with any provision in this constitution shall to the extent of that inconsistency, be void.
- b) Notwithstanding clause (a), this constitution shall be subject to the laws of Ghana, statutes of the university, any other law under its authority, the constitution of the SRC-KNUST and that of the Science Student's Association (SCISA), KNUST.

Article 3

ENFORCEMENT OF THE CONSTITUTION

- a) Any member who alleges that an act or omission of any person or group of persons is in contravention of any provision in this constitution may apply to the Judicial Board for a declaration to that effect.
- b) The Judicial Committee shall for the purpose of such declaration under clause (a) of this article, make such orders as it may consider appropriate for giving effect to the order or direction.
- c) Failure to obey or carry out the terms of an order or direction made under clause (b) of this article constitutes a violation of this constitution and contempt of the Judicial Board and shall in case of the president or vice, constitute a ground for removal from office.
- d) A member charged by the Judicial Board under clause (c) of this article shall not be eligible for election or appointment to any office from the date of ruling to the end of the next academic year.

Article 4

DEFENCE OF THE CONSTITUTION

Any person who;

- a) By himself or company of others, by any unlawful means suspends or abrogates this constitution or any part of it, or attempts to do such an act or
- b) Aids in any manner with any person referred to in this section (a) commits an offence of contempt of the constitution and in the case of an executive officer constitute a ground for removal from office.
- c) If convicted by the Judicial Board under clause (a) and/or (b) shall,
 - i. Be liable for suspension as a member for all subsequent academic years
 - ii. Not be legible for election or appointment to any office for all consequent academic years.



CHAPTER TWO

THE ASSOCIATION

Article 5

FUNCTIONS OF THE ASSOCIATION

The functions of AFSTS shall be;

- a) To serve as the mouthpiece of its members
- b) To foster and maintain cordial relations between members and senior staff of the department.
- c) Responsible for the planning and coordination of social, recreational and intellectual activities.
- d) To appoint committees to manage affairs of the members.

Article 6

COMPOSITION

- a) The AFSTS shall be composed of four bodies namely,
 - i. Patron
 - ii. The Executive Board
 - iii. The Auxiliary Board
 - iv. Members
- b) The entire membership of the above mentioned offices shall meet at least twice in a semester.

Article 7

DEFINITION OF THE VARIOUS BOARDS

a) PATRON

The Patron shall be a senior member and lecturer within the Department of Food Science and Technology.

The Patron shall be part of the signatories to the association's bank account.

The patron shall advise the executive board on complicated issues.

b) THE EXECUTIVE BOARD

The executive board shall be composed of;

ELECTED EXECUTIVE OFFICERS

- i. The President
- ii. The Vice President
- iii. The General Secretary
- iv. The Financial Secretary
- v. The Organizing Secretary
- vi. The Women's Commissioner

c) AUXILLIARY BOARD

- i. The Public Relations Officer
- ii. The Electoral Commission
- iii. The Judicial Committee
- iv. The Media Committee
- v. The Sports Committee
- vi. The Tratech Committee
- vii. Outreach and Academic Board Committee
- viii. Welfare and Health Committee
- ix. Class Representatives
- x. Each committee under the auxiliary board shall have a committee head with the Tratech Committee having two heads.



CHAPTER THREE

FUNCTIONS OF OFFICERS

Article 8

THE PRESIDENT

- a) He or she shall be the head of administration of the association.
- b) He or she shall by virtue of office be a member of the Departmental Board of the Department of Food Science and Technology.
- c) The President on advice of the executive board is responsible for appointments.
- d) He or she has the power to;
 - i. Represent the association at any legal meeting.
 - ii. Perform any legal activity in the interest of the association.
- e) The president shall take the presidential oath of office before a general assembly of the association after election results have been declared authentic by the Judicial Board.
- f) The president shall be part of the signatories to the association's bank account
- g) The president shall address the association in a general assembly meeting at least once every semester. This will be known as THE STATE OF AFSTS ADDRESS.
- h) To clear any doubt, clause (g) above is to ensure accountability, trust and more importantly to inform the student body the progress so far in order to foster unity among the student body and the Administrative counsel.

THE VICE PRESIDENT

- a) He or she shall be the assistant to the president and in his absence assume the presidency.
- b) He or she shall be the head of affairs of all committees.
- c) He or she shall coordinate all programs of the association.
- d) He or she shall take the presidential oath of office.
- f) In the absence of the president, the vice president shall be part of the signatories to the association's bank account.

THE GENERAL SECRETARY

- a) He or she shall keep true records and accurate minutes of all meeting.
- b) He or she in consultation with the president shall handle all correspondence on behalf of the association.
- c) Prepare agenda for all meetings.
- d) Preside over meetings in the absence of the president and vice.

THE FINANCIAL SECRETARY

- a) He or she shall be in charge of all financial transactions of AFSTS.
- b) He or she shall keep and maintain proper records of the association's account and all monies due it.
- c) He or she shall be a signatory to the association's bank account.
- d) He or she shall appoint a deputy financial secretary who will assist him or her and shall also act in his or her absence.
- e) The deputy should either be a student in second or fourth year but not third year.

THE WOMEN'S COMMISSION DUTIES

- a) The women's commissioner acts as the link between the women and the association.
- b) The women's commissioner channels all female concerns to the appropriate bodies for address.

The women's commissioner shall appoint a deputy to assist with her duties.

THE ORGANIZING SECRETARY

- a) He or she shall be responsible for the organization of all social and intellectual activities.
- b) He or she shall be responsible for the organization of all kinds of meetings as provided in the jurisdiction of this constitution.
- c) He or she shall be responsible for organizing student representation for any function in or out of campus.

CHAPTER 4

THE ELECTORATE

Article 9

VOTING RIGHTS

Any member of association is to be registered as a legible voter and to vote in any election organized by the electoral commission.

THE ELECTORAL COMMISSION

The electoral commission shall not be under the influence of any person with membership strictly parliamentary council appointment with its chairperson appointed by the president for council's approval.

FUNCTIONS OF THE ELECTORAL COMMISSION

- a) Shall conduct all elections in the association.
- b) Shall organize all aspects of the screening for a particular election.
- c) Shall make rules and regulations governing any election.
- d) Shall have the sole right to declare results.

ELECTORAL CONDUCT

- a) The following offices shall be contested in elections;
 - i. President
 - ii. General Secretary
 - iii. Financial Secretary
 - iv. Organizing Secretary
 - v. Women's Commissioner
- b) Outgoing officers are eligible for re-election into the same office or any other.
- c) The president shall present a vice as his or her running mate.
- d) All officers shall be elected through a secret ballot by the end of each second semester
- e) Should a candidate contest unopposed, he shall be required to pull 50% and above of the total valid vote cast.
- f) All regulations for elections shall be provided to the general membership by the electoral commission.

CHAPTER FIVE THE JUDICIAL COMMITTEE

Article 10

MEMBERSHIP

- a) The chairperson
- b) A deputy
- c) A member each from the various classes

FUNCTIONS

- a) It shall be responsible for enforcement and interpretation of any provision in the constitution.
- b) It shall have the mandate to resolve confliction between students in the association.
- c) It shall be in charge of all legalities of the association and its members as well as other groups.
- d) Shall be a key stakeholder in the amendment and revision of the constitution and it shall in conjunction with the senate, set up a constitutional review committee of which it must be part of such committee.

AFSTS CONSTITUTION WEEK(ACW)

- a) As part of making the interpretation of any provision in the constitution very frequential to the student body and to create awareness of the existence of the constitution, Judicial committee shall be responsible to laisse with the organizing secretary to organize at least once every academic year 'THE AFSTS CONSTITUTION WEEK'.
- b) The AFSTS CONSTITUTION WEEK shall be organized in the same week when the presidential address on 'THE STATE OF AFSTS ADDRESS' shall take place.
- c) This shall also serve as an opportunity for the association members to have insight or create awareness about the SCISA, SRC and the national constitution at large.

CHAPTER SIX

THE ADMINISTRATIVE COUNSEL

Article 11

MEDIA COMMITTEE

- a) There shall be a media committee headed by a member appointed by the president in consultation with other executive members.
- b) The head shall appoint two deputies; a deputy media head and a publicity head.
- c) The head shall appoint committee members to form a ten (10) member board.
- d) The board shall by means of publication of journals; articles, etc. keep members abreast with current information on food safety, food security, new products, discoveries as well as sociopolitical and economic issues.
- e) The board shall be in charge of the notice board of the association.
- f) The committee shall be responsible for flyer design and scrutiny, videography and editing, photography and editing, social media management, caption drafting and, internal and external publicity.

Article 12

TRATECH COMMITTEE

- a) There shall be the Tratech committee, chaired by the Tratech Committee Chairperson appointed by the President in consultation with other members of the executive board.
- b) The Chairman shall appoint his/her members from each class within the Department.
- c) The committee shall be in charge of all Tratech activities.

Article 13

WELFARE AND HEALTH COMMITTEE

- a) There shall be a welfare committee chaired by the welfare committee head appointed by the President in consultation with other members of the executive board.
- b) The welfare head shall oversee all welfare and health related activities pertaining to the association.
- c) The head shall act as a chief liaison between the association and the SCISA/SRC welfare boards.
- d) The head shall appoint a deputy and committee members from each class within the Department.

Article 14

THE SPORTS COMMITTEE

- b) The sports committee shall be made up of the chairperson and a representative from each class except the class of the chairperson.
- c) The committee shall be in charge of planning and organizing sporting activities within the department
- d) The committee shall also liaise with the college and university sports committee to plan activities.

Article 15

OUTREACH AND ACADEMIC BOARD COMMITTEE

- a) The committee shall be made up of a head, two deputies and two representatives each from a class.
- b) The committee shall represent the academic interests of the members of the association.
- c) The committee shall advise students on appropriate approaches to resolving academic issues within the department.
- d) The committee shall negotiate with the executive board on matters affecting the academic progress of students.
- e) The committee shall in collaboration with the department organize and coordinate AFSTS Mentorship programs, AFSTS Next Level, AFSTS Quiz, food safety week celebration and other related programs.
- f) The committee shall raise awareness and increase visibility and understanding of food science and technology among the public and students.
- g) The committee shall promote the field by educating the public, schools, or other students about food science through awareness programs and outreaches.

Article 16

PUBLIC RELATIONS OFFICER (PRO)

- a) The PRO shall be in charge of effective publicity of the association's programs and activities.
- b) He or she shall work closely with all other executive officers particularly the editor-in-chief to ensure information flow from the executive to the student body of the association.
- c) He or she shall formulate policies that will enhance the image of the society where necessary.

- d) He or she shall act in the absence of the general secretary.

Article 17

THE SENATE

17.1 COMPOSITION

- i. The President who shall serve as its Speaker.
- ii. The Vice President who shall act as its Deputy Speaker.
- iii. The secretary as Clerk.
- iv. Members of the Executive Board.
- v. The Heads and members of the Auxiliary board.

17.2 DUTIES

- a) Deliberate and approve programs for the semester as well as their allocated budget.
- b) Deliberate on amendments of sections of the constitution through the Judicial Board.
- c) Form committees that will facilitate work.

Article 18

QUALIFICATIONS FOR AN EXECUTIVE OFFICE

- a) Must not be a first year student.
- b) Must be a member of the association.
- c) Must be of good integrity and must not have gone against any article of the constitution.
- d) Must not be on probation for any reason.
- e) Must qualify by any means provided by the electoral commission that is not in contradiction to those in this constitution and approved by the parliamentary council.

CHAPTER SEVEN

AMENDMENTS AND REVISIONS

Article 19

19.1 AMENDMENTS

- a) Notice of amendment of any provision of this constitution must be sent to the judicial board.
- b) The Judicial board shall review as appropriate and present a report to the senate for deliberation and approval.
- c) All bills must be approved by senate before it shall become a law

19.2 REVISIONS

- a). In a situation where the constitution needs to be revised, the provision in article 10.2 clause(d) must be duly followed.
- b) All revisions should be approved by parliament by a simple majority vote

19.3 EXHIBITIONS

- a) There shall be an exhibition of the amended or revised constitution for the members of the association to exhibit such provisions for a period of not less than ten (10) days excluding weekends.
- b) Appropriate channel of exhibition should be used by the review committee for the exhibition whether electronic means such as posting the amended constitution to the WhatsApp page or the email address of the student body or via other means as deem appropriate.
- c) Notwithstanding clause (a) above, the period of exhibition is subject to change by the constitutional review committee and the senate in situations when there is a need for urgency.

CHAPTER EIGHT MISCELLANEOUS

Article 20

20.1 RESIGNATION

- a) Any officer of the Association may resign voluntarily.
- b) In the event of any officer resigning, the Executive Committee shall communicate to all members through the notice boards within (3) three days of the receipt of the resignation letter.
- c) In the event of en bloc resignation by the Executive committee the Judicial Board shall be notified and it shall in turn notify the General Assembly and assume temporary responsibility until fresh elections are held. The Judicial board shall then keep all documents and assets.
- d) Any such resignation shall be communicated in writing to the Executive Committee at least three (3) days before the date of resignation.
- e) The Administrative Council shall appoint a member to act until elections are held.
- (f) All documents and properties shall be handed over to the Executive committee upon resignation.

20.2 REMOVAL FROM OFFICE

- (a) All officers of the Administrative council shall individually or severally be removed or suspended from office after a committee set up by the Judicial board investigates into allegations after it has been petitioned and finds that the officer (s) has/have been involved in any of the following;
 - i. Acted in willful violation of the oath of office or in violation of any provision of this constitution.
 - ii. Misappropriated or embezzled funds of the Association.
 - iii. Grossly misconduct himself or suspended or dismissed from this University
 - iv. Conducted himself in a manner which brings or is likely to bring the name of the Association into disrepute.
 - iv. Repetition of Academic year (class)
 - v. Suspension or dismissal from the University
 - vi. Inefficient and or negligent discharge of duties
 - vii. Incapable of performing the functions of his office by reason of disability.

20.3 HONORARIA

- d) Appointment letters shall be served to appointed officers.
- e) Certificates shall be awarded to both elected and appointed officers only recognized in this constitution at the end of their tenure of office.

20.4 FORFEITURE OF CERTIFICATE

- a) An officer automatically forfeits his certificate on resignation.
- b) An officer forfeits their certificates when absent 3 consecutive times and 5 cumulative.
- c) Members who report thirty minutes (30 min) late for meetings are considered absent, however, on our WhatsApp platforms, members are noted by their contributions, hence when members do not make due contributions at due time, they may be considered absent or late for such meetings.
- d) It is mandatory for senators to be at every meeting and on time.
- e) Notwithstanding clause (d), permission with serious issues may be considered by leadership but not consecutively.

20.5 GENERAL MEETINGS

There shall be;

- i. at least one General Assembly meeting in a semester
- ii. forty (40) members including the members of the Administrative Council shall be required to form a quorum for a general meeting.
- iii. in the absence of a quorum a meeting shall be called off and postponed to a later date that will enable a quorum to be formed.
- iv. The organizing secretary may summon an emergency general assembly or Senate meeting within eighteen (18) hours to deliberate on dire issues.

20.6 STANDING ORDERS FOR MEETINGS

(a) All meetings conducted by any organ of the Association shall conform to the following basic requirements;

- i. Voting shall be by only members recognized to be part of the meeting
- ii. Each member shall be entitled to one vote.
- iii. Voting privileges shall include the right of members to make, second motion or nominations.
- iv. In voting, motions shall be carried by a simple majority, unless otherwise stated or provided for by the constitution or the standing orders.
- v. Casting of votes shall be in the following order:
 - a. Votes for
 - b. Votes against
 - c. Abstentions
- vii. The chairman shall exercise his voting right if votes for and against are equal in number. Member abstaining shall be considered non-voting.
- viii. Voting at meetings shall be by show of hands or by a secret ballot which is requested by a member and is seconded by another member

CHAPTER 9

SCHEDULE

SECTION ONE

ELECTIONS AND HANDING OVER

Subsection A: Outgoing executives in the second semester

- i. A final year executive, leaving office in the previous outgoing administration shall hand over power to his vice at the time of leaving office in the second semester.
- ii. However, in a situation where both the *President* and the *Vice President* are final year executives, they shall hand over power to the *General Secretary* who shall assume office of president until elections are conducted in the next academic year.
- iii. If all the three executive positions mentioned: *President*, *Vice President* and the *General Secretary* are final year executives, then power shall be transferred to the *Judicial Chairperson* who shall assume office of president until elections are conducted in the next academic year.
- iv. In a situation where all the afore-mentioned executive positions: *President*, *Vice President*, *General Secretary* and *Judicial Chairperson* are held by final years, then the *Senior Most Class Representative* shall assume office of President until new elections are conducted in the first semester of the next academic year.
- v. For the avoidance of doubt, if the *Vice President* is in the third year, He shall assume office of the president until new elections are held.
- vi. *All other year executives* holding executive position shall continue to hold office until a formal handing over is scheduled following a general election in the next academic year where a formal swearing in ceremony of the new President Elect and the entire executive body shall be held.

Subsection B: The process of Handing over

- i) For the purpose of Handing over power as described in subsection A (i) to (v) an Emergency General meeting shall be called solely for the purpose of the transfer of power.
- ii) At such a meeting, all documents and materials in the possession of the outgoing executives shall be handed over.
- iii) After every general election, there shall be an ad hoc transitional committee set up and chaired by the Judicial committee Chairman to facilitate the proper and legal transfer of power from the outgoing administrative counsel to the incoming administrative counsel.
- iv) The committee shall comprise a) The Judicial Council Chairman b) two persons appointed by the outgoing-president
- v) The transition period shall begin three days after the declaration of the results of the general election and end immediately after a new administrative counsel is sworn into office.
- vi) The committee shall ensure that all administrative counsel assets are properly accounted for by an outgoing administrative counsel.
- vii) The committee shall see to it that the outgoing administrative counsel hands over power to the newly elected administration within a period not more than two weeks after the declaration of results.
- viii) The committee shall have the mandate to review the audit report and the transactions of the previous administration.
- ix) The committee shall for the effective performance of its functions have the power to issue subpoena orders to compel anybody to appear before it.
- x) The committee shall for the effective performance of its functions liaise with the SCISA Judicial board.
- xi) Final swearing in ceremony of the President and entire composition of the AFSTS Executive Council shall be before the entire student body by the Judicial Council Chairman.

FORMS OF OATH

a) THE OATH OF ALLEGIANCE

I do in the name of God Almighty swear that I shall bear true faith and allegiance to the association and its constitution as by established; and I shall uphold, preserve, protect and defend them.

So help me God.

b) THE JUDICIAL OATH OF SECRECY

I.....do in the name of the almighty god swear that I will not directly or indirectly communicate or reveal to any person matters which shall be brought under my consideration or shall come to my knowledge in the discharge of my official duties or as may be specially permitted under the AFSTS constitution.

So help me God.

c) THE PRESIDENTIAL OATH

I.....having been elected to the high office of the President or Vice President) of the Association of Food Science and Technology Students do hereby in the name of God Almighty swear that I shall be faithful and true to the association; and defend its constitution and hereby dedicate myself wholly without fear or favor to the service of the Department of Food Science and Technology.

I further solemnly swear that I shall conform to the principle of strict accountability financially or otherwise and that should I at anytime break this oath, I shall submit to the dictates of the association's constitution and suffer the penalty thence.

So help me God.

d) THE EXECUTIVE OFFICERS OATH

I On assuming office as the..... of the Food Science and Technology Students, do here by swear that I will at all times strive to protect, preserve and defend the association's constitution especially the principles of accountability and that I hereby wholly dedicate myself to the serve and welfare of the students of the department of food science and technology.

I further solemnly affirm that I shall not be found wanting in the discharge of my responsibilities as an executive officer nor place myself in such a position as to frustrate the efficiency of the said office of the association.

So help me God.

SCHEDULE SECTION TWO

INTERPRETATIONS

- (a) “He” “him” “his” “Chairman” as used in the Constitution shall refer to both male and female persons.
- (b) “General Assembly” as used in the Constitution shall refer to a gathering of all members of the association after an open invitation.
- (b) “the Association” as used in this constitution shall refer to the Association of Food Science and Technology of the Kwame Nkrumah University of Science and Technology.

AFSTS CONSTITUTION REVIEW COMMITTEE (2024/2025)

INTELLIGENTSIA ALLOTEY – BOARD CHAIRPERSON

YASIRATU ABDALLAH – MEMBER

THERESA ALLOTEY – MEMBER

ABIGAIL ADDO KUFFOUR – MEMBER

ASSENT

This document having satisfied all the requirements of amendments is now herein declared as a legally binding document of the ASSOCIATION OF FOOD SCIENCE AND TECHNOLOGY STUDENTS OF THE KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY. This deed is hereby acknowledged by the AFSTS Judicial Committee; on this **20th** day of **August** in the year of our Lord **2025**.