



THE SIFST CONSTITUTION

1. THE INSTITUTE

- 1.1 The Institute shall be known as the Singapore Institute of Food Science and Technology (SIFST).

2. ADDRESS

- 2.1 The official place of business shall be at the Singapore Professional Centre, 93 Toa Payoh Central, #05-01, Toa Payoh Community Building, Singapore 319194, or such other address as may be decided by the Council from time to time subject to approval of the Registrar of Societies.

3. OBJECTIVES

The objectives of the institute are:

- 3.1 To promote the furtherance of knowledge, development and application of science and technology to any aspect of food.
- 3.2 To advance the standing of the food profession and to maintain high ethical standards within the profession.
- 3.3 To develop and maintain collaboration with other National and International bodies concerned with food science and technology.
- 3.4 To promote the dissemination of knowledge and to provide a forum for the exchange of ideas amongst members.
- 3.5 To further the education and training of food scientists and technologists.

4. MEMBERSHIPS

The membership of the Institute shall consist of the following classes:

- 4.1 Professional Members, who shall comprise Honorary Fellows, Fellows and Associates.
- 4.2 Affiliate Members, who shall comprise Licentiates and Students.
- 4.3 Honorary Members
- 4.4 Corporate Members

PROFESSIONAL MEMBERS

5. HONORARY FELLOW

- 5.1 Honorary Fellows shall be such members or other persons who, in the opinion of the Council, have made distinctive contribution in the service and advancement of food science and technology.

6. FELLOW

- 6.1 Fellows are persons who either have
- (a) been an Associate of the Institute for five (5) years continuously, or
 - (b) possess the necessary qualifications for Associate membership and possess not less than ten (10) years appropriate experience in food science and technology, and have made a substantial contribution to the science and technology of food or
 - (c) have reached a position of seniority and authority in a profession deemed by the Council to be appropriate.
- 6.2 A nomination and/or an application for Fellowship must be supported in writing by two (2) existing Fellows of the Institute.

7. ASSOCIATE

- 7.1 Associates are persons who possess a recognized university degree in food science and technology or a recognized polytechnic diploma in food science and technology or in related disciplines or who possess an equivalent academic or a professional qualification acceptable to the Council, and who in addition have in the opinion of the Council, appropriate experience and have held positions of responsibility in the food science and technology industry for the durations as indicated below:
- (a) for PhD. holders in the field of food science and technology, a period of one (1) year
 - (b) for PhD. holders in a field other than food science and technology, a period of two (2) years
 - (c) for MSc. holders in the field of food science and technology, a period of two (2) years
 - (d) for MSc. holders in a field other than food science and technology, a period of three (3) years
 - (e) for BSc. (Hons) holders in the field of food science and technology, a period of three (3) years
 - (f) for BSc. (Hons) holders in a field other than food science and technology, a period of four (4) years
 - (g) for BSc. holders in the field of food science and technology, a period of four (4) years
 - (h) for BSc. holders in a field other than food science and technology, a period of five (5) years

- (i) for Diploma/Other Academic or Professional Qualification holders in the field of food science and technology, a period of seven (7) years
- (j) for Diploma/Other Academic or Professional Qualification holders in a field other than food science and technology, a period of eight (8) years
- (k) for Certificate/Other Equivalent Academic or professional qualification holders in the field of food science and technology, a period of 10 years.

8. EXCEPTION FOR ASSOCIATE

- 8.1 The Council may elect a non-graduate as an Associate provided the Council is satisfied that by virtue of his experience in the field of food science and technology for at least fifteen (15) years, and by the responsibility of his employment and by any additional evidence acceptable to the Council that he is a proper person to be admitted, provided that such person has passed the Senior Cambridge Examination or its equivalent. Not more than three (3) such persons shall be admitted in any period of twelve (12) months following the 1st of April each year and the total number of such admissions shall not exceed twenty percent (20%) of the total professional membership at any one time.

AFFILIATE MEMBERS

9. LICENTIATE

- 9.1 Licentiates are persons who:
- (a) have a university degree in food science and technology or food related subjects or an equivalent qualification acceptable to the Council, and are actively engaged in the field of food science and technology, or
 - (b) have an appropriate technical diploma acceptable to the Council and are actively engaged in the field of food science and technology, or
 - (c) have a certificate that satisfies the Council that they qualify by virtue of their experience in the field of food science and technology for at least ten (10) years and/or by virtue of being in positions of responsibility in their employment and by any additional evidence acceptable to the Council.

10. STUDENT MEMBER

- 10.1 Student Members are persons taking educational or professional courses in food science and technology or in a related discipline in tertiary institutions, polytechnics or equivalent institutions at the time of application. Student membership shall terminate upon cessation of the respective educational or professional courses

11. HONORARY MEMBERSHIP

- 11.1 The Council may in its discretion appoint any person as an Honorary Member of the Institute if it is satisfied that by virtue of their experience in the field of food science and technology for at least 10 years, and by virtue of their being in positions of responsibility in their employment and by any additional evidence acceptable to the Council that they are proper persons to be so appointed.

12. CORPORATE MEMBERSHIP

- 12.1 Any company or institution, government or private, commercial or otherwise that is in any way engaged in any activities that deal with any aspect of food science and technology or any other related aspects thereof may be admitted by the Council as a Corporate Member.

13. BENEFITS OF CORPORATE MEMBERSHIP

- 13.1 Any company or institution, government or private, commercial or otherwise that is in any way engaged in any activities that deal with any aspect of food science and technology or any other related aspects thereof may be admitted by the Council as a Corporate Member.

14. NOMINEES FOR CORPORATE MEMBERSHIP

- 14.1 A Corporate Member shall be entitled, by way of written notice to the Institute, to nominate two persons from its body, both of whom shall be of management position and at least one of whom is not a member of the Institute in their own capacity, as its official representatives and to change its nominees from time to time provided that the Council has no objection to any such nomination(s).

ADMISSION TO MEMBERSHIP

15. APPLICATION

- 15.1 Application for membership shall be made in forms prescribed by the Institute to the Honorary Secretary who shall present it to the Council for approval.

16. COUNCIL DISCRETION

- 16.1 Admission to each class of membership shall be at the absolute discretion of the Council on the recommendation of a membership committee appointed by the Council and comprising at least three (3) Professional Members.

17. DURATION OF MEMBERSHIP

- 17.1 With the exception of Life Membership (as referred to in Section 27 of the Constitution), membership shall be for one year ending on 31st day of December of each year. Renewal for membership shall be made on the 1st working day of January of each following year.

18. DECISION

- 18.1 The Council may accept or reject any application or renewal for membership without assigning any reason.

ABBREVIATED TITLES AND DESIGNATIONS

19. ABBREVIATED TITLES

- 19.1 An Honorary Fellow shall be entitled to the exclusive use after his/her name of the initials "Hon FSIFST", a Fellow of the initials "FSIFST" and an Associate of the initials "ASIFST".

20. PROVISION OF CONSTITUTION

- 20.1 No person shall adopt these titles or so describe himself/herself other than as provided by the Constitution.

FEES

21. APPLICATION FEES

- 21.1 A non-refundable one-time application fee of twenty dollars (S\$20.00) in the case of a Professional Member and Affiliate Member is payable by all applicants for membership, at the time of application. For Student Members, no such one-time application fee shall be payable. For Corporate Membership the nonrefundable one-time application fee shall be two hundred dollars (S\$200.00). Council may at its discretion adjust this application fee which amount must not be less than one hundred dollars (S\$100).

22. ANNUAL SUBSCRIPTION FEES

- 22.1 The following annual subscription fees shall be payable by members of the Institute:

Fellows:	S\$80.00
Associates:	S\$60.00
Licentiates:	S\$40.00
Corporate Members:	S\$300.00
Students:	S\$5.00

23. MEMEBRSHIP RENEWAL FEES

- 23.1 The annual subscription for renewal of membership shall be payable on the first working day of January of each year, or in the case of newly admitted members, within three (3) months of such admission.

24. PRORATED FEES

- 24.1 Members who are admitted after 1st July of each year shall pay one half (1/2) of the subscription for that year.

25. MEMBERSHIP FEES ARREARS

- 25.1 The membership of any member whose subscription is two (2) years in arrears may be terminated by the Council and upon such termination, such member shall forfeit all privileges of membership.

26. COUNCIL DISCRETION ON ARREARS

- 26.1 The Council may at its discretion in special cases reduce or remit the annual subscription or the arrears of annual subscription of any member, and in exercising this discretion it shall consider both the length of time of his membership and the reason for his inability to pay.

27. MEMBERS REACHING AGE OF 60

- 27.1 A member, upon reaching the age of 60, shall no longer be required to pay any annual subscription fee and shall automatically be converted to a Life Member (as referred to in Article 28 of the Constitution) without further payment of any fee, provided that there are no outstanding dues and that he/she has already been a member for ten (10) years.

LIFE MEMBERSHIP

28. INDIVIDUAL LIFE MEMBERSHIP

- 28.1 As an alternative to or in lieu of payment of annual subscription fees, applicants for membership may pay a lump sum fee entitling them to membership for the duration of their natural lives. The Life Membership fees payable by members are as follows:

Fellows: \$640

Associates: \$480

Licentiatees: \$320

29. CORPORATE LIFE MEMBERSHIP

- 29.1 A Corporate Member who makes a monetary lump sum contribution of not less than S\$30,000 is entitled to Life Corporate Membership.

30. UPGRADING OF LIFE MEMBERSHIP

- 30.1 In the event that a person/organization applies to be admitted as a Life Member for a certain category of membership, he or she may, upon approval by the Council in relation to the upgrading of membership, pay an upgrading fee to upgrade as a Life Member to another category of membership. The upgrading fee shall be as follows:

Licentiate to Associate: \$160

Associate to Fellow: \$160

31. SUSPENSION AND EXPULSION OF MEMBERS

- 31.1 The Council may suspend or expel a member if the member has conducted himself or herself by word or act in a manner, which in the opinion of the Council, is prejudicial to the interests of the Institute and/or injurious to its reputation and/or if the member violates the Constitution or any of the Institute's bylaws, regulations or standing orders, and/or if the member fails to make any of the installment payments as stated in Section 28 of the Constitution. Such member shall be given the opportunity to present his case in person before the Council.

32. APPEAL OF AGGRIEVED MEMBER

- 32.1 An aggrieved member may appeal, within one month of the date of expulsion, to the General Meeting of members, whose decision shall be final.

33. REINSTATEMENT OF MEMBERSHIP

- 33.1 Any member who has been expelled may apply, after a period of 2 years, to the Council for reinstatement, and any such member may be reinstated conditionally or unconditionally as the Council, at its absolute discretion, deems fit. The Council shall not be bound to reinstate the said member.

MANAGEMENT

34. THE COUNCIL

- 34.1 The Institute shall be managed by the Council consisting of a President, an Immediate Past President, a Vice-President, an Honorary Secretary, an Honorary Treasurer and four (4) Ordinary Council Members. The Council shall have the power to co-opt no more than four (4) Professional Members into the Council to assist with the management of the Institute. Such co-opted members shall have no voting rights at Council meetings. The Council shall designate, appoint and be further assisted by a panel of Honorary Advisors and by a Secretariat in relation to the management of the Institute.

35. ELECTION OF COUNCIL

- 35.1 The Executive Council shall be elected for a 1-year term at the Institute's Annual General Meeting. Council members shall be eligible for re-election to the same post in each of the subsequent years, except for the Honorary Treasurer, who shall not be eligible for re-election to the same post for a fourth term.

DUTIES OF COUNCIL

36. PRESIDENT

36.1 The President shall have the following duties:

- (a) He or she shall preside as Chairman at all Meetings of the Institute.
- (b) In the case of a tie of votes, he or she shall have a second or casting vote.

37. VICE PRESIDENT

37.1 The Vice-President shall have the following duties:

He or she shall assist the President in his or her duties and shall assume the powers and responsibilities of the President at all meetings in the President's absence

38. HONORARY SECRETARY

38.1 The Honorary Secretary shall have the following duties:

- (a) He or she shall keep a record of all the proceedings of the Institute and deal with all correspondences. Records must be kept in books which shall be available on due notice for inspection at any reasonable time by Institute members or by Council or its accredited representation
- (b) He or she shall maintain an up-to-date register of members. Such Registers shall contain the name and grade of each member of the Institute.
- (c) He or she shall keep all records, except financial, of the Institute and be responsible for their accuracy.
- (d) He or she shall be responsible for the annual submissions to the Registrar of Societies.
- (e) He or she shall submit at the Council Meetings any matter for discussion received from Institute Members.
- (f) He or she shall prepare the Annual Report of the Institute for presentation to members at the Annual General Meeting.
- (g) He or she shall issue timely reminders to members for membership fees that are overdue.

39. HONORARY TREASURER

39.1 The Honorary Treasurer shall have the following duties:

- (a) He or she shall be in charge of all the finances of the Institute and shall receive and pay out money on behalf of the Institute.
- (b) He or she shall keep a book of accounts to be produced when required.

- (c) He or she shall report on the financial position of the Institute at every Council Meeting and submit a Statement of Account and Balance Sheet at the Annual General Meeting.
- (d) The Honorary Treasurer shall keep all funds and collect and disburse all monies on behalf of the institute, and shall keep an accurate record supported by proper vouchers of all monetary transactions. He shall be authorized to spend up to three hundred dollars (\$300) per month for petty expenses on behalf of the Institute.
- (e) He or she shall obtain the approval of the Council before spending more than \$1000 on any one item.

40. COUNCIL MEMBERS

- 40.1 The other Council Members shall assume specific portfolios and responsibilities as designated by the Council.

41. COUNCIL MEETINGS

- 41.1 The Council shall meet monthly for the dispatch of ordinary business and for carrying out the objects of the Institute as this Constitution empowers it to perform, with at least ten (10) meetings executed within the term.

42. NOTICE OF COUNCIL MEETING

- 42.1 The Honorary Secretary shall give at least seven (7) days' notice for Council Meetings. The President may direct that a Meeting be called with less than seven (7) days' notice.

43. ABSENCE FROM COUNCIL MEETING

- 43.1 Any Council Member who is absent from three consecutive Council Meetings without explanation satisfactory to the Council shall be deemed to have vacated his position. A successor may then be co-opted by the Council to serve until the next Annual General Meeting.

44. QUORUM OF COUNCIL MEETING

- 44.1 At least half the number of Council Members shall form a quorum at all Council Meetings.

45. VOTING OF COUNCIL MEETING

- 45.1 All decisions of the Council shall be made by a majority vote of those Council Members present and voting at the Meeting. In the event of a tie, the Chairman of the Meeting shall have a second or casting vote.

46. POWER OF THE COUNCIL

46.1 The Council, subject to the provision of this Constitution, shall have the power to:

- (a) Carry out the objects of the Institute.
- (b) The Council shall have power to fill any casual vacancies that may occur for an office bearer or Ordinary Council Member provided that a member of the Institute appointed to fill such vacancy shall remain his office or membership in the Council only until the next Annual General Meeting unless he is re-elected at the Meeting.
- (c) Appoint Sub-Committees as from time to time considered advisable.
- (d) Appoint a panel of Honorary Advisors and Secretariat.
- (e) Enter into contracts for the purposes of and incidental to the carrying out of the objects of the Institute.
- (f) Act in any manner deemed expedient should the occasion arise for which provision is not made in the Constitution or by-laws made thereunder.
- (g) Approve the application of any new members and accept the resignation of existing members of the Institute.
- (h) Accept the resignation of any Council Member.
- (i) Co-opt members who shall be Professional Members to assist the Council in its administration and management.
- (j) Take appropriate disciplinary action against members as it deems fit, including but not limited to, the power to expel members who violate the Constitution by-laws, regulations and/or standing orders of the Institute and/or who fail to make payment of their membership fees as stated in paragraph 27 of the Constitution of the Institute.
- (k) Authorise publications or release official statements on behalf of the Institute. Such publications and statements shall be consistent with the objects of the Institute.

47. COUNCIL DISCRETION ON ADMINISTRATION

47.1 In the event of any question or matter pertaining to day-to-day administration that is not expressly provided for in this Constitution, the Council shall have power to use its own discretion. The decision of the Council shall be final unless it is reversed at a General Meeting of members.

FINANCE

48. The funds of the Institute shall be under the control of the Council. From these funds, the Council may at its discretion authorize expenditure for the holding of the General and Professional meetings and for any other purposes in furtherance of the objectives of the Institute.
49. Money in excess of S\$300.00 in cash shall be deposited in a bank or banks to be named by the Council. Cheques and any other monetary instruments for withdrawals from the bank(s) shall be signed by both the Honorary Treasurer AND the President or Vice-President, or in the absence of the Honorary Treasurer, by both the President AND the Vice President or the Honorary Secretary.
50. At each Annual General Meeting, members shall elect two (2) Internal Auditors, whose duties shall be to audit and certify accounts of the Institute. They shall not be members of the Council and shall hold office for one year only and may not be re-elected in the next immediate Council year.
51. The annual statement of accounts of the institute shall be audited and certified by a Certified Accountant and two Internal Auditors and shall thereafter be presented at the Annual General Meeting of the Institute. The Auditor(s) shall have free access to all books and documents necessary for the purpose of the audit.
52. The financial year of the Institute shall be from the 1st day of January to the 31st day of December.

GENERAL MEETINGS

53. NOTICE OF GENERAL MEETINGS

- 53.1 At least twenty-one (21) days' notice in writing must be given for any General Meeting.

54. QUORUM AT A GENERAL MEETING

- 54.1 The quorum at a General Meeting shall be thirty (30) members entitled to vote.
55. In the event of there being no quorum after half an hour of the stipulated time of the Meeting, the Chairman of the Meeting shall after that half an hour, declare the Meeting convened even without a quorum. However, the Meeting shall have no power to amend any part of the Constitution.
56. Registered Students and Licentiates of the Institute and other persons who are not members of the institute may be admitted to any General meeting at the discretion of the Council but shall have no power to vote.

- 57.** The supreme authority of the Institute shall be vested in a General Meeting of the members.

58.ANNUAL GENERAL MEETING

- 58.1** The Annual General Meeting of the Institute shall be held in April of each year after the requisite notice of twenty one (21) days have been given, for the following purposes:

- (a) To receive and adopt the minutes of the last Annual General Meeting, the Council's Annual Report and the Audited Accounts for the preceding financial year ending 31st December.
- (b) To elect officials of the Council for the ensuing one (1) year.
- (c) To appoint an external auditor and 2 internal auditors.
- (d) To transact any other business of which at least 7 days' notice in writing has been given to the Honorary Secretary. Only Professional Members and no others are entitled to stand for election and to vote.

- 59.** Any nomination for the election of Council Members must be duly signed by a proposer and a seconder both of whom shall be Professional members of the institute. Such nomination shall be accompanied by a declaration by the nominee that he is willing to serve if elected and shall be sent to the Honorary Secretary so as to reach him not less than three (3) days before the annual general meeting.

- 60.** If the nominations received are insufficient , the members present at the Annual general meeting shall nominate at least such number of members of the institute as will make good the deficiencies. If the nominations received together with those made at the Annual general meeting exceed the number of vacancies, a ballot shall be held.

- 61.** In the event of a ballot being required, it shall be at the annual General Meeting. Two (2) members of the Institute not being candidates shall be appointed by the annual General Meeting to scrutinize the ballot papers and shall report to the Annual General meeting.

- 62.** Unless otherwise provided, a motion or resolution at any General Meeting shall be carried out by a simple majority of those members present and voting.

- 63.** Any question to be decided by a General Meeting, if not resolved, shall be decided by a simple majority of votes, with the Chairman of the Meeting having a casting vote, except that a resolution involving an alteration of the Constitution of the Institute may only be passed by a two-third (2/3) majority.

64.EXTRAORDINARY GENERAL MEETING

- 64.1 An Extraordinary General Meeting shall be convened on a resolution of the Council or upon receipt by the Honorary Secretary of a written request signed by at least twenty (20) Professional Members of the Institute provided that the requisite notice of twenty one (21) days has been given.

65.REQUISITION OF EXTRAORDINARY GENERAL MEETING

- 65.1 The objects and reasons for convening an Extraordinary General Meeting shall be stated in the requisition. Upon receipt of the requisition, the Council must convene an Extraordinary General Meeting to be held within twenty-eight (28) days from the date of the receipt of such requisition.
- 65.1 If the Council does not within twenty eight (28) days after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary Meeting shall convene the Extraordinary General Meeting by giving ten (10) days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the institute's notice board.

66.PROFESSIONAL MEETINGS

- 66.1 Professional meetings include all meetings of the institute held for the purpose of lectures or discussions on scientific, educational or professional matters. Not less than four (4) Professional meetings of the Institute shall be held in each year.

AMENDMENTS TO THE CONSTITUTION

67. The Institute shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this Constitution shall be passed except at a General Meeting by a resolution, which shall be carried by a majority of at least two-thirds of the votes properly recorded at the Meeting.
68. Any amendments to these rules shall be circulated to all members within fourteen (14) days after approval in writing has been given by the Registrar of Societies.

DISSOLUTION

69. The Institute shall be dissolved by an Extraordinary General Meeting called for this purpose with a minimum of three-fifths of the total voting membership of the Institute for the time being resident in Singapore voting either in person or by proxy in favour of the resolution for dissolution.

- 70.** In the event of the Institute being dissolved, as provided above, all debts and liabilities legally incurred on behalf of the institute shall be fully discharged and the remaining funds shall be donated to any educational or scientific institution or approved charities in Singapore.
- 71.** A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

PROHIBITIONS

- 72.** Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Institute's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 73.** The funds of the Institute shall not be used to pay the fines of members who have been convicted in court of law.
- 74.** The Institute shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
- 75.** The Institute shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 76.** The Institute shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.
- 77.** The Institute shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.

NOTE:

- (a)** *The Constitution was reviewed by Review Committee; Chair Lim Chee Kian, Secretary Lee KL, Members: Frank Choo, Lim KK, Prof Kiang AK, Prakash Pillai, Connie Tan, Yeow KP in 01 March 2009*
- (b)** *The reviewed Constitution was submitted for Registry of Societies (ROS) review in 2010.*
- (c)** *The revised Constitution was adopted during the 35th SIFST AGM on 28th April 2011 with queries from members on Prohibition Clauses 72, 74, 75, 76 and 77. The SIFST Council later clarified the Prohibition Clauses requirements and agreed to adopt all of them. The final version of the SIFST Constitution was adopted during the 36th SIFST AGM on 24th April 2012.*