

WASHINGTON SOCIETY OF PROFESSIONAL SOIL SCIENTISTS

HISTORY

Soil scientists in Washington organized as a state society in 1974.

By-laws

October 1974

Revised 1988, 1997, 2001, 2002, 2005, 2007, 2010

Preamble

CONCERNED with the public good and in order to safeguard life, health, and property. The practice of soil science shall be restricted to properly qualified persons:

likewise, to advance the welfare of the soil science profession by the establishment and observance of high ethical standards of conduct through commitment to ethical conduct, the practice of sound scientific principles, and affiliations with the American Registry of Certified Professionals in Agronomy, Crops, and Soils (ARCPACS), a Federation of Certifying Boards in Agriculture, Biology, Earth and Environmental Sciences. Each Washington Society of Professional Soil Scientists member is strongly encouraged to become ARCPACS certified in one or more specialties.

further, to focus public attention upon the standing, functions, requirements and accomplishments of soil scientists:

withal, to sponsor and promote honorable procedures tending toward recognition, commensurate with the dignity and responsibility of this profession, the WASHINGTON SOCIETY OF PROFESSIONAL SOIL SCIENTISTS has been organized.

Article I. Name

Section 1.01 - Washington Society of Professional Soil Scientists (WSPSS).

Article II. Membership

Section 2.01 - WSPSS shall have four (4) classes of members designated as regular members, student members, affiliate members and honorary members. Affiliate and student members shall have all rights and privileges as other membership classes except those of voting and holding office.

Section 2.02 - Eligibility and qualifications for Regular members. Eligibility for regular membership consists of a Bachelor of Science degree in Soil Science or other title with equivalent credits (minimum 15 semester hours in soil science) and approval of the WSPSS Board of Directors (herein referred to as the Board). As used here, the term soil

scientist applies to professional workers who have had academic training in soil science, and training and/or experience in soil science and who have been active in soil science within the past 3 years and/or are ARCPACS Certified (Certified Professional Soil Scientist or Certified Professional Soil Classifier) or by special approval of the Board.

Section 2.03 - Eligibility and qualification of Student members. Eligibility for student members consists of active participation in a recognized college or university degree program in soil science or other closely related discipline.

Section 2.04 - Eligibility and qualifications of Affiliate members. Eligibility for affiliate members is that these persons do not meet the requirements of either regular, honorary, or student members.

Section 2.05 - Eligibility and qualifications of Honorary members. Honorary members shall be nominated by any member of WSPSS and approved by a majority vote of the Board. Honorary members shall have distinguished themselves by contributions and/or service to WSPSS and by contributions and/or service to the discipline of soil science or a closely related discipline. Nominations will be made via an Honorary member nomination form and will outline the specific contributions made to WSPSS and the soil science profession. Submittals must be accompanied by two (2) letters of reference from active and participating WSPSS members. References should outline the nominee's contribution and service to WSPSS and the discipline of soil science or a closely related discipline, and how the nominee adheres to the practice of sound scientific principles and the observance of high ethical standards of conduct, as stated in the Preamble of these by-laws.

Section 2.06 - Revocation of WSPSS membership. Any member found to be in violation of the WSPSS code of ethics as outlined in Preamble to these by-laws may have their membership revoked upon documentation of the violation, recommendation by a Board member, discussion by the Board, and an affirmative vote by two-thirds (2/3) of the Board. Prior to action by the Board, members subject to revocation of membership will be notified in writing by the President that a complaint has been filed and that proceedings for revocation will be undertaken. The member in question will have thirty (30) days from notification to respond to the Board in writing regarding the complaint and to request a meeting with the Board. The Board has sixty (60) days to accommodate the request, deliberate on the decision, and hold a vote. Any person wishing to have their membership reinstated may apply for new membership after a period of three (3) years has elapsed and upon submitting three (3) letters of reference. Applications and letters of reference will be reviewed by the Board and approval will require an affirmative vote by two-thirds (2/3) of the Board.

Article III. Dues and fees

Section 3.01 - Dues for members shall be collected annually. There shall be no dues for honorary members. Changes in dues shall be at the recommendation of the Board and ratified by a majority vote of those voting at the regular summer meeting. Members will be notified no less than twenty (20) days prior to the annual summer meeting, held in conjunction with the summer field tour/workshop, of any proposed changes in dues. Student memberships and dues will remain in effect for one year after the student graduates. After this time, student membership will automatically be converted to regular or affiliate membership, depending on qualifications, for members in good standing. Dues for the following year will be requested for the new membership amount. Membership shall be from January 1 to December 31 (one calendar year). Dues renewal notices will be distributed to members each year prior to September 1. A member shall be considered delinquent if dues are not received by the Secretary or Treasurer by December 31. A reminder for payment of dues shall be sent by the Secretary no later than January 31 of the following year. Nonpayment of dues for two (2) consecutive years, followed by a recommendation of the Secretary or Treasurer and an affirmative vote by two-thirds (2/3) of the Board will remove the individual from the WSPSS membership list and deny all rights and benefits associated with the same. Once membership has expired for any reason, individuals must reapply for WSPSS membership by completing a WSPSS membership application and receive approval of the WSPSS Board of Directors.

Article IV. Meetings and Society Business

Section 4.01 - An annual meeting shall be held at a location selected by the WSPSS Board of Directors. Members shall be notified of the date, hour, and place at least thirty (30) days in advance of the meeting.

Section 4.02 - Special meetings shall be called by the President or by written petition of 25 percent of the WSPSS Board of Directors. Once petitioned, the President has thirty (30) days to schedule and conduct the requested meeting. Members shall be notified of the date, hour, place, and purpose of the meeting at least ten (10) days in advance of the meeting.

Section 4.03 – Except for amending the By-laws, a quorum for conducting regular business of WSPSS shall consist of at least five (5) Board members present.

Section 4.04 – Votes for special assessments or amendments to the By-laws will require a two-thirds (2/3) majority vote of all voting members in good standing for passage. Voting will be done by mail using ballots. All ballots not returned by the specified date will be counted as a YES vote in favor of the recommendation(s) of the Board.

Section 4.05 – Special projects and meetings of the Society, either alone or jointly with other groups, must be approved by the Board before sponsorship by the Society will be extended. Any request for the Society to underwrite obligations in connection with a proposed special meeting or project shall be submitted to the Board in writing. Proposals shall include a description of the intended audience, location and time, proposed cost, list of instructors and any other pertinent information. The Board will institute a formal process for Society members to submit a request for Society underwriting. The request process will include an opportunity for the Board to review any subject matter and materials to be presented. Members using the Society’s name and/or logo for outside meetings or projects without prior approval of the Board may be subject to disciplinary action including revocation of membership as outlined in Section 2.06 of these by-laws.

Article V. Administration

Section 5.01 - Washington State will be divided into three (3) regions (East, Central, and West) according to the attached map, for the purpose of electing Regional Representatives.

Section 5.02 - The WSPSS Board of Directors shall consist of ten (10) members. Members of the WSPSS Board of Directors shall include: 1) President, 2) President-elect, 3) Past-President, 4) Secretary, 5) Treasurer, 6), 7), & 8) One (1) Regional Representative from each of the three (3) regions (East, Central, and West), 9) Newsletter Editor and 10) Historian. The Board of Directors shall hereafter be known as the Board.

Section 5.03 -The affairs of WSPSS shall be run by the Board.

Section 5.04 - Election of Board members (Section 5.05) shall be by annual ballot (Section 5.06) to voting members. Terms of office shall begin January 31st. Vacancies on the Board shall be filled by a nomination from and majority vote by the remaining Board members. The newly elected Board member(s) shall serve out the remainder of the term of the directorship vacated. Board members will be subject to dismissal for missing more than half of the scheduled Board meetings within their term of service. Dismissal will be approved by a two-thirds (2/3) vote by the remaining Board.

Section 5.05 - Any voting member in good standing who has held membership for at least one (1) year is eligible for election to the Board.

Section 5.06 - Candidates for office and for the Board shall be selected by a nominating committee of three members appointed by the Board. The Past-President serves as chair of the nominating committee. There shall be at least one (1) candidate nominated by the nominating committee for each position. Additional candidates may be nominated by the membership. Members may nominate themselves by submitting their name to the nominating committee as candidates for office on the Board. Ballots will be mailed out by December 1st of each year and returned by no later than the first Monday in

January. Ballots will be counted no later than the following Friday. The Board and the newly elected members will be notified of the election results within five (5) working days after the election has been validated.

Section 5.07 - Duties of the Officers and Board of Directors.

President: The President shall be Chairman of the Board and shall serve for two (2) consecutive years. The President shall be responsible for planning the program of the annual meeting and/or field tour, preside at regular, special, and Board meetings, shall promote cooperation with and represent WSPSS with other groups, organizations, agencies, etc. with common aims or with needs for resource (soil) assessment information and/or data, appoint committee chairs for all WSPSS committees, and perform such other duties as usually pertain to this office.

President-elect: The President-elect shall serve for two (2) consecutive years and perform the duties of the President in the absence of the President, and shall succeed to the Presidency in case the office is vacated or when the President's term ends. President-elect shall be in charge of obtaining speakers for the annual meeting, regular meetings, and/or field tour. The President-elect also assists the President as needed to maintain, manage, and promote the affairs of WSPSS.

Past-President: The Past-President shall serve for two (2) consecutive years. The Past-President shall serve as chair of the nominating committee and assist the President/Board to manage, maintain, and/or promote the affairs of WSPSS.

Secretary: The Secretary shall serve for three (3) consecutive years. The Secretary shall keep notes and records of all meetings and transactions. The Secretary shall write letters or other correspondence for WSPSS as directed by the President, maintain WSPSS membership lists and databases, and provide a current list of members, addresses, and phone numbers to Board members upon request. The Secretary will mail out dues statements to each member as outlined in Section 3.01 of these by-laws. The Secretary will reproduce and mail the newsletters as necessary after receiving the newsletter from the Newsletter Editor. The Secretary will maintain copies of all meeting minutes, newsletters, certificates, and correspondence for at least the past three (3) years. Before vacating the Secretary position, the incumbent Secretary will hold a meeting with the incoming Secretary to provide an orientation to the WSPSS records and all pertinent manners of operating business and procedures.

Treasurer: The Treasurer shall serve for three (3) consecutive years. The Treasurer shall be the custodian of all WSPSS funds. The Treasurer may withdraw funds from the treasury, with the Board's approval, for payment of financial obligations incurred by WSPSS. A financial statement shall be submitted at the annual meeting. The Treasurer will assist the President in preparing a draft budget for review by the Board at the first Board meeting of the year. The Treasurer will monitor the budget and keep the Board advised of the status at each Board meeting. The Treasurer or account co-signee

will make at least one deposit each month for any monies received for that period of time. The Treasurer will correspond with the Secretary to cross check and maintain an up to date list of paid memberships by January 31st and late dues reminders will be mailed as outlined in Section 3.01 of these by-laws. The Treasurer will maintain copies of all financial records for at least the past three (3) years. Before vacating the Treasurer position, the incumbent Treasurer will hold a meeting with the incoming Treasurer to provide an audit of WSPSS financial records and budget status and to provide the incoming Treasurer with an orientation to the WSPSS records and procedures.

Regional Representatives: Regional Representatives shall be elected from each of the three (3) regions (East, Central, West) to serve staggered three (3) year terms of office. Regional Representatives shall write and/or solicit news items from members in their regions and submit them to the Newsletter Editor on a quarterly basis. Regional Representatives shall attend and participate in Board meetings and assist the President/Board to manage, maintain, and/or promote the affairs of WSPSS.

Newsletter Editor: The Newsletter Editor may be elected or volunteer, and shall serve a five (5) year term of office. The Newsletter Editor is responsible for writing, editing, and producing four (4) newsletters per calendar year (March, June, September, and December). The Newsletter Editor is responsible for developing and/or updating the WSPSS membership application forms, brochures, directories, and other items requested by the President and/or the Board.

Historian: The Historian may be elected or volunteer and shall serve a five (5) year term of office. The Historian is responsible for collecting and organizing all historical materials of WSPSS. The Historian is also responsible for taking and collecting photographs of WSPSS activities and actively participating in all WSPSS activities including the summer tour, regular meetings, etc.

Section 5.08 - The election of Regional Representatives is not done on a statewide basis. Only the ballots from voting members in good standing, that live or work within the region for which a specific Regional Representative is to be elected (East, Central, West), will be counted for that candidate. One Regional Representative will be elected each year, alternating annually between the three regions, so the term of office for each Regional Representative will be for three (3) years.

Article VI. Committees

Section 6.01 - The President may appoint special committee chairs for tasks related to managing the affairs or furthering the aims of WSPSS. Such appointments shall be on a year-to-year basis.

Section 6.02 - Committee chairs are responsible to select committee members necessary to fulfill committee charges, to direct committee activities, and to regularly report to the President/Board on committee activities, findings, and recommendations.

Article VII. Amendments

Section 7.01 - The By-Laws of WSPSS may be amended, added to, or repealed by a two-thirds (2/3) majority vote of all voting members in good standing for passage. Voting will be done by mail using ballots. All ballots not returned by the specified date will be counted as a yes vote in favor of the recommendations of the Board.

Section 7.02 - By-laws will be reviewed at least once every five (5) years by a special committee appointed by the President. The next scheduled review date is on or before 2015. Committee findings will be reviewed by the Board and if no changes are needed, the minutes of the Board meeting will so state the fact. If the Board votes in favor of recommending changes and/or amendments to the By-laws, the President will initiate action to notify the membership, in writing, of the Board's recommendation(s). The Board's recommendation(s) and ballots for membership voting will be sent to the membership within sixty (60) days. Ballots will be counted and the membership notified of the results with the next regular newsletter following the vote.

Article VIII. Rules of Order

Section 8.01 - The rules contained in the Revised Roberts Rules of Order shall govern WSPSS in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of WSPSS.

APPROVED



Daniel R. Ufnar - President

2/27/2011

Date

By-laws Committee (2010)
Toby M. Rodgers