

# **West Virginia Association of Professional Soil Scientists**

## **CONSTITUTION AND BYLAWS**

### **Preamble**

The West Virginia Association of Professional Soil Scientists (WVAPSS) is dedicated to the advancement of the discipline of soil science including classification, mapping, interpretation, teaching, and research, and the dissemination of information concerning all phases of soil science to enhance both the general welfare of the profession as well as the public welfare. It is the soil scientist's obligation to recognize that soil constitutes natural bodies and to advance the intelligent utilization of this fundamental natural resource.

### **ARTICLE I -- The Association**

**SECTION 1** The name of this association shall be The West Virginia Association of Professional Soil Scientists (hereafter called the Association).

### **ARTICLE II -- Objectives of the Association**

**SECTION 1** The objectives of the Association shall be the advancement of soil science in the state of West Virginia.

This shall be deemed to include the following:

- A. Advance the professional interests of Association members.
- B. Encourage cooperation among soil scientists, other earth scientists, and all other persons sincerely interested in the earth sciences.
- C. Promote high standards of education in soil science and encourage student enrollment in soil science curricula.
- D. Establish high standards of ethical conduct in all professional matters.
- E. Promote the wise utilization of soils as a natural resource.

- F. Enhance public knowledge and appreciation of soil science.
- G. Protect the public welfare by encouraging legislation to establish state registration of soil scientists.

### **ARTICLE III -- Association Headquarters**

**SECTION 1** The location of the headquarters of the Association shall be at the discretion of the President subject to the approval of the Executive Council.

### **ARTICLE IV -- Constitution and Bylaws**

**SECTION 1** A document of Constitution and Bylaws for adoption by the Association shall be prepared by the Constitution and Bylaws Committee. This Constitution shall govern all procedures, including those of the Executive Council and Standing Committees.

**SECTION 2** This Constitution and Bylaws may be amended by an affirmative vote of the majority of the Association's eligible voters present at the annual meeting, provided that the proposed amendments shall have been submitted to the membership by notice in the WVAPSS newsletter at least thirty (30) days prior to the date of such meeting.

**SECTION 3** This Constitution and Bylaws shall become effective upon its adoption by an affirmative vote of the majority of eligible voters present at the annual meeting.

### **ARTICLE V -- Association Management**

**SECTION 1** The affairs of the Association shall be managed by the Executive Council. The number of council members and their assigned duties shall be fixed by this Constitution and Bylaws.

## ARTICLE VI -- Fiscal Year

SECTION 1           The fiscal year of the Association shall be from July 1 through June 30.

## ARTICLE VII -- Membership

### SECTION 1           Classes of Membership

- A.   Full member
- B.   Associate member
- C.   Student member
- D.   Honorary member
- E.   Affiliate member

### SECTION 2           Membership Qualifications

- A.   A **Full Member** shall be anyone who meets the following minimum qualifications:
  - 1.   A bachelor's degree and thirty (30) semester hours in biological, physical, and earth sciences, with fifteen (15) semester hours in soils, and three (3) years work experience in mapping, classifying, interpreting, or teaching soils for land use decisions or conducting research in soils. (A master's degree in soils may be substituted for one (1) year of the work experience, and a Ph.D. degree in soils may be substituted for two (2) years of the work experience requirement).

-OR-

- 2.   Ten (10) years work experience in mapping, classifying, and interpreting, or teaching soils for land use decisions or conducting research in soils, plus the recommendations of three Full Members in good standing.

- B. An **Associate Member** shall be anyone who meets the following minimum qualifications:
1. A bachelor's degree and thirty (30) semester hours in biological, physical, and earth sciences, with fifteen (15) semester hours in soils.
- OR-
2. Five (5) years work experience in mapping, classifying, and interpreting, or teaching soils for land use decisions or conducting research in soils, plus the recommendations of three (3) Full Members in good standing.
- C. A **Student Member** shall be anyone pursuing an undergraduate or graduate soil science (or closely related) curriculum approved by the Executive Council.
- D. An **Honorary Member** shall be anyone whom the Association desires to honor because of his or her outstanding contributions to the profession, state, or nation.
- E. An **Affiliate Member** shall be anyone who does not otherwise qualify but who desires to participate in the advancement of the profession.

### SECTION 3          Membership Privileges

- A. All members shall be permitted to attend Association meetings and take part in the discussion of all business matters.
- B. All Full Members and Associate Members shall be permitted to vote.
- C. All Full Members shall be permitted to hold elected office except that eligibility shall be contingent upon employment and/or residence in the State of West Virginia.
- D. All Full Members shall be permitted to hold Standing Committee chairs.
- E. All members shall be permitted to hold Standing Committee assignments.

**SECTION 4 Election to Membership**

- A. Candidates for membership in the Association shall meet the qualifications set forth in Article VII Section 2.
- B. Candidates may request membership in the Association, or they may be nominated by any member of the Association.
- C. Candidates for membership shall be asked to submit an application to the Association's Executive Council for presentation at its next meeting.
- D. If the majority of the Executive Council elects to admit the candidate to the Association, the Secretary-Treasurer will complete the processing and issue a membership card.
- E. Candidates who have been refused membership shall have the right to appeal to the Executive Council for reconsideration.

**SECTION 5 Severance of Membership**

- A. Voluntary Severance
  - 1. A member in good standing may resign his/her membership without prejudice at any time.
- B. Involuntary Severance
  - 1. Association membership shall cease when dues remain unpaid for two (2) years after the due date. Membership secession for lack of payment shall be automatic and shall not require any action by the Executive Council.
  - 2. Association membership shall cease upon expulsion for due cause when the matter has been passed upon by the Executive Council and approved by an affirmative vote of the majority of the Association's eligible voters present at the annual meeting.

**SECTION 6            Readmission**

- A.    Members whose memberships have lapsed, or members who have been expelled for due cause shall have the right to appeal to the Executive Council for readmission.
  
- B.    Requests for readmission must be accompanied by the dues for the current year plus any reinstatement fee which the Executive Council may prescribe.

**ARTICLE VIII -Dues**

**SECTION 1**            The Executive Council shall set or change the Association dues which shall be approved by an affirmative vote of the majority of the Association’s eligible voters present at the annual meeting and published in a Dues Notice for distribution to the membership at-large.

**SECTION 2**            Annual dues shall be payable by July 1 to the Secretary-Treasurer.

**SECTION 3**            Honorary members shall be exempt from the payment of dues.

**SECTION 4**            Members accepted for membership prior to January 1<sup>st</sup> of the fiscal year of admission shall pay the annual dues assessment. Members accepted for membership on or after January 1<sup>st</sup> of the fiscal year of admission shall pay one-half of the annual dues assessment.

**SECTION 5**            Members shall be listed as being “delinquent” if dues remain unpaid for one (1) year after the due date.

## **ARTICLE IX -- Meetings**

- SECTION 1**        The Association shall hold an annual meeting at such time and place as may be selected by the Executive Council. The Association membership shall be notified of such time and place by notice in the WVAPSS newsletter at least thirty (30) days prior to the date of such meeting.
- SECTION 2**        The Association shall hold special meetings as called by the President on request of the Executive Council, or upon petition by twenty (20) percent of the membership.
- SECTION 3**        The Executive Council shall hold at least two (2) Executive Council meetings each year, one being held within sixty (60) days after the annual meeting for installation of officers.
- SECTION 4**        Special Executive Council meetings shall be called by the President or upon petition by the Executive Council.
- SECTION 5**        The Standing Committees shall hold meetings at such times and places as may be selected by the Committee chairs in consultation with the Committee memberships.

## **ARTICLE X -- Executive Council**

- SECTION 1**        The Executive Council is established to constitute the trustees of the Association. The Executive Council shall manage the Associations affairs between the annual meetings.
- SECTION 2**        The Executive Council shall consist of seven (7) members: the President, immediate Past - President, Vice - President, Secretary - Treasurer, and the three (3) Standing Committee chairs.
- SECTION 3**        Four (4) Executive Council members must be present at any regular - or duty called - Council meeting to constitute a quorum. A quorum must be present for the Executive Council to transact Association business. An affirmative vote shall be required to pass any action consistent with these Association Constitution and Bylaws.

**SECTION 4** The Executive Council shall direct the investment and care of the funds of the Association and shall make appropriations for specific purposes.

**SECTION 5** The Executive Council is charged with the general welfare of the Association, shall carry on the work of the Association between annual meetings, shall make arrangements for the annual meetings, and other necessary and desirable activities in accord with the purposes of the Association not provided for otherwise.

**SECTION 6** The Executive Council shall hear and decide on all questions affecting applications, rights, standing, status, and conduct of Association members. The Executive Council's decisions in all such matters shall be in accordance with the Constitution and Bylaws.

**SECTION 7** The Executive Council will provide, as required, for the formation of joint committees with other associations for the promotion of measures in harmony with the declared objectives of the Association, and for the formation of ad hoc committees for purposes not enumerated elsewhere in the Constitution and Bylaws.

**SECTION 8** Executive Council members shall serve without compensation , except for expenses incurred on behalf of the Association subject to the approval of the Executive Council.

## **ARTICLE XI -- Nomination and Election to the Executive Council**

**SECTION 1** The Association shall conduct an annual election for the elected positions of Vice-President and the expiring Standing Committee Chair.

**SECTION 2** The Association shall conduct a biennial election for the elected position of Secretary - Treasurer.

**SECTION 3** Nomination for elected offices to fill seats on the Executive Council shall be made by the Nominations and Membership Committee, which shall consist of immediate Past-President as chair person , and appointed members from the membership-at-large.



**SECTION 4** The Nominations and Membership Committee shall report the names of nominees for each office to the Secretary-Treasurer forty-five (45) days before the annual meeting.

**SECTION 5** Multiple nominations can be made for each office but no member of the Nominations and Membership Committee shall be eligible for nomination. The Nominations and Membership Committee shall secure the consent of the nominee before placing his name in nomination for a given office.

**SECTION 6** The names of the nominees and ballots shall be circulated to the eligible voters of the membership no later than thirty (30) days prior to the annual meeting. Space will be provided on the ballot for write-in candidates other than those selected by the Nominations and Membership Committee.

**SECTION 7** The ballots must be returned to the Secretary-Treasurer in a sealed envelope or by e-mail marked "Ballot" prior to - or at - the annual meeting. Ballots will be opened and counted prior to - or at - the annual meeting, and the results will be announced at the annual meeting.

## **ARTICLE XII - Duties of the Executive Council Membership**

### **SECTION 1 President**

- A. The President shall preside at all meetings of the Association and the Executive Council. He shall conduct the business of the Association under the direction of the Executive Council. He shall be an ex-officio member of all committees except the Nominations and Membership Committee.
- B. He shall perform other duties as provided for in the Constitution and Bylaws.

**SECTION 2            Vice - President**

- A.    The Vice - President shall assist the President in all functions concerning the Association and act as presiding officer at meetings of the Association or the Executive Council in the absence of the President.
  
- B.    He shall perform other duties as provide for in the Constitution and Bylaws.

**SECTION 3            Secretary - Treasurer**

- A.    The duties of the Secretary - Treasurer in relation to correspondence shall be as follows:
  - 1.        He shall conduct the correspondence of the Association and maintain custody of all books, papers, records, and documents.
  
  - 2.        He shall keep an accurate record of Association proceedings and Executive Council meetings.
  
  - 3.        He shall issue all calls and notices to the Association membership as instructed by the President or the Executive Council.
  
  - 4.        He shall inform the President and the Executive Council, from time to time, of duties to be performed at stated times, or at stated intervals.
  
- B.    The duties of the Secretary - Treasurer in relation to finance shall be as follows:
  - 1.        He shall have custody of all funds of the Association and shall deposit same as directed by the Executive Council.
  
  - 2.        He shall pay out all monies of the Association as authorized and as directed by the Executive Council.
  
  - 3.        He shall maintain a set of books showing receipts and disbursements of the Association and the account of each member.

4. He shall prepare and present to the Executive Council for its approval a budget for the control of the expenditures of the Association.
  5. He shall make an annual audit of the books of the Association at the close of the fiscal year and submit a complete financial report at each annual meeting.
  6. At the end of his/her term, the Association's books shall be audited by two (2) persons as directed by the Executive Council.
  7. He shall study the financial structure of the Association and recommend to the Executive Council ways and means of improving the financial condition of the Association.
- C. He shall perform other duties as provided for in the Constitution and Bylaws.

**SECTION 4 Immediate Past - President**

- A. He shall serve as chair of the Nominations and Membership Committee.
- B. He shall perform other duties as provided for in the Constitution and Bylaws.

**SECTION 5 Standing Committee chairpersons**

- A. Committee chairpersons shall head their respective Standing Committees as set forth in Article XIV and serve as members of the Executive Council.
- B. Each Standing Committee chairperson shall retain the same committee chair for his full term as Executive Council member.
- C. The Standing Committee chairperson elected in a given year will become chairperson of the Standing Committee that becomes vacant in that year.
- D. The Standing Committee chairpersons shall perform other duties as provided for in the Constitution and Bylaws.

## **ARTICLE XIII -Terms of Office and Succession**

- SECTION 1**        The officers of the Association shall be the President, Vice – President, and Secretary – Treasurer.
- A.    The Vice – President is elected annually and serves for one year.
  - B.    The Vice – President advances at the end of the one-year term to thereafter serve a one-year term as President.
  - C.    The President advances at the end of the one-year term to thereafter serve a one-year term as immediate Past –President.
  - D.    The Secretary – Treasurer serves a two-year term.
- SECTION 2**        The Standing Committee chairpersons of the Association shall serve three-year terms with one chairperson being elected each year.
- SECTION 3**        Elected officers and chairpersons shall assume their duties at the first regular Executive Council meeting after the annual meeting, and each shall hold office until a successor has been duly elected or appointed.
- SECTION 4**        Should a vacancy occur in the office of the President, the Executive Council shall appoint a President pro – tempore. Should a vacancy occur in the office of the Vice - President, the Executive Council shall call a special election to elect a Vice – President. Should a vacancy occur in other elected offices, the Executive Council shall appoint a replacement. All appointments or elections shall be made from the Full Membership body for the unexpired term of office.

## **ARTICLE XIV - Standing Committees**

- SECTION 1**        The Standing Committees shall consist of elected chairpersons and appointed members from the membership at-large.
- SECTION 2**        The Standing Committee chairpersons shall be elected as set forth in Article XI.

**SECTION 3** Members of the Standing Committees shall be appointed by the Standing Committee chairpersons subject to the approval of the Executive Council.

**SECTION 4** The Standing Committees of the Association shall be:

- A. Constitution and Bylaws
- B. Ethics and Registration
- C. Public Relations and Education
- D. Nominations and Membership

**SECTION 5** **Constitution and Bylaws Committee**

- A. The Constitution and Bylaws Committee shall consist of an elected chairperson and no fewer than two other appointed members of the membership at-large.
- B. The duties of the Committee in relation to the Constitution and Bylaws shall consist of the following:
  - 1. To maintain a continuing study of the Constitution and Bylaws of the Association and the application of their provisions.
  - 2. To receive and initiate proposed amendments to the Constitution and Bylaws of the Association.
  - 3. To study carefully all suggestions for revisions to the Constitution and Bylaws of the Association.
  - 4. To initiate appropriate resolutions at the request of the Executive Council.
  - 5. To receive and study resolutions submitted to the Association and refer them to the proper committee for consideration.

**SECTION 6            Ethics and Registration Committee**

- A.    The Ethics and Registration Committee shall consist of an elected chairperson and no fewer than two other appointed members from the membership at-large.
  
- B.    The duties of the Ethics and Registration Committee shall be as follows:
  - 1.            To maintain a liaison with other soil science organizations for the Association on all matters pertaining to ethics.
  
  - 2.            To investigate any charges of unprofessional conduct and report the same to the Executive Council for action.
  
  - 3.            To develop guidelines for registration.
  
  - 4.            To receive comments from the membership and committees of the Association relative to the problems of registration.
  
  - 5.            To keep the Membership Registry up-to-date.

**SECTION 7            Public Relations and Education Committee**

- A.    The Public Relations and Education Committee shall consist of an elected chairperson and no fewer than two other appointed members from the membership at-large.
  
- B.    The duties of the Public Relations and Education Committee shall be as follows:
  - 1.            To conduct a planned publicity campaign through newspapers, brochures and other recognized media on behalf of the Association.
  
  - 2.            To inform people of the opportunities in the field of soil science.
  
  - 3.            To consult with universities and colleges to promote high standards of education in soil science.

**SECTION 8            Nominations and Membership Committee**

- A.    The Nominations and Membership Committee shall consist of the immediate Past – President as chairperson and no fewer than two other appointed members from the membership at large.
  
- B.    The duties of the Nominations and Membership Committee shall be as follows:
  - 1.            To coordinate the nomination process and election to the Executive Council as set forth in Article XI, Sections 3, 4, 5.
  
  - 2.            To keep accurate records of the Association membership for the purpose of establishing information for appointment or election.

**SECTION 9**            Each Standing Committee shall make an annual report to the Executive Council and the Association.

Association Chartered : March, 1981

Revised:                    August, 1978

Revised:                    May, 1994

Revised:                    June, 2004 Article X, Section 7 amended