

MINNESOTA ASSOCIATION OF PROFESSIONAL SOIL SCIENTISTS

CONSTITUTION

ARTICLE I

Name

Section 1.1 The name of this organization shall be the Minnesota Association of Professional Soil Scientists, abbreviated MAPSS.

ARTICLE 2

Territory and Headquarters

Section 2.1 The territory of the Association shall include the State of Minnesota.

Section 2.2 The headquarters of the Association shall be the address of the Secretary unless otherwise designated by the Executive Committee.

ARTICLE 3

Purposes

Section 3.1 The purposes of this Association are:

- (1) To establish and maintain high standards of work quality and ethical conduct for professional soil scientists in Minnesota.
- (2) Promote the understanding of the profession of soil science to enhance public appreciation of the profession.
- (3) Promote advancements in soil science.
- (4) Promote fellowship among professional soil scientists.
- (5) Encourage interchange of ideas with other technical and scientific disciplines.
- (6) Serve as a body of opinion on matters relating to soils and their uses.
- (7) Aid in the training of future soil scientists.
- (8) Encourage the licensure/certification of members as Licensed Professional Soil Scientists (Geoscientists) in the State of Minnesota and/or ARCPACS Certified Professionals and to aid in maintaining these licenses/certifications through continuing education opportunities.
- (9) Aid in collecting and disseminating information on soil properties and the function of these properties on sound soil management practices.

ARTICLE 4

Membership

Section 4.1 Membership in MAPSS is limited to individuals who are deemed qualified professionals in soils and who subscribe to the Code of Ethics. There shall be three classes of membership: Full membership, Associate membership and Student membership.

4.1a Full members shall possess a degree in Soil Science or a closely related field of science with a minimum of 15 semester credits (22.5 quarter credits) in Soils and have a minimum of 4 years of professional experience in a field of Soil Science, or shall be a Licensed Professional Soil Scientist in the state of Minnesota, or shall be an

ARCPACS Certified Professional Soil Scientist or Soil Classifier. Full members have the privilege of voting and are eligible to hold office in the Association.

- 4.1b Associate members will consist of those who have satisfied the educational requirements stated in 4.1a but who have not met the experience requirements, those who are a Licensed Professional Soil Scientist in-training in Minnesota, those who are an ARCPACS Certified Associate Professional Soil Scientist or Soil Classifier, or those who have an interest in the field of Soil Science. Associate members will not have the privilege of voting or holding office but may attend meetings and serve on committees. An Associate member must apply for full membership if and when they meet the criteria stated in 4.1a.
- 4.1c Student members will consist of those who are currently enrolled in any college degree program and have an interest in the field of Soil Science. Student members will not have the privilege of voting or holding office, but may attend meetings and serve on committees.

ARTICLE 5

Structure of the Association

Section 5.1 Officers of the Association

- 5.1a These shall be the President, President-Elect, Secretary and Treasurer. They shall be full members in good standing. The President-Elect will become the President in the ensuing year. The Secretary and Treasurer will be elected to two-year terms, on an alternate-year basis.

Section 5.2 Executive Committee

- 5.2a This committee shall consist of the President, President-Elect, immediate Past President, Secretary and Treasurer.
- 5.2b The Executive Committee shall be the governing body of the Association in the interim between meetings. Any three members of the committee shall constitute a quorum.
- 5.2c The Executive Committee may authorize expenditures of funds and take such action as may be necessary in furtherance of the authorized purpose of the Association, subject to any action that may be taken by the Full members at annual meetings.
- 5.2d Meetings of the Executive Committee shall be held at the call of the President, or in their absence, of the President-Elect or any two other members of the committee.
- 5.2e The Executive Committee shall appoint all other committees.

Section 5.3 Duties of Officers

- 5.3a New officers shall assume their duties at the Executive Committee meeting held following their election and shall serve until their successors assume their duties.
- 5.3b The Executive Committee shall develop and maintain a Standard Operating Procedures Manual, which details duties and responsibilities of the Executive Committee, the newsletter editor and all appointed committees, and which includes all other Approved Actions of the Association. The Secretary shall maintain a current copy of the Standard Operating Procedures Manual.
- 5.3c The President shall preside at meetings of the Association and the Executive Committee, shall appoint all committees except the Executive Committee and shall perform all other duties incident to their office.
- 5.3d The President-Elect shall perform the duties of the President when the latter is absent or incapacitated.
- 5.3e The Secretary shall keep the minutes of meetings of the Association and the Executive Committee, shall issue notices of meetings, maintain a membership roster, and shall perform all other duties incident to their office.

- 5.3f The Treasurer shall be responsible for all funds, shall prepare a report and financial statement for presentation at the annual meetings and shall perform all other duties incident to their office. Accounts will be audited at the close of each year as directed by the Executive Committee, and report of the audit shall be presented at the annual meeting.
- 5.3g A vacancy occurring in an elective office or membership of the Executive Committee shall be filled for the unexpired term by the Executive Committee, except for a vacancy of the President or President-Elect. In the event of vacancy of the office of President, the President-Elect shall immediately succeed to the office and shall continue as President the following year. Should the office of President-Elect become vacant, the Executive Committee shall arrange for a special election to fill the unexpired term either by mail ballot or by the vote of the membership at the next Association meeting. Should both the offices of President and President-Elect become vacant, the most recent available Past-President shall immediately fill the unexpired term of President and the Executive Committee shall arrange to fill the unexpired term of the President-Elect by special election either by mail ballot or by the vote of the membership at the next Association meeting.

Section 5.4 Elections

- 5.4a The officers shall be elected by mail ballot. A nominations and elections committee consisting of two or more members shall be appointed by the Executive Committee. This committee shall submit to the Secretary a list of two or more qualified candidates who have consented to serve if elected.
- 5.4b The Secretary shall deliver to the chairperson of the nominations and elections committee a list of eligible voters.
- 5.4c Prior to November 15, the Secretary or designee of the President shall mail to each member a ballot containing a list of all nominations as certified by the nominations and elections committee, with blank spaces for writing in other names under the respective offices and instructions for voting.
- 5.4d The chairperson of the nominations and elections committee shall have the votes counted. Standard election rules shall be followed. The person receiving the highest number of vote's cast shall be elected. Ties shall be resolved by lot by the nominations and elections committee. The chairperson of the nominations and elections committee shall certify the results of the election, and shall return the ballots to the Secretary who shall keep them available for inspection by any member until the close of the next annual meeting.

ARTICLE 6

Dues

Section 6. Dues

- 6.1a Applications for membership shall be accompanied by the applicable entrance fee and first year dues. Thereafter dues shall be paid for each calendar year.
- 6.1b Members Entrance fees and annual dues shall be determined by the Executive Committee.
- 6.1c Dues are payable to the Treasurer within 60 days following notification by the Secretary. A member shall be considered in arrears if their dues are not paid within 60 days of notification by the Secretary. A member shall be dropped from membership if their dues are not paid within 1 year following notification by the Secretary.
- 6.1d Reinstatement of a member in arrears can be accomplished by paying a reinstatement fee, as determined by the Executive Committee, and dues for the current year. A member that has been dropped from membership after 1 year, can be reinstated by payment of the member entrance fee and dues for the current year.
- 6.1e Honorary members (as defined in Bylaw 1 Article III) are exempt from annual dues.

ARTICLE 7

Meetings

Section 7.1 The Association shall hold an annual meeting at such time and place as the Executive Committee may determine and such other meetings as may be called by the President or by the Executive Committee.

Section 7.2 At least thirty days notice of annual meeting shall be given by mail to all members by the Secretary or designee of the President.

Section 7.3 Twenty five percent of the voting membership shall constitute a quorum.

ARTICLE 8

Code of Ethics

Section 8.1 **General Principles**

- (1) The privilege of professional practice imposes obligations of morality and responsibility as well as professional knowledge.
- (2) Each Professional Soil Scientist member agrees to be guided by the highest standards of ethics, personal honor and professional conduct.

Section 8.2 **Relation of Professional to the Public**

- (1) A member shall avoid and discourage sensational, exaggerated, and/or unwarranted statements that might induce participation in unsound enterprises.
- (2) A member shall not knowingly permit the publication of their reports or other documents for any unsound or illegitimate undertaking.
- (3) A member shall not give a professional opinion or make a recommendation without being as thoroughly informed as might reasonable be expected considering the purposes for which the opinion or recommendation is desired; and the degree of completeness of information upon which any opinion or recommendation is based shall be made clear.
- (4) A member may publish dignified business, professional or announcement cards, but shall not advertise their work or accomplishments in a self-laudatory, exaggerated, or unduly conspicuous manner.
- (5) A member shall not issue false statements or false information even though directed to do so by employer or client.

Section 8.3 **Relation of Professional to Employer and Client**

- (1) A member shall protect, to the fullest extent possible, the interest of their employer or client insofar as such interest is consistent with the law and their professional obligations and ethics.
- (2) A member who finds that their obligations to their employer or client conflict with their professional obligation or ethics should either have such objectionable conditions corrected or resign.
- (3) A member shall not use, directly or indirectly, any employer or client's information in any way, which would violate the confidence of the employer or client.
- (4) A member retained by one client shall not accept without client's written consent, an engagement by another if the interests of the two are conflicting in any manner.
- (5) A member who has made an investigation for any employer or client shall not seek to profit economically from the information gained, unless written permission to do so is granted, or until it is clear that there can no longer be a conflict of interest with the original employer or client.
- (6) A member shall not divulge information given to them in confidence.
- (7) A member shall engage, or advise their employer or client to engage, and cooperate with other experts and specialists whenever the employer or client's interests would be best served by such service.
- (8) A member protects the interests of a client by recommending only products and services that are in the best interest of the client and the public.
- (9) A member protects their credibility by disclosing to clients how they will be compensated for providing products, services or recommendations to the client.

Section 8.4 **Relation of Professionals to Each Other**

- (1) A member shall not falsely or maliciously attempt to injure the reputation of another.
- (2) A member shall give credit freely for work done by others to whom the credit is due, shall refrain from plagiarism in oral and written communications and will not knowingly accept credit rightfully due another person.
- (3) A member shall not use the advantages of public employment (i.e. university or government) to compete unfairly with another member of their profession.
- (4) A member shall endeavor to cooperate with others in the profession and encourage the ethical dissemination of technical knowledge.
- (5) A member having knowledge of unethical practices of another member shall avoid association with that member in professional work.

Section 8.5 Duty to the Profession

- (1) A member shall aid in exclusion from membership those who lack moral character, who have not followed this Code of Ethics, or who do not have the required education and experience.
- (2) A member shall uphold the Code of Ethics by precept and example and encourage by counsel and advise other members to do the same.
- (3) A member having positive knowledge of deviation from this Code by another member shall bring such deviation to the attention of the Executive Committee.

ARTICLE 9

Denial or Revocation of Membership

Section 9.1 The right to deny, revoke, or suspend membership is vested in the Executive Committee.

Section 9.2 Membership may be denied, revoked, or suspended for any of the following reasons:

- 9.2a Violation of rules, regulations, or Code of Ethics established by the Executive Committee.
- 9.2b Misrepresentation on an application or submission of incorrect information in any communication to the Executive Committee.
- 9.2c Conviction of a felony by a court of law.
- 9.2d Revocation of a members ARCPACS Soil Scientist or Soil Classifier Certification or a members License to practice soil science in any state due to misconduct.
- 9.2e The Executive Committee determines that the candidate does not meet the minimum requirements as stated in Article 4.
- 9.2f Failure to pay dues as stated in Article 6, part c
- 9.2g Any applicant denied membership has the right of appeal before the Executive Committee.
- 9.2h Any action to deprive a member of their status shall be preceded by a *served copy* of the charges and a notice of a hearing at which time the individual can appear or be represented before the Executive Committee. At least a 30-day notice of a hearing will be given the individual in such situations.

ARTICLE 10

Recognizing Specialty Fields of Expertise in Soil Science

Section 10.1 Any group of members who have expertise in a special field of Soil Science, i.e. Soil Classifiers may make an application to the Executive Committee for recognition.

Section 10.2 The President will appoint a committee to draw up the requirements for the Specialty.

Section 10.3 The Executive Committee will bring the requirements to the Full membership for a vote.

Section 10.4 These fields of specialties will be recognized in the Bylaws of the Association.

ARTICLE 11

Amendments

Section 11.1 Amendments to this Constitution and its Bylaws may be made by majority vote of Association Full members at any regular meeting or by mail ballots, providing notice of all proposed changes have been mailed to all Full members at least 30 days prior to the date of meeting or the closing date for mail ballots.

Section 11.2 Amendments and By-Laws thereto shall be declared as being in effect upon receiving a majority of votes cast by the Full members.

BYLAW NUMBER ONE TO THE MAPSS CONSTITUTION

MAPSS AWARDS

I.SOIL SCIENTIST OF THE YEAR

MAPSS will annually recognize a member as "Soil Scientist of the Year". The individual will be honored for some special achievement of accomplishment during the previous year (Nov. 1 - Oct. 31).

The Awards Committee will review all nominations and make the selection per the rules and guidelines with final approval by the Executive Committee. Full members in good standing may nominate any member of MAPSS for this award.

Rules and Guidelines:

- (1) Eligibility - All MAPSS members - Full and Associate - in good standing with the exception of the current members of the Awards Committee and members named as Soil Scientist of the Year within the last 5 years.
- (2) Provide detailed information for items listed under Number 3 below and submit to the chairperson of the Awards Committee by November 20 of each year.
- (3) Provide reasons and supporting documentation for award.
 - a. Candidate name
 - b. Job title
 - c. Location
 - d. Principle duties
 - e. Special achievements or accomplishments (50-80 points). A statement of 300 words or less supporting the candidate's achievements in developing a better understanding of soil resources, enhancing better uses of soil resources, etc. should be included.
 - f. Service to MAPSS (10-20 points).
 - g. Professional/ technical society activities (5-10 points).
 - h. Continuing education (0-10 points).
 - i. Civil and humanitarian activities (0-10 points).
 - j. Awards and honors (0-5 points)(Numbers in parenthesis are a point guide used in reviewing nominees.)
- (4) The candidate selected as Soil Scientist of the Year will be honored at the Annual Meeting of MAPSS.

II.DISTINGUISHED SERVICE AWARD

At the discretion of the Executive Committee, a Distinguished Service Award may be presented at the Annual Meeting. The award will be for "Career Achievements" in the area of soils, soil science, and soil use and management.

III.HONORARY MEMBERSHIP

At the discretion of the Executive Committee, an Honorary lifetime membership may be presented at the Annual Meeting.

The membership may forward name(s) of individual(s) that meet the honorary membership criteria. The Executive Committee will issue a certificate of honorary membership.

Eligibility Criteria:

Full member for a minimum of 10 years and retired from a full time position.