

MINNESOTA ASSOCIATION OF PROFESSIONAL SOIL SCIENTISTS

STANDARD OPERATING PROCEDURES REVISED 12/04/09

INTRODUCTION

This document has been prepared to meet the requirements of the Minnesota Association of Professional Soil Scientists (MAPSS) constitution, Article 5, Section 5.3b. This document will contain a section for each Executive Committee member, for the executive assistant, for the newsletter editor, for each standing committee and a section for other recurring business of the Association. The MAPSS Secretary is responsible for maintaining this document. Maintenance includes adding to or modifying this document as needed to include any changes made during meetings of the Association and keeping the committee duties and members names current.

OFFICERS OF THE ASSOCIATION

PRESIDENT

When The President Takes Office:

The President of MAPSS initially serves as President-Elect for the year preceding actually taking office. The passing of the gavel is typically done at the close of the Annual Business Meeting. This begins the Presidents actual term.

President's Responsibilities:

- 1 It is the President's responsibility to obtain volunteers to organize the Field Tour. The President must also chair the Field Tour Business Meeting, and the Annual Business Meeting. It is the President-Elect's responsibility to organize the Annual Meeting (see SOP's for President-Elect).
- 2 It is the President's responsibility to organize all Executive Committee meetings. This includes preparing the agenda, scheduling the meeting dates and location and contacting all Executive Committee members to ensure attendance.
- 3 It is the President's responsibility to ensure that all Executive Committee members are accomplishing their specific duties and to resolve any complications.
- 4 It is the President's responsibility to prepare a "President's Message" for each newsletter publication, while President.
- 5 It is the President's responsibility to determine by consensus of the Executive Committee, which issues are to be addressed by the Committee and put before the membership.
- 6 The President ensures that the Constitution is being followed.
- 7 Ensure that a yearly budget is prepared and submitted to the membership for approval at the winter annual meeting.
- 8 It is the President's responsibility to complete an annual performance appraisal of MAPSS paid positions and/or people holding Level II Committee Appointments. (Added Dec. 4, 2009)

Accomplishment of Responsibilities Field

Tour:

The President typically obtains a volunteer(s) to host the upcoming Field Tour. A request for volunteers is made by the president at any Business Meeting, in articles in the newsletter or by direct contacts. The president then provides support, as needed, to the volunteer host(s) to ensure a tour occurs. It is hoped that tours can be set for the actual "summer months" of June to August. The past habit of September tours was too late and too close to the Annual Meeting.

Meetings:

The President chairs the two Business Meetings (Field Tour and Annual Meeting) and the Executive Committee meetings. A Business Meeting agenda is prepared ahead of the meeting and provided to all attending by the President. The two Business Meetings are held at the same time as the Field Tour and the Annual Meeting. In the past it has been flexible as to when during the day the Business Meeting takes place, but typically they follow either the tour or the speakers at the Annual Meeting. Typically, previous agendas are reviewed to determine past and present topics of concern. Occasionally some sub-committee updates are needed. The President either obtains updates or invites a representative from the committee to make a presentation at any of the meetings.

Duties/Tasks of Other Members:

Occasionally the President may need to remind committee members of upcoming presentation needs (such as Treasurer reports, Secretary minutes and others).

Issues of Concern or Tasks:

The President presides over all Business and Executive Committee meetings and the President needs to remain informed of what issues the membership is concerned with. These are the main issues that drive the Executive Committee. It is the Executive Committee's responsibility to address these issues, but it is the President's responsibility to ensure the issues are adequately addressed, for the membership.

PRESIDENT-ELECT

When President-Elect Takes Office

The new President-Elect of MAPSS takes office after the current President passes the gavel to the current President-Elect. The President leaving office then becomes the Past President, but remains an active member of the Executive Committee. The passing of the gavel is typically done at the close of the Annual Business Meeting.

President-Elect's Responsibilities

1. It is the President-Elect's responsibility to organize the Annual Meeting (Which is set for the first Friday of December).

The President-Elect selects the theme of the meeting, obtains presenters or speakers for the meeting, makes all facility arrangements (including meeting room, presenters/speakers needs, menu), prepares newsletter announcement (Fall issue of newsletter) and prepares the newsletter registration form (Fall issue of newsletter). Duties also include emcee of the "speakers" portion of the meeting and introduction of speakers. Typically the President opens the Annual Meeting, but turns it quickly over to the President-Elect. The President-Elect closes the portion of the program he/she has developed and turns the program back to the President, who then conducts the Business Meeting.

It is recommended that these tasks be started by late spring at the latest to ensure availability of facilities and speakers/presenters (it is the President's responsibility to organize the Business Meeting portion of the Annual Meeting, including the agenda - see SOP's for President).

- 1 Draft proposals and suggestions for the Annual Meeting are presented at the Executive Committee Meetings for review and comment.
- 2 It is the President-Elect's responsibility to receive proposed changes to the Constitution and to prepare the proposals for review and vote first by the Executive Committee and if approved by a vote of the membership.
- 3 It is the President-Elect's responsibility to attend Executive Committee meetings and to assist other committee members as needed.
- 4 It is the President-Elect's responsibility to review the Auger Newsletter before it is sent out to the membership (3/27/2009).

Accomplishment of Responsibilities

Constitution:

The Secretary maintains the Constitution, however, proposed changes and updates are handled through the President-Elect, but must be presented to the membership for review and vote approval. Some details for changes are in the Constitution itself. Typically, a proposed change or addition is presented during a meeting by committee members or by the membership. Exact wording of the change is prepared in draft format and published in the newsletter. The vote to approve or deny the change can be by ballot or by a vote of the membership at an official Business Meeting.

Annual Meeting:

The President-Elect has arranged for a meeting place for the Annual Meeting, has prepared a meeting agenda and has prepared the necessary announcements for the newsletter.

PAST PRESIDENT

When Past President Takes Office

The Past President of MAPSS takes office after passing the gavel to the new President.

Past President's Responsibilities

The Past President remains an active member of the Executive Committee. The passing of the gavel is typically done at the close of the Annual Business meeting.

- 1 It is the Past President's responsibility to ensure that the MAPSS newsletter is being adequately and regularly produced and to ensure articles are being provided to the newsletter editor and in time for publication (it is the newsletter editor's responsibility to review and approve articles for printing - see SOP's for Editor).
- 2 It is the Past President's responsibility to ensure that all Appointed Committees are accomplishing their specific tasks and to ensure these committees are adequately staffed and supported by the Executive Committee. The Past President should regularly contact committee members to determine progress or to identify problems/complications.
- 3 It is the Past President's responsibility to nominate an Election Committee to recruit volunteers to find members willing to run for office, develop ballots, receive and count ballots, and to inform the Executive Committee of results. The Election Committee (2-3 persons) should preferably be set up in May-June. This enables people to get together during Field Tour and prevents the situation of trying to form a committee at the time the election ballots need to go out.
- 4 It is the Past President's responsibility to ensure that the MAPSS newsletter articles for the Annual Meeting are prepared and provided to the newsletter editor in time for publication in the October newsletter.

5 It is the Past President's responsibility to nominate a Soil Scientists of the Year committee, who solicit the nominations. Nominations are sent to the Soil Scientist of the Year Committee for review and scoring. Their recommendation is sent to the Executive Committee for approval. After the Executive Committee accepts the selected nomination, the President directs the Soil Scientist of the Year Committee to make an award plaque. The Soil Scientist of the Year Committee makes the award presentation during the Annual Business Meeting.

Accomplishment of Responsibilities

Newsletter:

The Past President ensures that an Editor to the newsletter is available for preparation of the newsletter. The Past President needs to ensure that articles arrive to the Editor in time for publication. Presently the newsletter is published three times a year (February, June and October). Articles need to be to the Editor at least one week before the 1st of each publication month. This means articles should be sent by the 25th of each month preceding the publication month. Faxes of articles should not be sent to the Editor. Preferred formats are e-mail, CD, or diskette.

Appointed Committees:

The Past President ensures that appointed committees are informed of their mission and accomplishing their duties. The Past President should contact the chair of each appointed committee before the Field Tour and Annual Meeting to have them prepare a report of their activities and to arrange for someone to give that report during the Business Meeting.

SECRETARY

When Secretary Takes Office

The Secretary takes over their duties at the first Executive meeting after being elected.

Secretary's Responsibilities

- 1) Take minutes of meetings – Executive and Annual. 2) Send copies of minutes to Executive Committee members for review and edit.
- a) Process Applications for Membership (procedure follows)
 - a) Application with payment is received by Treasurer recorded, and sent to the Secretary for review.
 - b) Add the applicant's name and pertinent information to the membership database. All but the full members are automatically approved. Licensed full members are also automatically approved. Note appropriate membership type code in database (for

pending full applications, note as F?)

- c) The web page listing should include all members in good standing. This includes Full, Associate, Student and Honorary members, coded F, A, S and H, respectively. The web page listing should not include former members with a preceding X (i.e., XF, XA, XS and XH) or complimentary (C) coding.
 - d) Members who are up to one year in dues arrears, are coded ZF, ZA and ZS. After being in arrears for one year, the coding is changed to XF, XA or XS. The X coded entries are then removed from the web page.
 - e) When a Complimentary (C) member Newsletter is returned non-deliverable, the member code is changed to XC. Category D is for deceased members.
 - f) Newsletters are sent to all member categories not coded with an X or D designation.
 - g) Member information, regardless of coding designations, should not be removed from the data base.
- 3) For applicants whose membership approval is pending approval, a card is sent notifying them that their application has been received and is pending approval by the Executive Committee
 - 4) Notify Executive Committee of all new members and prepare pending approvals for review at each meeting of the Executive Committee.
 - 5) Prior to each meeting of the organization, provide the names of all newly approved members to the chair of the Membership Committee
 - 6) Maintain the SOP document and include any new and/or pertinent information from executive or Annual Meetings in it.
 - 7) Update and archive as needed copies (electronic and paper) of Association documents such as dues notification templates, MAPSS constitution, this SOP document and meeting minutes.
 - 8) Upon leaving office, be sure new Secretary has copies of the electronic documents in a form which is readable by the software they will be using. Facilitate document conversion as needed.
 - 9) Maintain and update as needed, the MAPSS membership database
 - 10) At least 3 weeks prior to each newsletter publication date, confirm the membership status of the members and at least 2 weeks prior to each newsletter publication date, send a copy of the database to the newsletter editor for preparation of mailing labels.

Accomplishment of Responsibilities Request

for Payment of Dues:

The Secretary should prepare a request for payment of dues (notification is by the Secretary not Treasurer) and send it to the newsletter editor for inclusion in the fall newsletter or send it out as a separate mailing if necessary. The fall newsletter comes out in October, so with the 60-day grace period, dues must be received by December 31 to avoid late fee (exceptions to the late fee are only made if the member didn't get newsletter or dues notification if sent separately). This coincides with the fiscal year. Any dues received after December 31, must include the late fee. The request for payment should state "THIS IS THE ONLY NOTICE YOU WILL RECEIVE".

TREASURER

When Treasurer Takes Office

The Treasurer takes over their duties at the first Executive meeting after being elected.

Treasurer's Responsibilities

Throughout the Year:

- 1 Keep dues records up to date.
- 2 Maintain list of paid members and forward to newsletter editor at least 3 weeks before each newsletter publication date.
- 3 Make dues meeting fees and other deposits as required.
- 4 Prepare a short Treasurers report/summary for each Executive Committee meeting.
- 5 Balance checkbook when statements arrive.
- 6 Prepare articles for newsletter (regarding dues, membership, etc., or other relevant topics).
- 7 Prepare and present an itemized financial statement of income and expenses for the Association at the Annual Meeting and Field Tour.
- 8 Present a yearly budget to the membership at the winter annual meeting for approval. The budget shall be prepared by the MAPSS Executive Committee.
- 9 Have books audited by another member at the end of each year for report at the Annual Meeting.
- 10 Obtain signature cards for checking account for transfer to new officers (second year of term only).
- 11 Prepare and distribute Continuing Education certificates for the Annual Meeting and Field Tour.
- 12 Promptly pay all approved expenses and the salary of any MAPSS Employees.
- 13 File all necessary paperwork for state and federal taxes and provide tax forms to MAPSS employees.

Accomplishment of Responsibilities

Receipt of New Member Applications:

New member applications come to the Treasurer first. Check to see that the proper fees are enclosed, note the amount (if incorrect amount enclosed, mail application and check to applicant, with a note explaining problem and requesting proper amount) and date on the application and initial for record of receipt. Send a copy of the application to the Secretary to ensure that the applicant name is added to membership list along with membership type (A for associate, S for Student, F for Full or F? for unlicensed or uncertified Full). Associate, licensed Full and Student members are automatically approved. Unlicensed or uncertified Full members, once approved by the Executive Committee are changed from F? to F on database (other codes in database H = honorary, C = complimentary, X = in arrears, Z = removed (done if still in arrears at next renewal) and D = deceased. Application is then forwarded to the Secretary for processing.

Receipt of Dues:

When dues are received, check the amount and ensure that it is correct. If the amount is incorrect or late fee not included (on payment received after due date), mail check back with note requesting proper amount and explaining the problem. If the amount is correct, enter amount paid in database, note name and amount on deposit slip and note in accounting record book. The Secretary should also be notified regularly of dues received to allow them to update the membership database.

Field Tour and Annual Meeting Payments:

Payment is sent to Treasurer. Record of amount paid and number registered is kept for check off at meeting registration. Refund of registration fees for those unable to attend is evaluated on a case-by-case basis (problem, stiff policy on NO refunds results in reduced number of pre-registrations which results in more difficulty in planning, therefore some refunds are issued). Keep a list in accounting book of number attending and their names. Also record receipts and expenses for purposes of determining what the cost to MAPSS for the meeting was. Generally, the tour should pay for itself and generate some revenue (hint: ask the organizer to round the amount up to the next 5 dollar increment, this will make accounting easier and covers the fact that expenses can't be exact). You, or an appointed representative should be in attendance to check in members, take money for on-site registrations (have change with you). **Bring dues list and encourage payment of late dues with payment for meeting.**

Accounting Period:

MAPSS operates its fiscal year to coincide with the calendar year.

Main Financial Records:

Currently, the checkbook register is the main source for financial information. A copy of this record is kept in the accounting notebook (three ring binder). MAPSS is a 501 (C6) business. Our Employer ID is 23-7448013.

Tax Filing:

The Treasurer shall file the appropriate forms for Association taxes.

SCHEDULE OF EVENTS FOR THE ASSOCIATION

MONTHLY CALENDAR:

January: First meeting of the outgoing and incoming Executive Committee members (exchange records between old and new officers). **February:** Winter newsletter published. Reserve meeting space for Annual Meeting, do tax statements for employees **March:** Executive Committee meeting **April:** File taxes as needed **May:** Executive Committee meeting **June:** Summer newsletter published. Appoint SS of the year and nominations committees **July:** Field Tour in July (or August) **August:** **September:** Executive Committee meeting **October:** Fall newsletter published **November:** Executive Committee meeting. Election and Soil Scientist of the year results tallied, reviewed and approved. **December:** Annual Meeting held on the first Friday of the month

EXECUTIVE COMMITTEE MEETINGS:

Typically, the meetings are held every other month, January, March, May, July (can be skipped if the tour is in July), September, and November. During the 1994 period, the option of conference calls was introduced for every other meeting. Costs were typically around \$100 for approximately one hour. This was less expensive than having all members drive to a common location. This schedule is adjusted as need be to prepare for Field Tour and Annual Meeting. Also the Executive Committee should meet in person prior to major events, instead of by conference call.

ASSOCIATION APPOINTMENTS

EXECUTIVE SECRETARY

Position Held By:

Suzanne D'Souza

Duties:

1. **Represent MAPSS at the Board of AELSLAGID meetings** that are held approximately 6 times per year. The board's web page is <http://www.aelslagid.state.mn.us/>. Meeting times are usually posted.
2. **Represent MAPSS at the Geology/Soil Section meetings** associated with the Licensure board meetings. The soils representative currently sitting on the AELSLAGID board is: Mary M. West, PSS Phone 651-757-2818 E-mail mary.west@pca.state.mn.us
3. **Represent MAPSS at the monthly meetings of the Joint Professional Committee (JPC)**. Contact is: Mr. Dave Oxley, Executive Director Consulting Engineers Council of Minnesota 1201 Wayzata Blvd., Suite 240 Minnetonka Minnesota 55305 Phone: 952-593-5533 FAX: 952.953.5552 E-mail: doxley@cecm.org
4. **Report activities as needed to the Executive Committee and attend Executive Committee meetings**, as needed (6 meetings/year). Current Board Members are listed on the MAPSS web site: <http://www.mnsoilscientist.org>
5. **Review the MN State Register** (<<http://www.comm.media.state.mn.us/bookstore/stateregister.asp>>) and Legislative Updates weekly for issues of importance to MAPSS.

Also go to <http://www.leg.state.mn.us> and <http://www.house.mn>

NEWSLETTER EDITOR

Editor(s):

Suzanne D'Souza

The newsletter editor position may be a paid position at a rate and schedule to be determined by the MAPSS Executive Committee. As of January 1, 2005 the newsletter editor is paid at a rate of \$1200 per year or \$400 per newsletter.

Duties:

- 1 Receive and/or solicit articles for inclusion in and publish the MAPSS newsletter 3 times per year.
- 2 Print copies of newsletter and mail to members

Schedule:

The newsletter should go out in February (winter issue), June (summer issue) and October (fall issue). February timing for the winter issue enables the new officers to take office and prepare articles after the first Executive Committee meeting. Timing of the summer issue should coincide with the date of the Field Tour, to allow for inclusion of tour information and registration materials. If the dues notice is included in the fall newsletter, **Members must receive the fall newsletter no later than October 31**. This allows for the 60 days set in the Constitution as the notification deadline for payment of dues by December 31 for the coming year. Also, there needs to be enough time for ballots, registrations and dues to be returned, ballots to be counted, and plaques to be prepared as needed. Efforts should also be made by the newsletter editor to inform those submitting articles to have them in an appropriate format for publication.

What To Include in Each Newsletter February

(winter issue):

- 1 Presidents Message
- 2 Highlights of Annual Meeting
- 3 Current list of officers, committees and committee members

June (summer issue):

- 1 Presidents Message
- 2 Field Tour agenda and registration form.
- 3 Annual Meeting Business Meeting minutes.
- 4 Current list of officers, committees and committee members

October Issue:

- 1 Presidents Message
- 2 Dues notification and renewal form
- 3 Call for and form for Soil Scientist of the Year nominations
- 4 Election Ballot
- 5 Field Tour Business Meeting minutes
- 6 Highlights of Field Tour
- 7 Current list of officers, committees and committee members

WEBMASTER

Webmaster(s):

Suzanne D'Souza

Duties:

Primary duty is to maintain the MAPSS website. This includes receiving comments and/or suggestions for changes from the membership, keeping names and addresses of members, committee members and others listed on the website current, obtaining and posting current copies of newsletters, membership applications, meeting agendas and registration forms, MAPSS Standard Operating Procedures and the MAPSS Constitution, keeping posted links current, and posting any other information as requested by the Executive Committee.

ASSOCIATION COMMITTEES

COMMITTEE APPOINTMENTS

Ad Hoc or Temporary Committees

Ad Hoc or temporary committees that are formed or appointments made to represent MAPSS on external committees shall be made by the EC. The committees or appointees will report on a regular bases or as directed by the EC (11/11/2008).

Due to the sensitivity and finesse required for some committee appointments; henceforth there will be two levels for our various committee chairs.

- Level I requires no resume or application for committee chair just a call for appointments from the floor at any MAPSS meeting.
- Level II requires a written application. Candidates will be reviewed by the EC and upon selection be appointed
- Currently all committees are Level I
- the position of MAPSS representative to the State is designated as Level II (4/13/2007)

ELECTION COMMITTEE

Members:

Elected from volunteers annually

Duties:

- 1 Obtain volunteers for and a bio from at least 2 members for each position open for election.
- 2 Prepare election ballot listing nominee's names and their bio, and provide it to the newsletter editor no later than October 1st. Be sure to note on ballot that "to be counted, the envelope must be signed to allow verification that the member is eligible to vote.
- 3 Receive ballots from members.
- 4 Verify that each ballot is valid (one ballot per member, only full and honorary members allowed to vote)
- 5 Count ballots and report the results of the election to the Executive Committee prior to the start of the Annual Business Meeting.

The election committee (2-3 persons) should preferably be set up in May-June. This enables people to get together during Field Tour and prevents the situation of trying to form a committee at the time the election ballots need to go out.

AWARD COMMITTEE

(formerly Soil Scientist of The Year Nomination Committee)

Members:

Jorja DuFresne (Chair), (Elected from new volunteers annually)

Duties:

- 1 Solicit nominations from members and prepare request for nominations to be included in Fall newsletter
- 2 Receive and evaluate nominations for soil scientist of the year and
- 3 Make recommendation to the Executive Committee for recipient
- 4 After recipient approved, get plaque made which says ‘MAPSS SOIL SCIENTIST OF THE YEAR’, “the year”, and “the recipients name”
- 5 Make presentation (read nomination and present plaque to recipient) at Annual Meeting.

This committee is less formal than the Election Committee, since Executive Committee members can serve, but the notice needs to be put out with reminders into the newsletter ASAP after the committee is chosen to sure that nominations are received in time for selection, approval and plaque preparation. Forms for nominations and a request for nominations should be provided to the editor prior to the fall newsletter.

MEMBERSHIP COMMITTEE:

Members:

Jim Barott (chair), Dennis Fuchs, Dave Bauer, Charles Saari

Mission:

To conduct activities, which provide the opportunity for and encourage soil scientist and other interested individuals to join MAPSS. Goal is to increase membership of MAPSS for both full, associate and student members

Duties:

- 1 Conduct an annual membership drive/mailing. This activity consists of determining a target audience to solicit for membership in MAPSS. This can consist of mailings to professional Associations, professional firms of related interest, etc. The typical mailing to each consists of a "Why You Should Join" form, several "MAPSS Application" forms, a copy of the latest MAPSS newsletter and a cover letter addressed to the recipient firm or person.
- 2 Process requests for membership applications.
- 3 As a result of membership drive mailings, newsletter articles, etc. there will be individual requests for applications to MAPSS. The requests are typically routed to a Membership Committee member. In some cases all that is needed is a MAPSS Membership Application, but other cases warrant the sending of a current copy of the MAPSS newsletter, a copy of "The MAPSS Brochure" and a personal letter.
- 4 The applicant sends the completed applications directly to the MAPSS Treasurer. The Treasurer processes the payment received with the application and forwards the application to the MAPSS Secretary. The Secretary assembles all applications for review and approval at the next Executive Committee meeting. The Treasurer and Secretary maintain the actual membership list. The Secretary sends a copy of any approved applications to the Membership Committee.
- 5 Provide membership status updates at Field Tour and Annual Meetings, or upon request.
- 6 At each of the two Business Meetings, a Membership Committee member is expected to update the membership and Executive Committee on the current number of Associate, Full, Student and Honorary members. A tally of new members in each category is also provided. A copy of the current membership list is available from the Treasurer or Secretary.
- 7 Maintain the membership application forms (change dues amount if needed and update address for sending check when Treasurer changes)
- 8 The application form requires updating whenever information on the form needs updating, such as a change in Treasurer or mailing address. The Membership Committee is also responsible for maintaining an adequate supply of forms for mailings, meetings and other distributions.

Reasonable costs associated with maintaining forms, membership drive mailings are submitted to the Treasurer for reimbursement.

EDUCATION COMMITTEE:

Members:

Doug Miller (chair), Thomas Jackson, Howard Hobbs, Peter Hartman, Al Giencke, Mark Perry, Steve Lawler, and Dennis Rodacker

Mission:

The mission of the Education Committee is to develop specific educational projects and activities that promote the increase in knowledge of soils and the profession of soil science for children and adults in the state of Minnesota.

Duties:

- 1 Develop a list of members who are willing to speak to schools and or at meetings of other groups to promote soil science and the MAPSS Association.
- 2 If funding is available, proceed to develop educational materials.
- 3 Manage the account balance, in concert with the Treasurer, in the “Education/Outreach” virtual account. Make recommendations to the Executive Committee regarding actions related to this account. This committee may work independently to maintain their account balance through fundraising activities.

SUBSURFACE SEWAGE TREATMENT COMMITTEE (SSTS) (FORMED 12/96?):

(formerly ISTS)

Members:

none (chair), Laurie Brown, Mark Westpetal, Terry Bovee, Mike Rutten, Peter Miller, Kim Steffen, Norm Kuhlman

Mission:

- 1 Determine at what level in SSTS work, depending on the size of system, should work by a person with a professional soil science license be required.
- 2 Determine if SSTS designers with soils training are doing other soils-related work.
- 3 Determine the role of soils scientists for assisting SSTS professionals (role should be limited to identifying soils, not making recommendations on type of system).
- 4 Provide training and review training manuals for SSTS professionals.

PROFESSIONAL PRACTICE COMMITTEE (FORMED 12/98):

Members:

Peter Miller (chair), Gary Elsner, Tom Fait

Mission:

Promote and sponsor activities related to professional practice of soil science.

Duties:

- 1 Seek opportunities for MAPSS representation at professional conferences, seminars, and other events.
- 2 Identify and help organize opportunities for continuing education credits beyond regular meetings.
- 3 Develop the strategy for MAPSS legislative activities, make recommendations for hiring a lobbyist if needed, and direct the activities of any lobbyists hired by MAPSS in consultation with the MAPSS Executive Committee.
- 4 Manage the account balance, in concert with the Treasurer, in the “Professional Development” virtual account. Make recommendations to the Executive Committee regarding actions related to this account.
- 5 Task of how to ensure consistency in the identification and interpretation of redoximorphic features among soil scientists (9/14/2007).

LEGISLATIVE AFFAIRS COMMITTEE (FORMED 11/12/99):
NO LONGER ACTIVE

Scholarship and Funding Committee:

Members:

Roger Berggren (chair), Dr. Terry Cooper, Suzanne D’Souza

Mission (Pending approval): Select one or more recipients of a MAPSS scholarship annually. Duties:

- 1 Select scholarship recipients based on standards approved by the MAPSS Executive Committee.
- 2 Manage the account balance, in concert with the Treasurer, in the “Scholarships” virtual account. Make recommendations to the Executive Committee regarding actions related to this account. This committee may work independently to maintain their account balance through fundraising activities.

Approved Funding From the General Account

SOIL JUDGING TEAMS

Up to \$300 per year can be donated to support the UM soil judging team and up to \$200 per year for other Minnesota colleges which support soil judging teams for the purposes of competing in regional soil contests. In addition, up to \$400 per year can be donated to support any Minnesota college soil judging team attending a national soil judging contest. Total donation by MAPSS to support soil judging shall not exceed \$700 per calendar year. (Revised Dec. 4, 2009)

TRAVEL

MAPSS reimbursement for travel is = to amount allowed by the IRS.

Virtual Accounts

Activities within each account may be funded according to the current balance. Committees overseeing the accounts will manage the account balance and submit funding requests to the MAPSS Executive Committee.

Account	Balance as of 7/14/06	Future funding Source	Responsible Committee
Professional Development \$1200		self funded: training, CEU fees, etc.	Prof. Practice
Education/Outreach \$750		donations, fundraising	Education
Scholarships \$1000		donations, fundraising (no endowment)	Scholarship
State Soil Legislation \$0		donations, fundraising	(undecided)

Donations

Professional Development Fund: The \$10 CEU recording fee and its payment shall go into the Professional Development Fund.

A line item shall be added to the membership renewal form for monetary gift contributions to Education/Outreach, Scholarships, and State Soil Legislation. The Executive Committee will direct the Treasurer to transfer the donation to the virtual account specified by the donor.

Membership Recruitment

Recruitment Incentive As of March 1, 2005 any MAPSSS member that recruits a new member, or is able to convince a previous member in arrears to renew membership, shall receive a non-monetary gift with a value not to exceed \$15.00.

Free First Year Dues For New Members

As an incentive to encourage new membership in MAPSS, all first-time new members (as of March 11, 2005) will have their first year's membership fee waived including application fee for new full members. The reinstatement fee will stay intact.

Free First Meeting Rescinded As of May 11, 2005 the policy that MAPSS shall provide the first meeting free for all new members is rescinded.

Free Hat For Executive Committee Members and the Executive Secretary As of May 11, 2005 the MAPSS Executive Committee members and the Executive Secretary shall each receive a MAPSS hat for promotional purposes.

Other Approved Actions by the Executive Committee and MAPSS Membership

Student Member on the Executive Committee The MAPSS EC may invite a student (including seniors) to be a non-voting EC member for a one year term. The student will be nominated by professors in the field of soil science. The student shall be a current MAPSS member.