



The Pennsylvania Association of Professional Soil Scientists (PAPSS) is a nonprofit organization dedicated to foster the profession of soil classification, mapping, and interpretations, and to increase further dissemination of information concerning soil science as it contributes to the protection of the environment and general human welfare. The Association membership consists of professional soil scientists from the Pennsylvania State University, Delaware Valley University, other accredited colleges and universities, the United States Department of Agriculture Natural Resources Conservation Service, the Pennsylvania Department of Environmental Protection, other government agencies, private consulting firms, and county health and planning departments. PAPSS is affiliated with the Soil Science Society of America (SSSA).

Each member must pass a rigorous screening by the PAPSS Board of Directors and adhere to a professional code of ethics. The minimum qualifications for a Professional Member include a baccalaureate degree (B.S.) in soil science and a minimum of five years of professional experience in soil morphology, classification, and interpretations.

# CONSTITUTION

## Preamble

The identification of soil as a natural body and the intelligent use of this natural resource are obligations of the professional soil scientist. The Pennsylvania Association of Professional Soil Scientists is hereby dedicated to foster the profession of soil classification, mapping, and interpretations, and to increase and further the dissemination of information concerning soil science as it contributes to the protection of the environment and the general human welfare.

### **ARTICLE I - NAME**

The name of this organization shall be the **PENNSYLVANIA ASSOCIATION OF PROFESSIONAL SOIL SCIENTISTS, INC.** The official acronym of the association will be **PAPSS**.

### **ARTICLE II - PURPOSE**

The purposes of this Association are 1) to provide a forum for pedological information, 2) to encourage and enhance communications with other technical disciplines, 3) to serve as a body of opinion on matters relating to soil classification and interpretations, and 4) maintain professional standards in the application of soil science.

### **ARTICLE III - HEADQUARTERS**

The headquarters of the Association shall be determined by the Board of Directors, and shall be within the Commonwealth of Pennsylvania.

### **ARTICLE IV - MANAGEMENT**

The affairs of the Association shall be managed by the Board of Directors. The number of directors of the Board shall be fixed by the Bylaws.

### **ARTICLE V - MEMBERSHIP**

The Association shall have the classes of members as provided by the Bylaws.

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## **ARTICLE VI - AMENDMENTS**

Amendments to the Constitution, proposed either by a majority vote of the Board of Directors or by petition of 25 percent of the Members, shall be made upon approval by a two-thirds vote of the Professional Members. The voting may take place in either of three ways: 1) at a regular meeting by absentee or direct balloting, provided that printed notice of the proposed change was mailed to all Members with the call of the meeting; or 2) by mail ballot at any time, provided that 30 days of notice of the proposed change has been mailed to all Members; or 3) by electronic format deemed appropriate by the Board provided that 30 days of notice of the proposed change(s) has been provided to all Professional Members.

## **ARTICLE VII – COMPLIANCE WITH INTERNAL REVENUE CODE**

The Association shall have no power to engage in any act or activity prohibited to associations which are exempt from federal income taxation under Section 501(c)(6) of the Internal Revenue Code of 1986 or corresponding Sections of any prior or future Internal Revenue Code.

## **ARTICLE VIII - STATUS AND DISSOLUTION**

The PENNSYLVANIA ASSOCIATION OF PROFESSIONAL SOIL SCIENTISTS, INC is a nonprofit organization without capital stock. This Association may be dissolved by a resolution requesting dissolution and approved by a majority vote of the Members. The voting shall take place in the manner listed in Article VI of the constitution. Upon dissolution, the Board of Directors shall pay all just debts of the Association from Association funds and transfer all remaining moneys and assets to the nonprofit organization named as the recipient in the dissolution resolution.

## **RULES OF ORDER**

The rules contained in Roberts Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution or Bylaws of the Association.

# BYLAWS

## ARTICLE 1 - EMBLEM

**Section 1.0** - The design, specification, and guidelines for the use of the Association emblem shall be as prescribed by the Board of Directors.

## ARTICLE II - MEMBERSHIP

**Section 1.0** - The Association shall have five classes of members. They shall be designated as Professional Member, Apprentice Member, Associate Member, Honorary Member and Student Member. Apprentice Members and Associate Members shall have all rights and privileges of membership except those of voting, holding office, and Board membership. Honorary Members shall have all rights and privileges afforded to Professional Members. Out-of-State Members shall have all rights and privileges afforded to in-state Members with the exception of Board membership and/or service as an Officer of the Association.

**Section 2.0** - Qualifications for Professional Membership shall consist of:

a) A full 4-year course of study in an accredited college or university which has resulted in a bachelor's or higher degree with major study in ***soil science*** plus five (5) years of professional experience (as defined in Section 2.1) beyond the baccalaureate degree in soil mapping, soil classification, and/or soil interpretations and approval by majority vote of the Board. The course of study must have included at least 30 semester hours of courses in biological, physical, and earth sciences, and at least 15 semester hours in soils in such subjects as soil genesis and pedology, soil physics, soil chemistry, soil biology, soil fertility, soil and water management and conservation, forest soils, soil and plant analysis for nutrient management, soil mineralogy, wetland soils, and soil and environmental quality as defined by the current divisions in the Soil Science Society of America, or:

b) A full 4-year course of study in an accredited college or university which has resulted in a bachelor's or higher degree with major study in a ***related biological, physical, or earth science field*** plus six (6) years of post-academic professional experience (as defined in Section 2.1) and approval by majority vote of the Board. The course of study must have included at least 30 semester hours of courses in biological, physical, and earth sciences and 15 semester hours in soils in such subjects as soil genesis and pedology, soil physics, soil chemistry, soil biology, soil fertility, soil and water management and conservation, forest soils, soil and plant analysis for nutrient management, soil mineralogy, wetland soils, and soil and environmental quality as defined by the current divisions in the Soil Science Society of America, or

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c) S S S A certification as a Certified Professional Soil Scientist (CPSS), Certified Professional Soil Specialist (CPSS), or Certified Professional Soil Classifier (CPSC), or

d) Office of Personnel Management (OPM) "Soil Scientist GS-5" rating and five (5) years of professional experience.

Section 2.1 - Professional experience is defined as *post-academic* experience devoted to soil classification, mapping, or interpretations using the procedures of the National Cooperative Soil Survey, or equivalent procedures, after satisfying the other requirements of Article II, Section 2.0. Each advanced soil science or related degree (M.S. and Ph.D.) will substitute for a maximum of two years of experience.

Section 3.0 - Apprentice Member is an individual who meets the requirements listed in Section 2.0 except for professional experience, and is actively working to acquire this experience.

Section 4.0 - Associate Members are other individuals interested in the aims and objectives of the Association. This class of membership is obtained by nomination to the Board by a Professional Member and approval by majority vote of the Board.

Section 5.0 - Honorary Members shall be elected by a two-thirds vote of the Members voting at a regular meeting.

Section 6.0 - Student members are individuals in a course of study leading to a bachelor's or higher degree with a major study in soil science or a related field at an accredited college or university. This class of membership is obtained by nomination to the Board by a member and approved by a majority vote of the Board.

Section 7.0 - Any individual may resign by failing to maintain current membership. Other resignations shall be in writing and be submitted to the Board.

Section 8.0 - Any individual who, after due investigation by a committee appointed by the Board is found guilty of unprofessional conduct may be admonished, suspended, or asked to resign or be expelled from the Association by a majority vote of the Board.

### **ARTICLE III - DUES AND FEES**

**Section 1.0** - Dues for Professional Members, Apprentice Members, Associate Members, and Student Members shall be set by the Board and approved by a majority vote of the Members present at a regular meeting. There shall be no dues for Honorary Members. Membership shall be from January 1 to December 31. Professional Members, Apprentice Members, and Associate Members shall be considered delinquent if dues are not received by the Treasurer by March 1, and a late fee shall be imposed as set forth above. Delinquent Members forfeit their voting privileges until their dues are paid. If dues are not received by May 1, membership will be canceled.

### **ARTICLE IV - MEETINGS**

**Section 1.0** - The annual meeting of the PENNSYLVANIA ASSOCIATION OF PROFESSIONAL SOIL SCIENTISTS, INC. shall be held at a time, date, and place designated by the Board of Directors. The membership shall be notified of the date, time, and place of the annual meeting by the Secretary at least 30 days prior to the meeting.

**Section 2.0** - Special meetings shall be called by majority vote of the Board or by petition to the Board by 25 percent of the Members. The membership shall be notified of the date, time, place, and purpose of the meeting by the Secretary at least 14 days in advance. Meetings may be held by a teleconference or other electronic format deemed appropriate by the Board. At the discretion of the Board, this may include email updates and electronic voting by the membership.

**Section 3.0** - Except for amending the Constitution or Bylaws or for approval of a dissolution resolution, a quorum for conducting regular business at all meetings of the Association shall consist of the Professional Members present.

### **ARTICLE V - MANAGEMENT**

**Section 1.0** - The Board of Directors is responsible for managing the Association affairs, and shall consist of seven Professional Members. The Board of Directors shall be known as the Board. Term of office of Directors of the Board shall be three years and staggered such that the regular terms of office of not more than three Directors shall terminate in any one year. Board meetings will be conducted as needed and at the discretion of the Board for planning, updates, and other business related to the Association. Board meetings may be held via face to face meetings, teleconferencing, or other electronic format approved by the Board.

**Section 2.0** - Election of the Board Members shall be at the annual meeting. Terms of office shall begin January 1 of the following year. Any vacancies on the Board shall be filled by a majority vote of the remaining Board Members. The newly elected Board Member(s) shall serve out the remainder of the term of the directorship vacated.

**Section 3.0**- Any Professional Member in good standing who has held membership in the Association for one year and is a resident of the Commonwealth of Pennsylvania is eligible for election to the Board.

**Section 4.0**- Candidates for the Board shall be selected by a nominating committee consisting of the President, one Board Member appointed by the President, and one Professional Member appointed by the President.

Additional candidates may be nominated from the floor. The nominating committee will nominate a minimum of two candidates for each available Board vacancy. All nominees will be placed in nomination only with their consent.

The election of Board Members shall be by majority vote of the Professional Members present. If no candidate receives a majority vote on the first ballot, a second ballot will be taken to decide between the two candidates with the largest number of votes.

**Section 5.0**- Officers of the Association shall be President, Vice President, Secretary, and Treasurer. The officers shall be nominated and elected from the board by Professional Members of the Association following the election of the Board of Directors at the annual meeting. The election of an officer shall be by a majority vote of the Professional Members present. If no candidate receives a majority vote on the first ballot, a second ballot will be taken to decide between the two candidates with the largest number of votes. Term of office shall be one year. The President shall not serve more than two consecutive terms.

**Section 6.0**- The **President** shall be Chairman of Board. He/she shall be responsible for planning the program of the annual meeting, preside at the meetings, shall promote cooperation with other organizations with common aims, and perform such other duties as usually pertains to his/her office.

The **Vice President** shall perform the duties of the President in his/her absence and shall succeed to the presidency in case the office is vacated and shall serve out the remainder of the term vacated.

The **Secretary** shall record the minutes and keep records of all meetings and transactions and will handle correspondence as necessary.

The **Treasurer** shall collect all dues and fees. He/she shall be custodian of all funds belonging to the Association. The Board shall determine how funds are to be spent. Upon written statement of indebtedness, and approval by the President, the Treasurer may withdraw funds for the treasury for payment of final obligations incurred by the Association. The Treasurer shall prepare and submit annual reports required under the Internal Revenue Code to state and federal agencies.

The Board will elect from the members of the Board a Vice President, Secretary, or Treasurer to fill vacated unexpired terms of office.

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## **ARTICLE VI - COMMITTEES**

**Section 1.0** - The President shall appoint committees as needed for tasks related to managing the affairs or furthering the objectives of the Association. Such appointments shall be on a year-to-year basis.

**Section 2.0** - Standing Committees shall be:

**Constitution and Bylaws** - propose changes in Constitution and Bylaws.

**Program** - meeting arrangements, assist the Board of Directors with development of the technical programs, arrange for speakers, etc.

**Scholarship** - recommend students for scholarships; prepare educational materials.

**Nominations** - comprised of the President, one Board member, and one Professional Member appointed by the President (Article V, Section 4.0).

**Editorial** - publish and disseminate newsletters and other pertinent information.

**Legislative** - report on the current and pending environmental legislation of potential interest to the PAPSS membership and prepare appropriate correspondence on behalf of PAPSS as directed by the Board of Directors.

**Fund Raising** - evaluate, recommend and/or implement means of raising additional funds to pay for specific or general financial obligations of the Association.

**Consultants List** – publish and make available to the public a list of PAPSS professional soil scientists who perform private professional soil science consulting work. Committee will recommend to the board the type of information to include, method of presentation and dissemination, and yearly fee.

## **ARTICLE VII – INDEMNIFICATION of OFFICERS and EMPLOYEES**

Every officer or employee of the Association shall be indemnified by the Association against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon him/her in connection with any proceeding to which he/she may be made a party, or in which he/she may become involved, by reason of being or having been an officer or employee of the Association, or any settlement thereof, whether or not he/she is an officer or employee of the Association at time such expenses are incurred, except in such cases wherein the officer or employee is adjudged guilty of willful misfeasance or malfeasance in the performance of his/her duties. The foregoing right of indemnification shall be in addition to and not in derogation of any other right to which such officer or employee may be entitled. For purposes of this section, the term officer or employee shall be construed to include all executives, board members, committee members and staff employees, whether salaried or not.



**ARTICLE VIII – AMENDMENTS**

**Section 1.0** - The Bylaws of the Association may be amended, added to, or repealed by a majority vote of the Professional Members. The voting shall take place in the manner listed in Article VI of the Constitution.

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***Adopted March 22, 1975***

<i>Amended October 3, 1981</i>	<i>Amended January 22, 1993</i>	<i>Amended January 20, 2003</i>
<i>Amended November 6, 1987</i>	<i>Amended November 10, 1995</i>	<i>Amended November 6, 2009</i>
<i>Amended June 12, 1992</i>	<i>Amended November 19, 1999</i>	<i>Amended October 28, 2017</i>
<i>Amended November 20, 1976</i>	<i>Amended December 1, 2000</i>	

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# CODE OF ETHICS

To establish and maintain a high standard of integrity, skills, and practice in the Soil Scientist profession, the following shall be binding upon every Association Member.

## **IN RELATIONS WITH THE PUBLIC, THE PROFESSIONAL SOIL SCIENTIST:**

- Shall express an opinion on Soil Science subjects only when thoroughly informed and only when it is founded on adequate knowledge and honest conviction.
- Shall endeavor to extend public knowledge and appreciation of Soil Science and its achievements and to foster broader recognition of the need, use, and application in government and private business.
- Shall oppose and discourage any untrue, unsupported, and/or exaggerated statements regarding the profession.
- Shall not advertise work or accomplishments in a self-laudatory, exaggerated, or unduly conspicuous manner.

## **IN RELATIONS WITH EMPLOYERS AND CLIENTS, THE PROFESSIONAL SOIL SCIENTIST:**

- Shall advise employer or client to engage and cooperate with other experts and specialists whenever the employer's or client's interests would be best served by such service.
- Shall not accept compensation from more than one interested party for the same services pertaining to the same work without disclosure and consent of the interested parties.
- Shall act as a faithful agent and protect, to the fullest extent possible, the interest of the employer or client insofar as such interest is consistent with professional obligations and ethics.
- Shall not disclose, directly or indirectly, information concerning the business affairs of employer or client in any way without consent.
- Shall not, as an employee of a governmental body, receive personal compensation with respect to services provided when representing employer.

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**IN RELATIONS WITH EACH OTHER, THE PROFESSIONAL SOIL SCIENTIST:**

- Shall refrain from undue criticism of the work of another professional in an attempt to injure the Soil Scientist's reputation.
- Shall freely give credit for work done and to whom the credit is properly due.
- Shall promote high quality standards among Soil Scientists and encourage the ethical dissemination of technical knowledge.
- Shall not compete unfairly with other professional Soil Scientists.
- Shall be candid and forthright in statements and responses to the Society or its representatives in matters pertaining to professional conduct.

**IN DUTY TO THE PROFESSION, THE PROFESSIONAL SOIL SCIENTIST:**

- Shall foster good land use and environmental programs through the use of sound soil resource information.
- Shall accept personal responsibility for professional work performed.
- Shall not lend use of name in an enterprise of questionable nature.
- Shall strive to increase the competence and prestige of the Soil Scientist profession.
- Shall endeavor to increase the effectiveness of the profession by broadening education, through association with other professional organizations, and by other appropriate means.
- Shall keep abreast of current changes and developments in the field of Soil Science.
- Shall uphold this Code of Ethics by precept and example and encourage, by counsel and advice, other professional Soil Scientists to do the same.