

## CONSTITUTION

### PREAMBLE

Recognizing that soil is a natural body and that the advancement of the intelligent utilization of this fundamental natural resource is an obligation, the Professional Soil Scientist Association of Texas is hereby dedicated to foster the profession of soil science and to further the increase and dissemination of information concerning all phases of soil science in order to contribute to the general human welfare.

### ARTICLE 1.—THE ASSOCIATION

Section 1. The name of this organization shall be the Professional Soil Scientist Association of Texas, a non-profit organization hereinafter referred to as the Association.

### ARTICLE II.—OBJECTIVES

Section 1. The objectives of the Association shall be the advancement of the profession of soil science in the State of Texas. This shall be deemed to include but not be limited to the following:

- a. Promote wise utilization of soils as a natural resource.
- b. Foster professionalism among the soil scientists of Texas.
- c. Protect the public welfare by encouraging high standards of ethical conduct in the profession of soil science.
- d. Stimulate cooperation and fellowship among members.
- e. Advance the knowledge of soil science in general and that of members in particular.
- f. Promote high standards of education in soil science.
- g. Enhance public appreciation of the profession.
- h. Assist and encourage those members seeking the establishment of a state registration program for soil scientists.

### ARTICLE III.—MEMBERSHIP

Section 1. Membership in the Association may be accepted or terminated as provided in the Bylaws.

Section 2. There shall be classes of membership as follows:

- a. Member
- b. Associate Member
- c. Student Member
- d. Honorary Member
- e. Sustaining Member

### Section 3. Membership Qualification

- a. **Member** – Eligibility for membership consists of a B.S. degree in Soil Science or other four-year degree program and 15 semester hours (23 quarter hours) credit in soil science. All members must be approved by the membership committee.
- b. **Associate Member**— Professionals interested in the aims and goals of the Association may be considered qualified to become associate members upon the approval of the membership committee.
- c. **Student Member** – Students (high school – senior in college) interested in the aims and goals of the Association may be considered qualified to become student members upon the approval of the membership committee.
- d. **Honorary Member** – Shall be one whom the Association desires to honor because of outstanding contribution to the profession, state or nation.
- e. **Sustaining Member** – Shall be an individual or organization wishing to support the aims and goals of the Association in a special way by making a contribution to the Association of \$50.00 or more.

### Section 4. Membership Privileges

- a. All classes of membership shall be permitted to attend meetings of the Association and to take part in the discussion of all business matters.
- b. Only a Member shall hold the office of President, President-Elect, Vice President, Treasurer, or Editor.
- c. All classes of membership except student members may serve on committees, but only Members may chair committees.

### Section 5. Voting Privileges

Only members as defined in Section 3a above shall have voting privileges in matters pertaining to the affairs of the Association, including the election of officers.

## **ARTICLE IV.—DUES**

Dues of the Association shall be determined by the Executive Council and approved by the membership of the Association as provided in the Bylaws.

## **ARTICLE V.—ADMINISTRATION**

Section 1. The membership is responsible for the management of the Association. However, the Executive Council, hereinafter referred to as the Council, is established to manage the Association between the Annual Meetings as provided in the Constitution and Bylaws.

Section 2. The Council shall consist of the immediate past president, the president, the president-elect, the vice president, and the treasurer.

Section 3. A majority of the Council shall constitute a quorum. An affirmative vote of a majority of the Council present at any regular or duly called meeting shall be required to pass any motion consistent with the Constitution and Bylaws of the Association.

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

Section 5. The Council shall at all times constitute the trustees of the Association.

Section 6. No member of the Council shall receive a salary or compensation, except for expenses incurred on behalf of the Association as approved by the Council. Council members may be compensated or reimbursed for expenses to attend the Annual Meeting, the expenses are not to exceed the federal per diem rate.

## **ARTICLE VI.—OFFICERS**

Section 1. The officers of the Association shall be President, President-Elect, Vice President, Treasurer, and Editor.

- a. The President attains the office by advancing from the office of president-elect at the beginning of the administrative year and serves for one year.
- b. The President-Elect is elected annually for a two-year term and advances to the position of president at the beginning of the second administrative year.
- c. The Vice-President is elected annually and serves a one-year term.
- d. The Treasurer and Editor are elected in odd-numbered years and serve two-year terms.

Section 2. Only members in good standing shall be eligible to hold the office of president, president-elect, vice president, treasurer, or editor.

Section 3. Eligibility for retention of an elective office if the Association shall be contingent upon residence in the state.

Section 4. The procedures for election and duties of the officers shall be defined in the Bylaws.

Section 5. The fiscal duties of the Association shall be performed by the treasurer. The treasurer may be bonded at the expense of the Association for an amount specified by the Council.

Section 6. The officers shall assume their offices at the beginning of the administrative year and shall hold office until the beginning of the next year.

Section 7. Should a vacancy occur in either the office of president or president-elect, the vice-president shall assume the office so vacated. Other vacancies among the elected officers occurring during the year shall be filled for the unexpired term by appointment of the Council.

#### **ARTICLE VII.—NOMINATION AND ELECTION OF OFFICERS**

Section 1. Nomination for elective office shall be made by the Nominations Committee which shall consist of the immediate past-president as Chairman, and two other members in good standing.

Section 2. Additional nominations may be made from the floor at the Annual Meeting. Prior consent of the nominee must be obtained before placing the name in nomination.

Section 3. Election of officers shall be made at the Annual Meeting by a plurality vote on secret ballot.

#### **ARTICLE VIII.—MEETINGS**

Section 1. The Association shall hold an Annual Meeting at such time and place as may be selected by the Council as provided in the Bylaws.

Section 2. Special meetings of Association shall be called by the president on request by a majority of the Council; or upon petition by twenty percent (20%) of the membership.

Section 3. The Council shall hold at least two meetings each year. All meetings of the Council shall be called by the president or upon petition of the majority of the Council.

#### **ARTICLE IX.—HEADQUARTERS**

Section 1. The location of the headquarters of the Association shall be determined but the Council.

#### **ARTICLE X.—COMMITTEES**

Section 1. Standing committees and special committees shall be appointed by the Council.

Section 2. The membership committee shall consist of five (5) members appointed from the membership to three (3) year terms. These terms shall be staggered such that the term of office of no more than two (2) members shall terminate in any one year.

Section 3. The chairman of each standing committee shall be selected by the Council prior to the Annual Meeting. The committee chairman shall be announced at the Annual Meeting after the officers for the following year have been elected. The remaining members of the standing committee shall be appointed to the following January 1.

Section 4. The duties of the standing committees shall be as provided in the Bylaws.

Section 5. The duties of special committees shall be defined by the Council.

#### **ARTICLE XI.—AMENDMENTS**

Section 1. This Constitution may be amended by a two-thirds affirmative vote of eligible voters present at any Annual Meeting, provided the proposed amendment shall have been submitted to the membership at least two weeks before the meeting at which it is to be voted upon.

Section 2. Any amendment to this Constitution, adopted according to the procedure specified herein, shall become effective upon its adoption.

#### **ARTICLE XII.—BYLAWS**

Section 1. The Constitution and Bylaws Committee shall prepare a series of Bylaws for the adoption of the Association. These Bylaws shall govern procedures under this Constitution, including those of the Council and of the Committees.

Section 2. Bylaws may be introduced or amended without notice at any Annual Meeting by an affirmative vote of the majority of the eligible voters present.

#### **ARTICLE XIII.—EFFECTIVE DATE**

Section 1. This Constitution shall become effective upon its adoption by an affirmative vote of the majority of the eligible voters present.

#### **ARTICLE XIV.—STATUS AND DISSOLUTION**

Section 1. This Association is a non-profit organization without capital stock, dedicated to the furtherance of Soil Science for the benefit of the general public and not for monetary profit or gain of its members.

Section 2. In the event this Association is dissolved, the last Council shall pay all just debts of the Association from Association funds, and transfer all remaining monies and assets to some existing scholarship fund, in some organization, such as Soil and Water Conservation Society of America.

## **BYLAWS OF THE PROFESSIONAL SOIL SCIENTISTS ASSOCIATION OF TEXAS**

### **ARTICLE I. – FISCAL AND ADMINISTRATIVE YEAR**

Section 1. The fiscal year of the Association shall be from January 1 through December 31.

Section 2. The administrative year of the Association shall be from the close of the annual meeting to the close of the following years' annual meeting.

Section 3. The outgoing Officers and Committee Chairpersons will prepare an annual report for presentation at the Annual Meeting and will submit a copy to the Vice President for the minutes.

### **ARTICLE II.—MEMBERSHIP**

Section 1. Election to membership.

- a. Candidates for membership in the Association shall submit an application with payment of current dues to any officer of the Association. This application shall be forwarded to the membership committee chairperson.
- b. The membership committee will evaluate all applications according to Article III of the PSSAT Constitution and forward them to the Vice President. The Vice President will notify applicants of the Membership committee's decision, and will either issue a membership card to those accepted or refund the initial dues payment to those rejected.
- c. A candidate for honorary membership shall be nominated by any member of the Association in good standing at a regular or special meeting of the Association. If the nominee is approved by a majority vote of a legal quorum, the Vice-President shall complete the processing and issuance of a membership card. An honorary member shall be elected for life, or until such time as the membership is revoked by a majority vote at a special or regular meeting of a legal quorum for just and sufficient cause.

Section 2. Severance of membership.

a. Voluntary

- (1) A member in good standing may resign their membership without prejudice at any time.
- (2) A past member in good standing is not required to submit a new application for membership if they return to PSSAT within three years.

b. Involuntary

- (1) A person shall automatically cease to be a member of the Association when membership has been permitted to lapse or membership has been revoked or withdrawn for any reason by the Council.
- (2) Any member shall be listed as "delinquent" if dues remain unpaid for thirty (30) days after the due date, and he shall be dropped from the membership rolls of the Association if the dues remain unpaid for ninety (90) days after the due date. The request for readmission must be accompanied by the dues for the current year plus any reinstatement fee which the Council shall prescribe.
- (3) Members may be expelled from the Association by a two-thirds vote of the eligible voters present at an Annual Meeting, and then only when the matter has been presented to the Association by formal action of the Council.
- (4) Any applicant or member who has been refused membership or suspended, censored or expelled shall have the right to appeal to the Council.

### **ARTICLE III.—DUTIES OF THE EXECUTIVE COUNCIL**

Section 1. The Executive Council shall be composed of the President, President-Elect, Vice President, and Treasurer.

Section 2. The Council is charged with the general welfare of the Association, shall carry on the work of the Association between the 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 3. The Council shall consider all questions before it involving the rights and standing of members. The Council shall hear and decide all questions affecting the conduct of members and its decisions in such matters shall be final.

### **ARTICLE IV.—DUES**

Section 1. Dues are payable to the Treasurer upon receipt of a dues statement by the date of the annual meeting. Annual dues for members and associate members shall be twenty-five dollars (\$25.00). Dues for student members shall be ten dollars (\$10.00).

Section 2. Honorary members will not be assessed dues.

### **ARTICLE V.—MEETINGS**

Section 1. The Annual Meeting of the Association shall be held at a time and place to be designated by the Council.

Section 2. At least twenty percent (20%) of the voting membership of the Association shall constitute a quorum.

#### **ARTICLE VI.—NOMINATIONS AND ELECTIONS**

Section 1. The Nominations Committee shall report the names of the nominees, for each office of the Association to the Vice-President in time to circulate the names to the membership no later than twenty-one (21) days prior to the Annual Meeting.

Section 2. One or more nominations shall be made for each officer of the Association, but no member of the Nominations Committee shall be eligible for nomination by the Committee. The Nominations Committee shall secure the consent of the nominee before placing his name in nomination for a given office. Additional nominations may be made in accordance with Article VII of the Constitution.

Section 3. Any eligible voter in accordance with Article III, Section 5, of the Constitution, may vote on an absentee ballot to be published in a newsletter prior to the Annual Meeting. The absentee ballots must be returned to the Treasurer in a sealed envelope marked "BALLOT" prior to the annual meeting. Absentee ballots will be opened and counted at the annual meeting.

#### **ARTICLE VII.--DUTIES OF OFFICERS**

Section 1. President

- a. The president shall preside at all meetings of the Association and the Council. The president shall be an ex-officio member of all committees except the Nominations Committee. The president shall conduct the business of the Association under the direction of the Council.
- b. In the absence of the president, the order of succession as presiding officer at meetings of the Association or the Council shall be the Vice-President, the immediate past president, and the president-elect.

Section 2. President-Elect

- a. The president-elect shall be a member of the Council and shall serve as the chairman of the Membership Committee.

Section 3. Vice-President

- a. In the absence or disability of the president, the Vice-President shall perform all duties of the president. Should a vacancy occur in either the office of the president or president-elect, the vice-president shall assume the office so vacated as prescribed in Article VI, Section 7 of the Constitution.

- b. The vice-president shall keep accurate records of the Association membership and proceedings of Association and Council meetings. The vice president shall have custody of all books, papers and documents. The vice president will inform the president and the Council, from time to time, of duties to be performed at stated times or at stated intervals. The vice president will issue all calls and notices as instructed by the president of the Council. The vice president will maintain a complete record of past members of the Council and officers for the purpose of establishing information for appointment or election.
- c. The Vice President shall circulate the names of the nominees for each office of the Association to the membership no later than twenty-one (21) days prior to the annual meeting.

#### Section 4. Treasurer

- a. The treasurer shall keep an accurate record of finances of the Association. The treasurer shall conduct the financial correspondence of the Association. The treasurer shall maintain a set of books showing the receipt and disbursements of the Association, and the account of each member. The treasurer shall submit a complete financial report at each Annual Meeting, which shall be audited as directed by the Council. The treasurer shall have custody of all funds of the Association and shall deposit same as directed by the Council. The treasurer shall pay out all moneys of the Association as authorized and directed by the Council.

#### Section 5. Editor

- a. The editor shall issue a regularly scheduled newsletter, the "Texas Soil Profiles."
- b. The editorial board shall be the members of the Public Relations and Education Committee, who will share the responsibility with the editor for the publication of the newsletter.
- c. The number of issues will be determined by the Executive Council upon recommendations from the editor and editorial board.
- d. The editor shall perform other editorial duties as assigned by the Council.

### **ARTICLE VIII.—COMMITTEES**

Section 1. The standing committees of the Association shall be:

- a. Finance
- b. Constitution and Bylaws
- c. Ethics
- d. Membership
- e. Nominations
- f. Public Relations and Education
- g. Scholarship

Section 2. All committees shall be appointed by the Council, except for the chairperson of the Nominations Committee, which shall be the immediate past president as provided by Article VII of the Constitution. Term of service of the Membership Committee is set by Article X, Section 2. The Nomination Committee shall serve for one year. The term of service of the chairperson and members of all other committees shall be two years.

Section 3. Each committee shall make an annual report to the Council and the Association, and shall supply a copy of its report to the new chairperson of the appropriate committee within thirty-(30) day following the completion of the Annual Meeting.

Section 4. The Council will provide, as required, for the formation of joint committees with other groups for the promotion of measures in harmony with the declared objectives of the Association.

#### Section 5. Finance Committee

- a. The Finance Committee shall consist of not less than three members.
- b. The duties of the Finance Committee shall be as follows:
  - (1) To prepare to the Council for its approval a budget for the control of the expenditures of the Association.
  - (2) To make an annual audit of the books of the Association at the close of the year and make report thereof to the Association.
  - (3) To study the financial structure of the Association and recommend to the Council ways and means of improving the financial condition of the Association.

#### Section 6. Constitution and Bylaws Committee

- a. The Constitution and Bylaws Committee shall consist of not less than three members.
- b. The duties of the Constitution and Bylaws Committee shall consists of the following:
  - (1) To maintain a continuing study of the Constitution and Bylaws if this Association and the application of the provisions thereof.
  - (2) To receive and initiate proposed amendments to the Constitution and Bylaws.
  - (3) To study carefully all suggestions for revisions to the Constitution and Bylaws.
  - (4) To initiate appropriate resolutions at the request of the Council.
  - (5) To receive and study resolutions submitted to the Association and refer them to the proper committees for consideration.

## Section 7. Ethics Committee

- a. The Ethics Committee shall consist of not less than three members.
- b. The duties of the Ethics Committee shall be as follows:
  - (1) To investigate any charges of unprofessional conduct and report the same to the Council for action.

## Section 8. Membership Committee

- a. The Membership Committee shall consist of at least five members as specified in Article X of the Constitution.
- b. The duties of the Membership Committee shall be as follows:
  - (1) Evaluate membership applications, determine classes of membership, and approve applications for membership.
  - (2) To bring the purposes and program of this Association before the entire profession in order to enlist endorsement and support and encourage affiliation with the Association.
  - (3) To encourage continuation of membership. Section

## Section 9. Nominations Committee

- a. The structure and duties of the Nominations Committee shall be specified in Article VII of the Constitution.

## Section 10. Public Relations and Education Committee

- a. The Public Relations and Education Committee shall consist of at least three members.
- b. The duties of the Public Relations and Education Committee shall be as follows:
  - (1) To serve as the editorial board for the Association newsletter, "Texas Soil Profiles" and the share the publication responsibility with the editor.
  - (2) To conduct a planned publicity campaign through the newspapers and other recognized media on behalf of the Association.
  - (3) To inform people of the opportunities in the field of soil science.
  - (4) To encourage promising people to study soil science in our educational institutions and to follow soil science as a career.
  - (5) To develop an Association homepage, select a webmaster, keep the homepage maintained, and provide links to other associations, like ASA and SSSA.

## Section 11. Scholarship Committee

- a. The Scholarship Committee shall consist of not less than three members.
- b. The duties of the Scholarship Committee shall be as follows:
  - (1) Determine minimum eligibility requirements for a scholarship in soil science.
  - (2) Determine criteria to be used in selecting the recipient of the soil science scholarship.
  - (3) Conduct a publicity campaign to inform students of the scholarship.
  - (4) Select a scholarship recipient from eligible applicants.

## **ARTICLE IX.—OFFICAL PUBLICATION AND NEWSLETTER**

Section 1. Soil Survey Horizons shall be the official publication and “Texas Soil Profiles” shall be the official newsletter.