

ASSOCIATION FOUNDED 1/13/76  
CONSTITUTION/BYLAWS ADOPTED 1/18/77  
BYLAWS AMENDED 1/20/84  
BYLAWS AMENDED 1/11/94  
CONSTITUTION/BYLAWS AMENDED 1/23/98  
CONSTITUTION/BYLAWS AMENDED 8/11/01  
CONSTITUTION/BYLAWS AMENDED 3/7/13

"ASSOCIATION OF OHIO PEDOLOGISTS"

CONSTITUTION

PREAMBLE

Section 1.

WHEREAS, the pedologist who by virtue of specialized higher education, training and experience with soils -that group of natural bodies occupying the unconsolidated portion of the earth's surface and having physical and chemical properties due to the combined effect of climate and living organisms, as modified by topography and time, upon parent material --is able to :

- (1) identify soils as natural units on the landscape.
- (2) differentiate soil types and landscape units, then document their location on aerial photographs or other suitable base maps.
- (3) describe their characteristics and properties, and recognize their limitations for various land uses.
- (4) promote their wise utilization, and:

Section 2.

WHEREAS, there is no statewide structure dedicated to the establishment and maintenance of professional standards in Pedology, and Soil Science and;

Section 3.

WHEREAS, there is an uncertain concept of this profession before its members, the public, the legislative bodies, and the courts, and;

Section 4.

WHEREAS, there is a growing need to disseminate and use pedological information, and;

Section 5.

WHEREAS, there is a potential for misuse of pedological information and misrepresentation of the information to the public, so:

BE IT THEREFORE resolved that an Association of Ohio Pedologists be formed to promote all sections of this PREAMBLE, and have the organization and purpose as set forth in the following:

ARTICLE I – NAME

The name of the organization shall be:

"ASSOCIATION OF OHIO PEDOLOGISTS"

Hereafter referred to as “Association”.

ARTICLE II - PURPOSE

The purpose of the organization shall be:

Section 1.

To take action necessary to technically and professionally strengthen the membership.

Section 2.

To set standards for professional conduct of “Association” members.

Section 3.

To promote recognition of Pedology as a profession, before the public, legislative bodies and the courts.

Section 4.

To take a position on matters that relate to Pedology and Soil Science.

Section 5.

To administer a program certifying individuals with soils expertise.

## ARTICLE III - MEMBERSHIP

### Section 1.

The membership of the "Association" shall consist of five categories:

- (a) Professional
- (b) Affiliate Member
- (c) Honorary Member
- (d) Student Member
- (e) Partner

## ARTICLE IV - OFFICERS

### Section 1.

The officers of the Association shall be:

- (a) President
- (b) President-elect
- (c) Secretary
- (d) Treasurer
- (e) Editor

### Section 2.

Nomination and election of members to the offices of the Association shall follow the procedures as provided in the bylaws.

## ARTICLE V - MANAGEMENT

### Section 1.

The membership is responsible for the management of the Association, however an Executive Council, hereafter referred to as the Council, is established to manage the Association between meetings of the membership as provided in the Constitution and bylaws.

### Section 2.

The Council shall consist of the immediate Past President, President, President-elect, Secretary, Treasurer, Editor, and three (3) members at large from the eligible membership.

### Section 3.

Nomination and election of members to the Council shall follow the procedures as provided in the bylaws.

Section 4.

Retention of membership on the Council for a full term shall be contingent upon residence in the state.

ARTICLE VI - MEETINGS

Section 1.

The Association shall hold an annual meeting for the membership, at such time and place as may be selected by the Council and as provided in the bylaws.

Section 2.

Special meetings of the Association shall be called by the President on request by a majority of the Council or upon petition by at least twenty (20) percent of the membership.

ARTICLE VII - BYLAWS

Section 1.

The membership shall adopt a set of governing bylaws suitable for the business of the Association, said bylaws to become effective upon majority vote of the membership.

Section 2.

Changes in the bylaws will be considered at any meeting of the membership, provided proposed changes are presented to all eligible voting members at least thirty (30) days prior to the polling date, and shall be adopted by affirmative vote of the majority of those casting ballots.

ARTICLE VIII - AMENDMENTS

Section 1.

The Constitution may be amended provided proposed amendments are presented to all eligible voting members at least thirty (30) days prior to the polling date, and the amendments receive an affirmative vote of two-thirds (2/3) of those casting ballots.

## ARTICLE IX - ADOPTION

### Section 1.

A Constitution of the Association of Ohio Pedologists as expressed in the preceding eight articles was adopted at a meeting of the Charter Members present at the Hilton Motor Inn, Columbus, Ohio, on January 18, 1977.

## ARTICLE X – STATUS

### Section 1.

The Association is a non-profit organization without capital stock, dedicated to the furtherance of professionalism in Pedology and Soil Science, for the benefit of the public.

## ARTICLE XI – DISSOLUTION

### Section 1.

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 money and assets to The Ohio State University Foundation, for use in the Association of Ohio Pedologists Scholarship Fund (314160) for students enrolled in the College of Food, Agricultural, and Environmental Sciences studying soil sciences, with an emphasis in soil geography and/or soil genesis, morphology, and classification with special consideration given to members of The Ohio State University Soil Judging Team.

## "ASSOCIATION OF OHIO PEDOLOGISTS"

### BYLAWS

#### ARTICLE I – ORGANIZATION

##### Section 1. Founding

A group of Soil Scientists convened in Columbus, Ohio on January 13, 1976 at Hilton Motor Inn to establish the Association of Ohio Pedologists. Basic concepts of a Constitution, and a set of governing Bylaws developed by a steering committee of seven were adopted by the individuals present at the founding meeting on January 18, 1977.

##### Section 2. Headquarters

The Executive Council, hereafter referred to as “Council”, acting with the powers granted at the founding meeting, shall select a location for the headquarters that will be most advantageous for conducting the business of the Association.

##### Section 3. Incorporation

The Council, acting with the powers granted at the founding meeting, may incorporate the "Association of Ohio Pedologists" as a Corporation Not For Profit, in and under the laws of the State of Ohio, filing Articles of Incorporation with the Secretary of State, and filing a copy thereof in the official record of Franklin County, State of Ohio.

##### Section 4. Definitions

A number of terms and phrases are used in the Constitution and bylaws in an abbreviated or simplified form. Any such terms or phrases shall be interpreted in the full meaning or official nomenclature as stated below:

Association: Association of Ohio Pedologists

Officers: Person or persons holding an office as prescribed by Article IV, section 1, of the Constitution.

Executive Council or Council: The group of persons prescribed by Article V, section 2 of the Constitution.

Board of Certification: The group of persons referred to in Article VII, Section 5 of the bylaws, appointed by the Council, to administer the Certification Program of the Association and Soil Science Society of America, hereafter referred to as "SSSA".

Member(s): A person or persons approved by a vote of the Council, as prescribed in Article II, section 3 of the Bylaws to the Association in one of the categories of membership as prescribed by Article III, section 1 of the Constitution.

Pedology: The science that studies the genesis, nature, classification, distribution and use potentiality of soils, that group of natural bodies occupying the unconsolidated portion of the earth's surface and having properties due to the combined effect of climate and living organisms, as modified by topography and time upon parent materials.

Pedologist: Those persons who by virtue of qualifications stated in the bylaws are qualified professional pedologists.

## ARTICLE II - MEMBERSHIP

### Section 1. Categories

The membership shall consist of the five (5) categories as prescribed in Article III, Section 1 of the Constitution.

### Section 2. Requirements

Professional- Presently or formerly engaged in a soil resource related profession with at least 3 years experience, and able to identify soils as natural units on the landscape; map their location; describe their characteristics and properties; determine their interpretations and limitations; and promote their wise utilization and management. Also with a minimum of a Bachelor of Science degree with a minimum of 15 semester hours or 23 quarter hours of course work in soil science as well as related subjects that meet the qualifications for a professional soil scientist.

Affiliate Member- Meet all requirements for Professional category except having less than 3 years experience, or do not meet the requirements for Professional category, but have an interest and concern for the aims and objectives of the Association.

Honorary Member- Nomination by the membership and election by a two-thirds (2/3) vote under procedures prescribed in the next section.

Student Member- At least half-time enrollment in an institution of higher education offering course work in pedology and soil science, or related subjects and actively engaged in preparing to enter the profession, or have an interest in pedology.

Partner- Open to organizations, agencies, or businesses who support the mission of the Association. Partners will be recognized at the annual meeting and other events. Partners will be offered space in the newsletter and/or the website for promotion of their services.

### Section 3. Admission to Membership

A. Application for membership as "Professional", "Affiliate Member", "Student Member" or "Partner", shall be submitted to the Secretary of the Association on forms authorized by the Association. Application will be reviewed by the Council and if approved by two-thirds (2/3) of its members, the Secretary shall process the application and issue the membership.

A candidate for "Honorary Member", shall be nominated by five (5) or more members of the Association and the nomination presented in writing to the Secretary on forms authorized by the Association. The nomination will be screened by the Council and if approved by a majority, the nomination will be presented at the next regular or special meeting of the Association or by special mail ballot to the general membership. If the nominee is approved by a two-thirds (2/3) vote of a legal quorum or by a two-thirds (2/3) majority of returned ballots, the Secretary will process and issue the membership. An honorary member shall be elected for Life unless revoked by a two-thirds (2/3) vote of the membership for just and sufficient cause.

B. Admission for membership status in the Association is based solely on professional, educational and technical standards addressed in Article II, Section 2 of the Bylaws. The Association does not restrict membership based on race, color, religion, national origin, gender, physical or mental handicap, or age.

### Section 4. Rights of Members

#### A. General.

All categories of membership, except Partner, shall have the right to vote, the right to hold office, serve on the Board of Certification, announce affiliation with the Association on professional cards, professional reports or otherwise consistent with dignified practice, and to use any seal or symbol of the Association is reserved to those who have Professional membership status.

All categories of membership shall receive newsletters and other official publications of the Association.



## B. Membership Suspension.

All membership rights shall be withheld when annual dues are delinquent beyond three (3) months after the due date. The Secretary shall notify delinquent memberships in writing. If delinquency is remedied in less than one year, all rights granted the membership shall be reinstated. Membership must be reestablished, if delinquency is not remedied, by reapplying for membership.

## C. Membership Termination

Membership in the Association shall be terminated when a member is found guilty of violating the Code of Ethics, the Constitution or bylaws. Proposal for termination shall be submitted in writing to the Council who will review the charges with the member. If the proposal is approved by three-fourths (3/4) vote of the Council, the proposal will be submitted to the membership at an annual meeting.

Membership shall be terminated by two-thirds (2/3) vote of those present at the annual meeting. Membership in the Association may be terminated by the individual by not renewing their membership within one (1) year from notification of dues.

## Section 5. Duties of Members

Maintenance of Standards. It shall be the duty of all members to seek to maintain the high standards of competence and the code of ethics established by the Association. If a Member decides he/she cannot abide by these requirements he/she shall resign.

## ARTICLE III – NOMINATION TO OFFICE

A. Nominees for each office and member to be filled by election shall be submitted to the Council by the Nominating Committee not later than sixty (60) days before the Annual Meeting. The names of the nominees shall be circulated to the membership not later than thirty (30) days prior to the Annual Meeting.

B. Additional nominations may be made from the floor at the Annual Meeting.

C. The Nominating Committee shall secure the consent of the nominees before placing their names in nomination for the offices and members of the Association. Nominees nominated from the floor will be asked if they consent to serve. If they decline, the nomination shall be withdrawn.

## ARTICLE IV – ELECTIONS

A. The President-Elect shall be elected each year to serve a one (1) year term as President-Elect, and advances to the position of President at the beginning of the next administrative year of the Association. The next administrative year begins at the passing of the Presidential gavel at the Annual Meeting.

B. The President attains office by advancing from the office of President-Elect, and serves a one (1) year term.

C. The Secretary, Treasurer, and the Editor, each shall be elected for two (2) year terms of office.

D. Election shall be by a plurality vote or a simple majority in the case of only two (2) nominations of all qualified ballots cast. Elections will be held at Annual Meetings.

E. Eligible voters may request an absentee ballot from the Secretary, if unable to attend the Annual Meeting. Deadline for obtaining a ballot is twenty (20) days prior to the election. Marked ballots must be in the hands of the Secretary one (1) week prior to the election. The Absentee ballots will be opened and counted at the Annual Meeting.

F. Election ties will be decided by a coin toss.

G. All newly elected officers and members should be provided a position description by the Secretary at direction of the President at the beginning of his/her term.

### Section 1. Vacancy in Office

Should a vacancy occur in the office of the president, the president-elect shall assume the office vacated. Other vacancies among elected officers shall be filled for the unexpired term by Council appointment.

## ARTICLE V - OFFICERS

The Association shall have Officers as provided under Article IV, Section 1 of the Constitution. The officers shall continue in office until their successors are elected and assume office.

### Section 1. Duties and Powers of Officers

#### A. President

The President shall preside at all meetings of the Association and Council. He/She shall appoint such committees and personnel for assignments, with the advice of the Council, as are required, within the limitations of the Constitution and bylaws. He/she shall be an ex-officio

member of all committees except the nomination committee. He/she may choose to provide a report on the state of the Association at the Annual Meeting. He/she shall direct the Secretary to provide position descriptions to each new member of the Council at the beginning of their term. He/she shall continue membership on the Council as Past-President for a one (1) year term after conclusion of his/her tenure as President.

#### B. President-Elect

The President-Elect shall have and assume the powers and duties of the President in the event of the absence or disability of the President. As a member of the Council, he/she shall assist the President in the selection of committees, personnel for assignments, and plan programs and events. In the absence of the President and President-Elect, the immediate past president shall serve as presiding officer at the meetings of the Association, and the Council.

#### C. Secretary

The Secretary shall keep the records of the proceedings of the Association, shall act as Secretary to the Council, and keep the records of its proceedings, keep the records of membership and contact information, and perform such other duties as the Council may direct. He/she will keep on file and provide all newly elected Council members with a position description, and newly appointed committee chairmen with committee responsibilities by direction of the President.

#### D. Treasurer

The Treasurer, under the direction of the Council, shall collect and disburse all funds of the Association. He/she may be bonded at the expense of the Association for such amounts as shall be determined by the Council. He/she shall keep records of all receipts and disbursements and other financial transactions and of the funds, securities, and other investments. Receipts may be disposed of following an audit as prescribed in Article VII, Section 4 of the Bylaws. The Treasurer shall submit an annual report and such interim reports as may be required by the Council.

#### E. Editor

The Editor shall be in charge of the publications and website of the Association, shall have the authority to solicit, accept, or reject material for publication, subject to policy direction by the Council. He/she may appoint assistant editors to serve during his/her term of office.

### ARTICLE VI - EXECUTIVE COUNCIL

The Association shall have an Executive Council with membership as provided under Article V, Section 2 of the Constitution. Members of the Council shall continue to serve until their successors are elected and assume office. All newly elected Council members assume responsibilities at the passing of the presidential gavel at the Annual Meeting.

## Section 1. Duties of the Executive Council

The Council shall manage the affairs of the Association between meetings of the membership. The Council will meet at a minimum of four (4) times a year. Its members shall make all necessary decisions except about those which are reserved or require final decision by the Association membership, or are delegated to the elected officials.

## ARTICLE VII - DUES

Annual dues shall be determined by the Council and payable to the Treasurer by January 1st of each calendar year. New members who join after July 1st will receive membership for the remainder of that calendar year, plus the entire following calendar year.

## ARTICLE VIII - QUORUM AND RULES OF ORDER

### Section 1. Quorums.

A. A legal quorum to conduct business at meetings of the Association shall be thirty-three (33) percent of the total membership.

B. Five members of the Council shall constitute a quorum for meetings of the Council.

### Section 2. Rules of Order.

A. All proceedings of the Association shall be conducted under and pursuant to Robert's Rules of Order, Modern Edition, except where it is inconsistent with the Constitution or bylaws of the Association.

## ARTICLE VII - COMMITTEES AND THE BOARD OF CERTIFICATION

Committees to accomplish the objectives and duties of the Association and utilize the talents of the membership will be selected by the President-Elect prior to the beginning of his/her term with the assistance of the Council, and announced at the Annual Meeting.

Section 1. Duties of committee shall be determined by the Council.

### Section 2. Standing Committees

Awards

Certification

Finances

Nomination - The Past-President or appointee by the Council, will

chair this committee and have the assistance of two other members of the Association.

Section 3. Special Committees to handle areas of concern will be appointed when they are needed. These may include, but not limited to:

- Bylaws
- Ethics
- Publicity
- Educational
- Membership
- Regulatory and Legislative
- Archives

Section 4. Audit

The accounts of the Association will be audited by the Committee on Finances annually prior to the Annual Meeting. The records, of all receipts and disbursements and other financial transactions of funds, securities, and other investments should be kept for a two-year (2) period.

Section 5. The Board of Certification

The Board of Certification, hereafter referred to as the Board, following protocol and qualification standards established by the AOP Certification Document, shall administer a program certifying individuals as having soils expertise who meet said qualifications. The Board shall be administered as set forth in the AOP Certification Document. The AOP Certification Document is the Memorandum of Understanding (MOU) between AOP and SSSA signed January 22, 2008. The Board shall also work in conjunction with the Ethics Committee and Certification Committee on an as-needed basis.

The Council shall appoint members to serve on the Board. The Council shall specify the qualifications to be Board members, approve the annual operating budget of the Board, and approve any fees to be levied by the Board in the course of its operation.

## ARTICLE VIII - CODE OF ETHICS

The SSSA national certifying board will establish all policies and procedures of certification. The current policy and procedures enacted by the SSSA Soils Certifying Board will be enforced at the state level via the AOP Certification board. The AOP board may not deviate from or add to the national policies and procedures. The AOP board may recommend changes to the national board for consideration but the national board must enact said recommendations prior to implementation.

The Board will enforce the SSSA Soils Certifying Board code of ethics. AOP has adopted the SSSA Code of Ethics. All Ohio CPSS will sign the code of ethics as a requirement

for being certified. The Board will review all ethics complaints and render a decision based on the standards set by the SSSA Soils Certifying Board. The SSSA Soils Certifying Board will act as the appeal body for all ethics complaints.

In order to ensure that the membership is familiar with and has access to the Code of Ethics, they are available on the AOP website at <http://ohiopedologist.com/about-us/ethics/>.