

**Association of Official Seed Analysts/
Society of Commercial Seed Technologists**
(AOSA/SCST)

Constitution and Bylaws

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Table of Contents

Table of Contents	1
CONSTITUTION	3
ARTICLE I. NAME	3
ARTICLE II. PURPOSE AND AUTHORITY	3
ARTICLE III. BYLAWS	3
ARTICLE IV. MEMBERSHIP	3
A. Individual Members	3
B. Laboratory Members	4
BYLAWS	4
ARTICLE I. MEMBERSHIP	4
A. Types of Membership	4
1. Individual Members	4
2. Laboratory Member	5
B. Applications, Minimum Qualifications, Requirements for Membership	6
1. Individual Members	6
2. Laboratory Member	14
C. Maintenance of Membership	14
1. Active Membership	14
2. Loss of Membership Privileges	17
3. Reinstatement to Active Membership	18
D. Privilege of Use of the Seal, Seal Number, Logo, Authorized Membership Title and Name of the Association	19
1. Definitions	19
2. Purpose	19
3. Privilege of Use Contract	20
ARTICLE II. EQUIVALENCE	22
A. Recognition of Examinations for Registered and Certified Members	22
B. Application for Membership	22
ARTICLE III. GOVERNANCE	23
A. Elective Offices	23
1. Nominations	23
2. Elections	23
3. Elected Officers	23
4. Terms of Office	23
5. Vacancy of Office	23
B. Executive Director	24
C. Official Duties	24
1. Executive Board	24
2. President	24
3. Vice President	25
4. Executive Director	25
D. Meetings	26
1. Quorum	26

2. Rules of Order.....	26
3. Voting on Association Business.....	26
E. Amendments to the Constitution and Bylaws.....	26
F. Executive Board Policies.....	27
G. Indebtedness.....	27
ARTICLE IV. AOSA RULES FOR TESTING SEEDS.....	27
A. Procedure for Rule Proposals.....	27
B. Voting on Rule Proposals.....	27
C. Tentative Rules.....	28
ARTICLE V. COMMITTEES.....	28
A. Committee Structure.....	28
1. Committee Chairs.....	28
2. Committee Members.....	28
B. Classes of Committees.....	28
1. Standing Committees.....	28
2. Special Committees.....	32
ARTICLE VI. PUBLICATIONS.....	32
A. Seed Technology.....	32
B. The Seed Technologist Newsletter.....	33
C. AOSA Rules for Testing Seeds.....	33
D. Other Publications.....	33
ARTICLE VII. TESTING PROCEDURES.....	33
A. Official Testing Procedures.....	33
B. Unofficial Testing Procedures.....	33
ARTICLE VIII. CODE OF ETHICS.....	33
ARTICLE IX. GRIEVANCES.....	34
A. Grievance Committee.....	34
B. Duties and Procedures.....	34
ARTICLE X. INDEMNIFICATION.....	35
ARTICLE XI. Removal of Officers and Employees.....	35
ARTICLE XII. Conflicts of Interest.....	36
A. Non-Participation.....	36
B. Attempts to Influence.....	36
ARTICLE XIII. DISTRIBUTION ON DISSOLUTION.....	36
APPENDIX A. EXECUTIVE BOARD POLICY SUMMARY.....	37
APPENDIX C. MINIMUM PRESCRIBED EQUIPMENT AND CURRENT REFERENCE MATERIAL.....	40
APPENDIX D. DEFINITIONS of Terms in the Constitution and Bylaws (incomplete) ...	41

CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be the Association of Official Seed Analysts/Society of Commercial Seed Technologists (AOSA/SCST) hereafter referred to as the Association, a nonprofit corporation under the laws of the state of (to be determined).

ARTICLE II. PURPOSE AND AUTHORITY

The purpose of the Association shall be to develop and employ scientifically based standardized testing methods to assess the quality of seed in the laboratory.

This shall be accomplished through:

- A. Research and method validation leading to uniform laboratory methods and practices.
- B. Accreditation of members in the fields of seed technology and genetic technology.
- C. Maintaining high professional standards among members through continuing education, proficiency testing, and ethical conduct.
- D. Referee testing among members to promote uniform application of laboratory methods.
- E. Encouraging the exchange of ideas among members and publication of training materials and research findings.
- F. Fostering scientifically grounded, uniform seed control legislation and regulation.
- G. Continuously improve seed testing to meet global needs.

ARTICLE III. BYLAWS

The Bylaws of the Association shall prescribe the qualifications and requirements for membership, the procedures for election of officers, schedule of meetings, the Code of Ethics, Privilege of Use, Seal, Seal Number, Insignia, and Name of the Association, and for the titles Registered Seed Technologist, Registered Genetic Technologist, Certified Genetic Technologist, Certified Viability Technologist, Certified Purity Technologist, and Research Member and the duties of the Executive Board, Officers and Committee Chairpersons, and shall generally provide for the operation of the Association in an orderly and democratic manner.

ARTICLE IV. MEMBERSHIP

There shall be two types of Membership in the Association:

A. Individual Members

There shall be nine categories of individual members in the Association:

1. Registered Seed Technologist
2. Registered Genetic Technologist
3. Certified Viability Technologist
4. Certified Purity Technologist
5. Certified Genetic Technologist
6. Research Member
7. Associate Member
8. Student Member
9. Honorary Member

B. Laboratory Members

Laboratory Members shall be state or federal, institutions actively engaged in seed research, seed quality testing and/or seed regulatory testing.

BYLAWS

ARTICLE I. MEMBERSHIP

A. Types of Membership

There shall be two (2) types of Membership in the Association: Individual Members and Laboratory Members

1. Individual Members

There shall be nine (9) categories of Individual Members in the Association

- a. Registered Seed Technologist (RST) Members shall have one (1) vote in all Association business, are eligible to enter motions in meetings of the Association, are eligible to hold elective office, and are eligible for appointment to committees and as committee chairpersons. Registered Seed Technologist Members shall be entitled to use of the Name, Insignia, and Seal of the Association and entitled to use of the title Registered Seed Technologist. The Bylaws shall define the requirements and qualifications for membership.
- b. Registered Genetic Technologist (RGT) Members shall have one (1) vote in all Association business, are eligible to enter motions in meetings of the Association, are eligible to hold elective office, and are eligible for appointment to committees and as committee chairpersons. Registered Genetic Technologist Members shall be entitled to use of the Name, Insignia, and Seal of the Association and entitled to use of the title Registered Genetic Technologist. The Bylaws shall define the requirements and qualifications for membership.
- c. Certified Viability Technologist (CVT) Members shall have one (1) vote in all Association business, are eligible to enter motions in meetings of the Association, are eligible to hold elective office, and are eligible for appointment to committees and as committee chairpersons. Certified Viability Technologist Members shall be entitled to use of the Name and Insignia of the Association and entitled to use of the title Certified Viability Technologist. The Bylaws shall define the requirements and qualifications for membership.
- d. Certified Purity Technologist (CPT) Members shall have one (1) vote in all Association business, are eligible to enter motions in meetings of the Association, are eligible to hold elective office, and are eligible for appointment to committees and as committee chairpersons. Certified Purity Technologist Members shall be entitled to use of the Name and Insignia of the Association and entitled to use of the title Certified Purity Technologist. The Bylaws shall define the requirements and qualifications for membership.

- e. Certified Genetic Technologist (CGT) Members shall have one (1) vote in all Association business, are eligible to enter motions in meetings of the Association, are eligible to hold elective office, and are eligible for appointment to committees and as committee chairpersons. Certified Genetic Technologist Members shall be entitled to use of the Name and Insignia of the Association and entitled to use of the title Certified Genetic Technologist. The Bylaws shall define the requirements and qualifications for membership.
- f. Research Members shall be individuals actively involved in teaching, research and outreach in the field of seed science and technology, including implementing seed regulatory monitoring programs and providing seed science advice. Research Members shall have one (1) vote in all Association business, are eligible to enter motions in meetings of the Association, are eligible to hold elective office, and are eligible for appointment to committees and as committee chairpersons. Research Members shall be entitled to use of the Name and Insignia of the Association and entitled to use of the title Research Member. The Bylaws shall define the requirements and qualifications for membership.
- g. Associate Members shall be non-accredited persons with interest in laboratory seed testing that do not meet the minimum qualifications for other individual member categories. Associate Members shall be eligible for appointment to committees and as committee chairpersons and may enter motions in meetings of the Association, but shall not be eligible to hold elective office or entitled to vote in Association elections or other business of the Association. The Bylaws shall define the requirements and qualifications for membership.
- h. Student Members include any full-time student working toward an undergraduate or graduate degree in the various areas of botany, plant science, agriculture, or related scientific disciplines. Student Members shall receive reduced registration for meetings and special rates on subscriptions and purchase of individual publications of the Association. Student Members shall not hold office or vote in any business of the Association. The Bylaws shall define the requirements and qualifications for membership.
- i. Honorary Members are persons who have rendered signal service in one or more of the fields of activity of the Association. They shall be nominated for such Membership by Individual or Laboratory Members, subject to approval of the Nominating Committee, and subsequently elected by two-thirds majority vote of returned ballots of eligible voting Members. Honorary Members shall not hold office or vote in any business of the Association. Honorary Members shall pay no dues or assessments. Not more than one Honorary Member membership shall be awarded each fiscal year.

2. Laboratory Member

A Laboratory Member shall be a state or federal institution actively engaged in seed research, seed quality testing, and/or seed regulatory testing. The Laboratory Member shall have one (1) vote in all Association business. Employees of the Laboratory Member are eligible to enter motions in meetings of the Association, are eligible to hold elective office, and are eligible for appointment to committees and as committee chairpersons. Laboratory Members shall be entitled to use the Name and Insignia of the Association and entitled to

use of the title Laboratory Member. Bylaws shall define the requirements and qualifications for membership.

B. Applications, Minimum Qualifications, Requirements for Membership

1. Individual Members

a. Registered Seed Technologist (RST) Member

- (1) Application for Registered Seed Technologist (RST) membership shall be made in writing to the Executive Director. The completed application and Privilege of Use Contract shall be accompanied with an application fee payable to the Association. Said fee shall be established at the discretion of the Executive Board and be refunded only if the applicant is unable to meet the minimum qualifications of the membership category prior to admission to the RST examination.
- (2) Minimum qualifications as are prescribed herewith shall be met two weeks prior to the examination, unless specified otherwise by the Seed Technology Board of Examiners.
 - (a) A minimum of 100 points shall be accumulated from a combination of the following sources:
 - i. Accepted accredited courses in Biological Science or Seed Technology – two points for each earned quarter credit hour, three points for each earned semester credit hour. Maximum of 50 points allowed.
 - ii. Approved seed schools and workshops – two points for each day (6 hours) and one point for each ½ day (3 hours) of verified attendance- Maximum of 20 points allowed. Note: An additional five points will be allowed in this category for full attendance at the Annual Meeting prior to taking the examination.
 - iii. Accepted accredited courses in Biological Science or Seed Technology – two points for each earned quarter credit hour, three points for each earned semester credit hour. Maximum of 50 points allowed.
 - iv. Approved seed schools and workshops – two points for each day (6 hours) and one point for each ½ day (3 hours) of verified attendance- Maximum of 20 points allowed. Note: An additional five points will be allowed in this category for full attendance at the Annual Meeting prior to taking the examination.
 - v. Training under direct supervision of a qualified supervisor (Seed Technology Board of Examiners approved) with approximately equal time in both purity analysis and germination testing and accumulating one point for each 80 hours training, or unsupervised testing experience in both purity analysis and germination testing under the guidance of a qualified tutor (Seed Technology Board of Examiners approved)and accumulating one point for each 160 hours experience, or a combination of supervised training and unsupervised seed testing experience that

together meet the requirement of a minimum of two years experience in hands-on seed testing.

- vi. If hands-on seed testing experience was obtained earlier than the immediate two years prior to submitting application for RST examination applicant shall complete five points of verified hands-on continuing education for each year between time of the original training and applying for the RST examination.
 - (b) Submit to Seed Technology Board of Examiners at time of examination a seed collection a minimum 150 properly labeled and containerized species.
 - (c) Candidate must be employed in a properly equipped seed testing laboratory (refer to Appendix D).
 - (d) Obtain unanimous approval of the Seed Technology Board of Examiners. If a unanimous vote of said committee cannot be obtained, the Executive Board will act as a Board of Review.
- (3) Requirements of the RST membership, once the minimum qualifications are met, the RST membership candidate must attain a passing score in the prescribed examination or an examination recognized as equivalent (Article II. Equivalence). Examinations shall be conducted by the Seed Technology Board of Examiners as directed by the Executive Board. The RST examination shall consist of five sections; (1) purity written exam, (2) purity practical exam, (3) fifty species sight identification exam, (4) germination written exam, and (5) germination practical exam. A score of 70% or better on each section of the examination and a combined average of 80% or better for the entire examination constitutes a passing score.

b. Registered Genetic Technologist (RGT) Member

- (1) Applications for Registered Genetic Technologist (RGT) membership shall be made in writing to the Executive Director. The completed applications and Privilege of Use Contract shall be accompanied with an application fee payable to the Association. Said fee shall be established at the discretion of the Executive Board and be refunded only if the applicant is unable to meet the minimum qualifications of the membership category prior to admission to the RGT examination.
- (2) Minimum qualifications as are prescribed herewith shall be met two weeks prior to the examination, unless specified otherwise.
 - (a) A minimum of 100 points shall be accumulated from a combination of the following sources:
 - i. Accepted accredited courses in Biological Science or Seed Technology – two points for each earned quarter credit hour, three points for each earned semester credit hour. Maximum of 50 points allowed.
 - ii. Approved seed schools and workshops – two points for each day (6 hours) and one point for each ½ day (3 hours) of verified attendance-

Maximum of 20 points allowed. Note: An additional five points will be allowed in this category for full attendance at the Annual Meeting prior to taking the examination.

- iii. Training under direct supervision of a qualified supervisor (Genetic Technology Board of Examiners approved) and accumulating one point for each 80 hours training, or unsupervised genetic purity testing experience under the guidance of a qualified tutor (Genetic Technology Board of Examiners approved) and accumulating one point for each 160 hours experience, or a combination of supervised training and unsupervised seed testing experience that together meet the requirement of a minimum of one year of experience in hands-on genetic purity testing.
 - iv. If hands-on genetic purity testing experience was obtained earlier than the immediate one year prior to submitting application for RGT examination applicant shall complete five points of verified hands-on continuing education for each year between time of the original training and applying for the RST examination.
- (b) Candidate must be employed in a properly equipped seed testing laboratory (refer to Appendix D).
 - (c) Obtain unanimous approval of the Genetic Technology Board of Examiners. If a unanimous vote of said committee cannot be obtained, the Executive Board will act as a Board of Review.
- (3) Requirements of the RGT membership, once the minimum qualifications are met, the RGT membership candidate must attain a passing score in the prescribed examination or an examination recognized as equivalent (Article II. Equivalence). Examinations shall be conducted by the Genetic Technology Board of Examiners as directed by the Executive Board. The RGT examination shall consist of written and practical portions.

The written portion of the examination shall include one mandatory written exam on plant molecular biology and basic genetics plus four specific written exams on herbicide bioassay, enzyme linked immunosorbent assay (ELISA), electrophoresis, and polymerase chain reaction technology (PCR). Candidates for RGT membership must receive a score of 70% or better on the mandatory written exam plus a score of 70% or better on at least three of the four specific written exams, and a combined average score of 80% or better for all written exams prior to admission to the practical exam portions.

The practical portion of the examination must be completed within one year from the time the candidate passes the written examination. The RGT membership candidate must demonstrate competency in conducting tests in the same specific areas as the chosen written exams (e.g., herbicide bioassays, ELISA, electrophoresis, PCR-based protocols), and properly analyze the results of such tests. A score of 70% or better on at least three of the four specific practical exams, and a combined average score of 80% or better on all sections of the written and practical examination constitutes a passing score.

c. **Certified Viability Technologist (CVT) Member**

(1) Application for Certified Viability Technologist (CVT) membership shall be made in writing to the Executive Director. The completed application and Privilege of Use Contract shall be accompanied with an application fee payable to the Association. Said fee shall be established at the discretion of the Executive Board and be refunded only if the applicant is unable to meet the minimum qualifications of the membership category prior to admission to the CVT examination.

(2) Minimum qualifications as are prescribed herewith shall be met two weeks prior to the examination.

(a) A minimum of 100 points shall be accumulated from a combination of the following sources:

i Accepted accredited courses in Biological Science or Seed Technology – two points for each earned quarter credit hour, three points for each earned semester credit hour. Maximum of 50 points allowed.

ii Approved seed schools and workshops – two points for each day (6 hours) and one point for each ½ day (3 hours) of verified attendance- Maximum of 20 points allowed. Note: An additional five points will be allowed in this category for full attendance at the Annual Meeting prior to taking the examination.

iii Training under direct supervision of a qualified supervisor (Seed Technology Board of Examiners approved), accumulating one point for each 80 hours training in germination testing, or unsupervised testing experience in germination testing under the guidance of a qualified tutor (Seed Technology Board of Examiners approved) and accumulating one point for each 160 hours experience, or a combination of supervised training and unsupervised seed testing experience that together meet the requirement of a minimum of two years experience in hands-on seed testing.

iv If hands-on seed testing experience was obtained earlier than the immediate two years prior to submitting application for CVT examination applicant shall complete five points of verified hands-on continuing education for each year between time of the original training and applying for the CVT examination.

(b) Candidate must be employed in a properly equipped seed testing laboratory (refer to Appendix D).

(c) Obtain unanimous approval of the Seed Technology Board of Examiners. If a unanimous vote of said committee cannot be obtained, the Executive Board will act as a Board of Review.

(3) Requirements of the CVT membership, once the minimum qualifications are met, the CVT membership candidate must attain a passing score in the prescribed

examination or an examination recognized as equivalent (Article II. Equivalence). Examinations shall be conducted by the Seed Technology Board of Examiners as directed by the Executive Board. The CVT examination shall consist of three sections; (1) purity written exam, (2) germination written exam, and (3) germination practical exam. A score of 70% or better on each section of the examination and a combined average of 80% or better for the entire examination constitutes a passing score.

- (4) Option to become a Registered Seed Technologist – A Certified Viability Technologist must apply, qualify, and pass the purity practical exam and the fifty species sight identification exam within three years of obtaining CVT membership status. If the three-year limit has lapsed, the candidate must apply, qualify, and pass all five sections of the RST examination to become a Registered Seed Technologist.

d. Certified Purity Technologist (CPT) Member

- (1) Application for Certified Purity Technologist (CPT) membership shall be made in writing to the Executive Director. The completed application and Privilege of Use Contract shall be accompanied with an application fee payable to the Association. Said fee shall be established at the discretion of the Executive Board and be refunded only if the applicant is unable to meet the minimum qualifications of the membership category prior to admission to the CPT examination.
- (2) Minimum qualifications as are prescribed herewith shall be met two weeks prior to the examination, unless specified otherwise by the Seed Technology Board of Examiners.
- (a) A minimum of 100 points shall be accumulated from a combination of the following sources:
- i Accepted accredited courses in Biological Science or Seed Technology – two points for each earned quarter credit hour, three points for each earned semester credit hour. Maximum of 50 points allowed.
 - ii Approved seed schools and workshops – two points for each day (6 hours) and one point for each ½ day (3 hours) of verified attendance- Maximum of 20 points allowed. Note: An additional five points will be allowed in this category for full attendance at the Annual Meeting prior to taking the examination.
 - iii Training under direct supervision of a qualified supervisor (Seed Technology Board of Examiners approved), accumulating one point for each 80 hours training in purity analysis, or unsupervised testing experience in purity analysis under the guidance of a qualified tutor (Seed Technology Board of Examiners approved) and accumulating one point for each 160 hours experience, or a combination of supervised training and unsupervised seed testing experience that together meet the requirement of a minimum of two years experience in hands-on seed testing.

- iv If hands-on seed testing experience was obtained earlier than the immediate two years prior to submitting application for CPT examination applicant shall complete five points of verified hands-on continuing education for each year between time of the original training and applying for the CPT examination.
 - (b) Submit to Seed Technology Board of Examiners at time of examination a seed collection a minimum 150 properly labeled and containerized species.
 - (c) Candidate must be employed in a properly equipped seed testing laboratory (refer to Appendix D).
 - (d) Obtain unanimous approval of the Seed Technology Board of Examiners. If a unanimous vote of said committee cannot be obtained, the Executive Board will act as a Board of Review.
 - (3) Requirements of the CPT membership, once the minimum qualifications are met, the CPT membership candidate must attain a passing score in the prescribed examination or an examination recognized as equivalent (Article II. Equivalence). Examinations shall be conducted by the Seed Technology Board of Examiners as directed by the Executive Board. The CPT examination shall consist of three sections; (1) purity written exam, (2) purity practical exam, (3) fifty species sight identification exam. A score of 70% or better on each section of the examination and a combined average of 80% or better for the entire examination constitutes a passing score.
 - (4) Option to become a Registered Seed Technologist – A Certified Purity Technologist must apply, qualify, and pass the germination practical exam within three years of obtaining CPT membership status. If the three-year limit has lapsed, the candidate must apply, qualify, and pass all five sections of the RST examination to become a Registered Seed Technologist.
- e. Certified Genetic Technologist (CGT) Member**
- (1) Applications for Certified Genetic Technologist (RGT) membership shall be made in writing to the Executive Director. The completed applications and Privilege of Use Contract shall be accompanied with an application fee payable to the Association. Said fee shall be established at the discretion of the Executive Board and be refunded only if the applicant is unable to meet the minimum qualifications of the membership category prior to admission to the CGT examination.
 - (2) Minimum qualifications as are prescribed herewith shall be met two weeks prior to the examination, unless specified otherwise.
 - (a) A minimum of 100 points shall be accumulated from a combination of the following sources:
 - i Accepted accredited courses in Biological Science or Seed Technology – two points for each earned quarter credit hour, three points for each earned semester credit hour. Maximum of 50 points allowed.

- ii Approved seed schools and workshops – two points for each day (6 hours) and one point for each ½ day (3 hours) of verified attendance- Maximum of 20 points allowed. Note: An additional five points will be allowed in this category for full attendance at the Annual Meeting prior to taking the examination.
 - iii Training under direct supervision of a qualified supervisor (Genetic Technology Board of Examiners approved) and accumulating one point for each 80 hours training, or unsupervised genetic purity testing experience under the guidance of a qualified tutor Genetic Technology Board of Examiners approved) and accumulating one point for each 160 hours experience, or a combination of supervised training and unsupervised seed testing experience that together meet the requirement of a minimum of one year of experience in hands-on genetic purity testing.
 - iv If hands-on genetic purity testing experience was obtained earlier than the immediate one year prior to submitting application for CGT examination applicant shall complete five points of verified hands-on continuing education for each year between time of the original training and applying for the CST examination.
- (b) Candidate must be employed in a properly equipped seed testing laboratory (refer to Appendix D).
- (c) Obtain unanimous approval of the Genetic Technology Board of Examiners. If a unanimous vote of said committee cannot be obtained, the Executive Board will act as a Board of Review.
- (3) Requirements of the CGT membership, once the minimum qualifications are met, the CGT membership applicant must attain a passing score in the prescribed examination or an examination recognized as equivalent (Article II. Equivalence). Examinations shall be conducted by the Genetic Technology Board of Examiners as directed by the Executive Board. The CGT examination shall consist of written and practical portions.

The written portion of the examination shall include one mandatory written exam on plant molecular biology and basic genetics plus four specific written exams on herbicide bioassay, enzyme linked immunosorbent assay (ELISA), electrophoresis, and polymerase chain reaction technology (PCR). Candidates for CGT membership must receive a score of 70% or better on the mandatory written exam plus a score of 70% or better on at least one of the four specific written exams, and a combined average score of 80% or better for all written exams prior to admission to the practical exam portions.

The practical portion of the examination must be completed within one year from the time the candidate passes the written examination. The CGT membership candidate must demonstrate competency in conducting tests in the same specific area(s) as the chosen written exam(s) (e.g., herbicide bioassays, ELISA, electrophoresis and/or PCR-based protocols), and properly analyze the

results of such tests. A score of 70% or better on at least one of the four specific practical exams, and a combined average score of 80% or better on all sections of the written and practical examination constitutes a passing score.

- (4) Option to become a Registered Genetic Technologist – A Certified Genetic Technologist must apply, qualify, and pass the written and practical exams for a total of at least three specific areas (e.g., herbicide bioassays, ELISA, electrophoresis and/or PCR-based protocols) within three years of obtaining the CPT membership status. If the three-year limit has lapsed, the candidate must apply, qualify, and pass all required sections of the RGT examination, both written and practical, to become a Registered Genetic Technologist.

f. Research Member

- (1) Applications for Research Member membership shall be made in writing to the Executive Director. The completed application, Research Agreement and Privilege of Use contract shall be accompanied with an application fee payable to the Association. Said fee shall be established at the discretion of the Executive Board and be refunded only if the applicant is unable to meet the minimum qualifications of the membership category.
- (2) Minimum qualifications as are prescribed herewith.
 - (a) Candidate shall have a minimum of a bachelor degree in biological sciences, botany, agriculture, horticulture, or related field benefiting seed technology.
 - (b) Candidate shall provide evidence of employment in teaching, research, or outreach in the field of seed technology. Self-employment in agronomic services is acceptable with a minimum of 500 hours per year.
 - (c) Candidate shall provide evidence of outreach/research productivity in seed technology, or providing seed science advice during the past two years. Evidence will include, but not necessarily be limited to, article(s) in peer-reviewed publications and educational and/or informational presentation(s).
 - (d) Candidate must have access to a research facility for the purpose of conducting their research.

g. Associate Member

- (1) Applications for Associate Member membership shall be made in writing to the Executive Director. The completed application shall be accompanied with membership fee payable to the Association. Said fee shall be established at the discretion of the Executive Board.
- (2) Qualifications: No examination or approval is required for Associate Membership. They shall be non-accredited persons with an interest in seed technology,

h. Student Member

- (1) Applications for Student Member membership shall be made in writing to the Executive Director. The completed application shall be accompanied with membership fee payable to the Association. Said fee shall be established at the discretion of the Executive Board.

- (2) Qualifications: Evidence of enrollment in a full-time undergraduate or graduate degree program at a recognized university and an academic focus in botany, plant science, agriculture, plant breeding, horticulture, or related scientific disciplines.

2. Laboratory Member

- a. Applications: Applications for Laboratory Membership shall be made in writing to the Executive Director. The completed applications and Privilege of Use Contract shall be accompanied with an application fee payable to the Association. Said fee shall be established at the discretion of the Executive Board and be refunded only if the applicant is unable to meet requirements the minimum qualifications of the membership category.
- b. Minimum qualifications as are prescribed herewith.
 - (1) Candidate shall be state or federal institutions actively engaged in seed research, seed quality testing, and/or seed regulatory testing.
 - (2) Obtain unanimous approval of the Executive Board.
 - (3) . As part of membership dues a Laboratory Member is entitled to up to four individual members as part of their membership and all such individual members affiliated with a Laboratory Member shall meet requirements for individual membership (as defined in Article I. Membership). Additional qualified individuals affiliated with a Laboratory Member can apply and pay membership fees as determined by the Executive Board to become individual members. These members shall have all the privileges and responsibilities of individual members as described in this document.
 - (4) Candidate must maintain a properly equipped seed testing laboratory or contract the services of a properly equipped seed testing laboratory (refer to Appendix D).

C. Maintenance of Membership

1. Active Membership

a. Registered and Certified Members

- (1) Professional Activity: Registered and Certified Members must be actively engaged in the profession of seed testing, in association with a laboratory that maintains the minimum prescribed equipment and current reference material as determined by the Executive Board.
- (2) Dues: Dues for Registered and Certified Members shall be determined annually by the Executive Board, based on projected requirements as recommended by the Executive Director. Dues for the upcoming year shall be paid annually, on or before May first. The fiscal year of the Association shall be from May first to April thirtieth. Initial Registered or Certified dues are prorated to the nearest quarter upon activation.

- (3) Continuing Education: To maintain Registered or Certified Membership status, each Member shall accumulate a minimum of three (3) points of Continuing Education from at least one of the following areas requirements every three (3) years. Verification (e.g., registration documents, certificates of attendance, transcripts, etc.) of participation or attendance must be submitted to the Executive Director. Failure to meet these requirements shall result in a loss of membership. Reinstatement of Certified or Registered member status may be accomplished only when the continuing education requirement is brought current.
- (a) Attend the annual meeting of the Association. One point may be obtained for each day of registered attendance, one of which shall include the business meeting. Attendance at the business meeting will be verified by roll call.
 - (b) Attend a national, regional, or local seed trade meeting. One-half point may be obtained for each day of registered attendance.
 - (c) Participate in an Association seed testing referee. One point may be obtained for each eligible referee. An eligible referee must be coordinated by an Association committee and must consist of five or more participants from three or more laboratories and provide comparative results to each participant.
 - (d) Participate in an Association or an International Seed Testing Association refereed proficiency test including satisfaction of any remedial measures. One point may be obtained for each eligible proficiency test completed.
 - (e) Attend a seed workshop (seed school). Such workshops must relate directly to seed technology and be comprised of at least fifty percent 'hands-on' practical exercises. Workshop content must meet with the approval of the Executive Director prior to attendance. One point may be obtained for each half day (three hours) of registered attendance.
 - (f) Satisfactory completion of an approved college courses, including distance-learning courses, in seed related subjects. Three points may be obtained for each semester hour or two points for each quarter hour.
 - (g) Satisfactory completion of individualized seed technology training from a qualified trainer, an Association Registered, Certified, or Research Member, or a Canadian Accredited Seed Analyst Approval of the training plan must be obtained from the Executive Director prior to commencement of the training. One point may be obtained for every three hours of supervised training with a maximum of two points per day.
- (4) Compliance and Liability: Each Registered or Certified Member agrees to fully comply with all Association Bylaws. The Association, or its Members, or both,

shall not be responsible for any damage caused to a Member charged, investigated, or expelled in accordance with Articles VIII or IX, or both.

b. Research Member

- (1) Professional Activity: Research Members shall be individuals actively involved in teaching, research and outreach in the field of seed science and technology, including implementing seed regulatory monitoring programs and providing seed science advice and have fulfilled said requirements and qualifications.
- (2) Dues: Dues for Research Members shall be determined annually by the Executive Board, based on requirements as recommended by the Executive Director. Dues for the upcoming year shall be paid annually on or before May first. The fiscal year of the Association shall be from May first to April thirtieth. Initial Research dues are prorated to the nearest quarter upon activation.
- (3) Compliance and Liability: Each Research Member agrees to fully comply with all Association Bylaws. The Association, or its Members, or both, shall not be responsible for any damage caused to a Member charged, investigated, or expelled in accordance with Articles VIII or IX, or both.

c. Associate Member

- (1) Professional Activity: Associate Members shall be individuals with a professional interest in seed technology.
- (2) Dues: Dues for Associate Members shall be determined annually by the Executive Board, based on projected requirements as recommended by the Executive Director. Dues for the upcoming year shall be paid annually, on or before May first. The fiscal year of the Association shall be from May first to April thirtieth. Initial Associate dues are prorated upon activation.
- (3) Compliance and Liability: Each Associate Member agrees to fully comply with all Association Bylaws. The Association, or its Members, or both, shall not be responsible for any damage caused to a Member charged, investigated, or expelled in accordance with Articles VIII or IX, or both.

d. Student Members

- (1) Student Activity: Student Members shall be currently enrolled in undergraduate or graduate level courses in a field related to seed science and technology at a recognized institution of higher learning.
- (2) Dues: Dues for Student Members shall be determined annually by the Executive Board, based on projected requirements as recommended by the Executive Director. Dues for the upcoming year shall be paid annually, on or before May first. The fiscal year of the Association shall be from May first to April thirtieth. Initial Student dues are prorated upon activation.
- (3) Compliance and Liability: Each Student Member agrees to fully comply with all Association Bylaws. The Association, or its Members, or both, shall not be

responsible for any damage caused to a Member charged, investigated, or expelled in accordance with Articles VIII or IX, or both.

e. Laboratory Members

- (1) Professional Activity: Laboratory Members shall be state or federal institutions actively engaged in either seed research, seed quality testing and/or seed regulatory testing in association with a laboratory that maintains not less than the minimum prescribed equipment and current reference material as determined by the Executive Board.
- (2) Dues: Dues for Laboratory Members shall be determined annually by the Executive Board, based on projected requirements as recommended by the Executive Director. Dues for the upcoming year shall be paid annually, on or before May first. The fiscal year of the Association shall be from May first to April thirtieth. Initial Laboratory Member dues are prorated to the nearest quarter upon activation.
- (3) Compliance and Liability: Each Laboratory Member agrees to fully comply with all Association Bylaws. The Association, or its Members, or both, shall not be responsible for any damage caused to a Member charged, investigated, or expelled in accordance with Articles VIII or IX, or both.

2. Loss of Membership Privileges

a. Reasons for Loss of Membership Privileges

- (1) Resignation from Association: Resignations shall be submitted in writing to the Executive Director. Reasons for resignations include unemployment, retirement, leave of absence from employment, inability to meet membership maintenance requirements. All indebtedness and dues for the current fiscal year shall be paid at the time the resignation is submitted.
- (2) Non-payment of dues: Failure of any Member to pay dues owed to the Association for a period of ninety days from the date of the first item of indebtedness shall be grounds for dismissal from Membership. The Executive Director shall give written notice to the delinquent Member that said dues must be fully paid within thirty days from date of indebtedness. If the delinquency exists after ninety days, the Member shall be dropped from Membership and shall lose all rights and privileges of membership and must immediately discontinue use of the Seal, Seal Number, Logo, membership title and name of the Association as applicable.
- (3) Suspension or expulsion: Membership in the Association is a privilege and not a legal right. Any Member of the Association may be suspended or expelled from Membership and deprived of the privileges appertaining thereto for any illegal or unethical action, as defined in Article VIII Code of Ethics, for any conduct which might adversely reflect upon the reputation and high standing of the Association, or for failure to comply with the principles and purposes of the Association in

accordance with this Constitution and Bylaws. Complaints against a Member shall be processed as provided by Article IX.

b. Registered, Certified, Research, or Laboratory Member Inactive

Registered, Certified, Research, and Laboratory Members Inactive shall not be eligible to vote or hold an elective office, and shall not have use of the Logo, Name of the Association, or title for business purposes. Registered Members Inactive shall not have use of the Seal or Seal Number and shall return the seal, if applicable, within thirty days of being served notice. Inactive Members shall pay no dues.

c. Registered, Certified, Research, or Laboratory Member Suspended

Registered, Certified, Research, and Laboratory Members Suspended shall not be eligible to vote or hold an elective office, and shall not have use of the Logo, Name of the Association, or title for business purposes. Registered Members Suspended shall not have use of the Seal or Seal Number and shall return the seal, if applicable, within thirty days of being served notice. Suspended Members shall continue to pay dues.

d. Expelled Members

Expelled Members shall not participate in Association activities, shall not use the Logo, Name of the Association, or title for business purposes, and shall immediately surrender the seal and seal number, if applicable.

3. Reinstatement to Active Membership

a. Registered, Certified, Research and Laboratory Member Inactive

Applications by a Member Inactive for reinstatement shall be made in writing to the Executive Director, and shall become effective only upon verification the applicant meets appropriate minimum requirements for and maintenance of membership as determined by the Executive Board, laboratory facility inspection is completed or proof of compliance for the continuing education requirement, or both, if applicable, payment of all past due and current membership dues, receipt of signed "Privilege of Use" Contract, and unanimous approval by the Executive Board.

b. Suspended Member

Following appropriate corrective action, a Registered, Certified, Research or Laboratory member whose membership has been suspended may be reinstated by action of the Executive Board.

c. Expelled Member

An expelled Member is not eligible for reinstatement to the Association

d. Membership Relocation

In the event of change in employment or relocation, Individual and Laboratory Members shall immediately notify the Executive Director. Inspection of the new facility may be required. In the case of change of employment a new Research Agreement or "Privilege of Use" Contract, or both shall be signed with the new employer, and returned to the Executive Director.

D. Privilege of Use of the Seal, Seal Number, Logo, Authorized Membership Title and Name of the Association.

1. Definitions

- a. **Authorized Membership Title** = Indicates the professional experience and training of the individual with which it is associated.
 - (1) Registered Seed Technologist (RST) = Authorized membership title conferred by the Association upon an individual that meets the requirements for membership defined in Article 1.B.1.a, and who continues to be a Member in good standing as defined by the Association.
 - (2) Registered Genetic Technologist (RGT) = Authorized membership title conferred by the Association upon an individual that meets the requirements for membership defined in Article 1.B.1.b, and who continues to be a Member in good standing as defined by the Association.
 - (3) Certified Viability Technologist (CVT) = Authorized membership title conferred by the Association upon an individual that meets the requirements for membership defined in Article 1.B.1.c, and who continues to be a Member in good standing as defined by the Association.
 - (4) Certified Purity Technologist (CPT) = Authorized membership title conferred by the Association upon an individual that meets the requirements for membership defined in Article 1.B.1.d, and who continues to be a Member in good standing as defined by the Association.
 - (5) Certified Genetic Technologist (CGT) = Authorized membership title conferred by the Association upon an individual that meets the requirements for membership defined in Article 1.B.1.e, and who continues to be a Member in good standing as defined by the Association.
 - (6) Research Member = Authorized membership title conferred by the Association upon an individual that meets the requirements for membership defined in Article 1.B.1.f, and who continues to be a Member in good standing as defined by the Association.
 - (7) Laboratory Member = Authorized membership title conferred by the Association upon a laboratory entity that meets the requirements for membership defined in Article 1.B.2, and who continues to be a Member in good standing as defined by the Association.

- b. **Name of the Association** = Association of Official Seed Analysts/Society of Commercial Seed Technologists, Inc. (AOSA/SCST).

- c. **Logo** = Emblem of the Association.

- d. **Seal** = A signet of the Association having a raised emblem or stamp an impression on a receptive substance or a digital representation of the seal. Seals are issued to RST and RGT Members only.

- e. **Seal number** = Registration number of the RST or RGT. When more than one RST or RGT is employed at the same location, each may be registered under the same Seal number.

2. Purpose

- a. Appropriate uses of authorized membership titles include:
 - (1) In conjunction with the name and signature of the member on a report of analysis.
 - (2) In conjunction with the name of the member in the promotion of the individual or their business, or both.
- b. Name of the Association and logo are used to identify the professional organization comprised of seed technologists and researchers, and distinguish this Association from others of similar name or purpose, or both. Appropriate uses of the name of the Association and logo include:
 - (1) To identify official correspondence and publications of the Association.
 - (2) To identify Members of the Association.
 - (3) To promote the organization and its Members to the agricultural community.
- c. Appropriate use of the seal includes application of the signet of the Association, either by raised impression or digital representation, on a report of analysis. This validates the signer as a RST or RGT Member of the Association. It also validates the report as an original document. The use of the seal is optional.
- d. Appropriate use of the seal number includes use by the RST or RGT Member in conjunction with:
 - (1) Signature and authorized membership titles on a report of analysis.
 - (2) Use of Association name, logo, and authorized membership titles in professional correspondence or in promotional publications, or both.

3. Privilege of Use Contract

- a. RST and RGT Members: The Privilege of Use Contract for the seal, seal number, logo, name of the Association, and authorized membership title for RST and RGT Members shall be governed by the Executive Board. Use of the Association seal and seal number is limited to RST and RGT Members. The fees associated with the issuance of the seal and seal number shall be established by the Executive Board and collected by the Executive Director. The Executive Director shall provide proper “contract” forms, which shall specifically designate conditions of use and those governing surrender.
- b. This contract for “Privilege of Use” shall be compulsory and binding on all RST and RGT Members. The Seal, if issued to the RST or RGT Member, shall be returned to the Executive Director, within thirty days, in the event of becoming a Registered Member Inactive or expulsion. The “Privilege of Use” shall be voided therewith. Transfer or relocation of consignee of Seal shall be done as provided by Article I. Section 9 of Bylaws hereof.
- c. CVT, CPT, CGT, Research, and Laboratory Members: The Privilege of Use Contract for the logo, name of the Association and authorized membership title for CGT, CPT, CVT, Research Member, and Laboratory Member shall be governed by the Executive Board. The Executive Director shall provide proper “contract” forms, in duplicate, which shall specifically designate conditions of use and those governing surrender.

- d. This contract for “Privilege of Use” shall be compulsory and binding CGT, CPT, CVT, Research, and Laboratory Members. In the event of becoming an Inactive Member or expulsion the “Privilege of Use” shall be voided therewith.
- e. Use and Misuse of Contracted Items:
 - (1) Report of Analysis
 - (a) The Association name and logo, seal, seal number, and authorized membership title Registered Seed Technologist or Registered Genetic Technologist, are to be used to show association with the member.
 - (b) The Association name, logo, and authorized membership title Certified Genetic Technologist, Certified Purity Technologist, or Certified Viability Technologist are to be used to show association with the member and are limited only to the area for which member certification has been obtained through this Association.
 - (c) The Association name, logo, and authorized membership title are to be used in association with the Laboratory Member.
 - (d) Misuse of the Association name, logo, seal, seal number and authorized membership title would occur if used on a report containing false, misleading, inaccurate, incomplete, or plagiarized information.
 - (e) The Association name or logo shall not be used as part of a background design or watermark on the report of analysis.
 - (2) Correspondence:
 - (a) The Association name and logo may be used as stationary letterhead by Executive Board Members only when conducting official correspondence on behalf of the Association.
 - (b) The Association name, logo, seal, seal number and authorized membership title may be used in association with the signature of an active RST or RGT Member in good standing on any appropriate business or professional correspondence.
 - (c) The Association name, logo, and authorized membership title may be used in association with the signature of an active CGT, CPT, CVT, or Research Member in good standing on any appropriate business or professional correspondence.
 - (d) The Association name, logo, and authorized membership title may be used in association with the signature of a designee of an active Laboratory Member in good standing on any appropriate business or professional correspondence.
 - (e) Misuse of the Association name, logo, seal, seal number, and authorized membership title would occur if associated with correspondence that contained false, misleading, inaccurate, or plagiarized information.

- (f) The Association name or logo shall not be used as part of a background design or watermark on the correspondence.
- (3) Publications:
 - (a) The Association name, logo, and authorized membership title can be used in all Association publications.
 - (b) The Association name, logo, seal, seal number and authorized membership title may be used by active RST and RGT Members in good standing to indicate their professional expertise in publications or to promote their business or laboratory.
 - (c) The Association name, logo, and authorized membership title may be used by active CGT, CPT, CVT, Research, and Laboratory Members in good standing to indicate their professional expertise for publications or to promote their business or laboratory.
 - (d) Misuse of the Association name, logo, seal, seal number, and authorized membership title would occur if associated with publications that contained false, misleading, inaccurate, or plagiarized information.
- f. Retired or Inactive Members: Retired or Inactive Members no longer have a contractual agreement with the Association that authorizes use of the Association name, logo, seal, seal number, and membership title.
- g. Expelled Members: Expelled Members no longer have a contractual agreement with the Association that authorizes the use of the Association name, logo, seal, seal number, and membership title.

ARTICLE II. EQUIVALENCE

A. Recognition of Examinations for Registered and Certified Members

Recognition of accreditation examinations conducted by other seed testing organizations can be determined equivalent to the examinations of the Association by recommendation of the Executive Board and unanimous approval of the Examination Committee.

B. Application for Membership

Individuals who have successfully passed recognized examinations could apply to become an Individual Member in the appropriate category without requiring further examination. The appropriate application for membership must be completed and filed with the Executive Director. The appropriate Membership dues must be paid at the time of application.

ARTICLE III. GOVERNANCE

A. Elective Offices

1. Nominations

The Nominations Committee shall be responsible for soliciting nominations from the Association Membership candidates for elective offices of the Association. Such candidates shall be drawn from Members in good standing at the time of election. To insure a wide representation of the Association Membership on the Executive Board, no more than one Executive Board Member shall be from the same laboratory, company or organization. The nominations committee will be responsible for ensuring that nominees are willing and eligible to serve. The Nominations Committee shall nominate no more than two candidates for the office of Vice President. If more than two candidates are nominated for Vice President then the two candidates who receive the most nominations will be placed on the ballot. No more than three candidates shall be nominated for each Director-at-Large position. If additional candidates are nominated, the candidates who receive the most nominations will be placed on the ballot. If there is only one candidate for a position that candidate shall run against an open write-in slot.

The committee shall submit a slate of candidates to the Executive Board not later than forty-five days prior to the annual meeting date.

2. Elections

Elections shall be by electronic message, facsimile or mail ballot and held annually.

The Executive Director shall furnish each voting Member in good standing with one official ballot, which shall be marked and returned to the Executive Director not less than ten days prior to the Annual Meeting date. The Executive Director shall tally the ballots and a majority of returned ballots shall elect.

3. Elected Officers

The elected officers of the Association shall be Members and designate Member representatives of Laboratory Members and shall comprise an Executive Board consisting of a President, Vice President, and seven Directors-at-Large. Elected officers shall serve without compensation, except for reimbursement of personal expenses in service to the Association as may be authorized by a majority vote of the Executive Board.

4. Terms of Office

The President shall serve for a term of two years. The Vice President shall serve for a term of two years and then ascend to the office of President. A member may serve in the office of Vice President and ascend to the office of President more than one time. Directors-at-Large shall serve for a term of three years. Director-at-Large may serve for two consecutive terms.

5. Vacancy of Office

- a. President - Should a vacancy occur in the Presidency, the Vice-President shall relinquish the office and become Acting President until the close of the next annual meeting whereupon he/she shall become President.
- b. Vice-President - Should a vacancy occur in the Vice-Presidency, the Executive Board shall elect one of its members to serve as Vice-President until the next annual election at which time a Vice-President shall be elected.

- c. Both President and Vice President - Should a vacancy occur in both the Presidency and Vice-Presidency, the Executive Board shall elect one of its members to serve as Acting President, and another to serve as Acting Vice-President until the next annual election at which time a President and Vice-President will be elected.
- d. Director-at-Large – Should a vacancy occur in a Director-at-Large position, the position may be filled until the next annual election by a Member nominated by the President and approved by a majority vote of the remaining members of the Executive Board. If an officer changes employment during their term of office to a laboratory where another current officer is employed, they shall be allowed to complete their term of office.

B. Executive Director

The Executive Director is an At-Will employee of the Association. The Executive Board will define the duties and responsibilities of the position, and determine compensation. The Executive Board will appoint a selection committee to interview potential candidates and make a hiring recommendation to the Executive Board. The Executive Director is an ex-officio Member of the Executive Board without voting privileges. The Association shall purchase a Fidelity Bond on the Executive Director with a face value of 1.5 times the amount of the Annual Budget.

C. Official Duties

1. Executive Board

The Executive Board shall have full responsibility at all times for the following duties:

- a. Conduct the business of the Association when the Association is not in session.
- b. Consider matters of policy and make recommendations to the Association concerning such matters.
- c. Act upon matters referred to it for decision or recommendation by the Association Membership at each annual meeting.
- d. Make financial arrangements for the production and distribution of publications.
- e. Set the time and place of the annual meeting.
- f. Approve special meetings of the Association or the Executive Board when the need for such has been determined to exist.
- g. Decide elections in case of tie votes.
- h. Approve tentative rules for testing seeds.
- i. Approve the minutes of each annual meeting prior to publication.
- j. Report all actions to the Association Membership at each annual meeting.
- k. Approve the annual budget as prepared by the Executive Director.
- l. Shall develop workshops and/or symposiums for the Annual Meetings.
- m. Shall review and recommend revisions of the Associations Constitution and Bylaws.
- n. One member of the Executive Board shall serve as Member on the Ethics Committee.
- o. One member of the Executive Board shall serve as Chair of the Proficiency Testing Committee.

2. President

The President shall preside at all Association and Executive Board meetings and:

- a. Appoint all committee chairs.

- b. Serve as chair of the Merit Award Committee.
- c. Serve as advisor to the Meeting Place Committee.
- d. Appoint an Audit Committee, which shall make an annual audit of the books of the Executive Director.
- e. Shall see that programs decided upon by the Executive Board are carried out by the Vice Presidents, the Executive Director, Directors-at-Large, and Committees.
- f. Review reports on all committee activity during term of office.
- g. Shall be an ex-officio Member of all committees, with the exception of the Nominating Committee.
- h. Shall serve as Chair of the Affiliate Committee.

3. Vice President

The Vice President shall assume such duties as may be assigned by the President and;

- a. Shall preside at Association and Executive Board meetings in the absence of the President.
- b. Shall be Chair of the Examination Committee.
- c. Serve as a member of the Meeting Place Committee.
- d. Serve as Member of the Merit Award Committee.

4. Executive Director

- a. Shall perform all Membership-related duties as set forth in the Bylaws.
- b. Shall be responsible for all activities of the Membership Committee to include providing Membership materials when requested, and maintain and update Membership materials.
- c. Receive and process all applications for Membership, maintain all signed and returned Privilege of Use Contracts.
- d. Shall receive and investigate all continuing education agendas for all Members, re-examination applicants, and shall receive and monitor tutorial programs for all potential Registered or Certified Member candidates.
- e. Shall assist and prepare materials for the examination of RST, CPT, CVT, RGT, and CGT candidates.
- f. Shall perform treasurer duties by managing financial needs of the Association, including preparing financial status reports as needed, budgets, and quarterly reports.
- g. Shall collect all Membership dues and assessments, pay all expenditures, make and maintain adequate records of Association affairs.
- h. Shall provide and be steward of all Association publications and their sale or distribution.
- i. Shall perform secretary duties by making minutes of the Annual Meeting and other such meetings as may be called, furnish each voting Member with proper ballot forms for election of officers and Honorary Member, and report results of all such elections.
- j. Maintain correspondence files.
- k. Shall be responsible for the consignment and/or recall of the Association Seal & Logo, and all records pertaining to same.
- l. Shall notify all Members on Association matters, meetings, proposed amendments and furnish such forms as may be necessary thereto.
- m. Shall maintain web site information and edit a periodical electronic newsletter to keep Membership updated on Association activities.
- n. Shall perform administrative duties for the Association and handle business affairs to manage daily operation of the Association, act as a liaison between related professional organizations, expand relationships, and increase visibility of the Association.
- o. Shall represent the Association at seed industry and affiliate organization meetings as directed by the Executive Board.

- p. Coordinate committee chair activities.
- q. Coordinate schedule needs for Annual Meetings and exam locations.
- r. Assist in facilitating referee projects.
- s. Assist the Proficiency Testing Committee in developing and conducting the testing program.
- t. Other duties deemed necessary by the Executive Board.

D. Meetings

1. Quorum

A quorum for the Annual or special meetings shall be forty percent of the eligible voting Members in good standing at the time of such meeting.

2. Rules of Order

The rules contained in "Robert's Rules of Order, Revised" shall govern the Association in all cases in which they are not inconsistent with the Bylaws of the Association.

3. Voting on Association Business

Every Member of the Association has the right and privilege to bring issues before the Membership for a vote. According to the Procedures for Conducting Business at the Annual Meeting (Appendix C) the old and new business agenda items must be presented or discussed during the Long Range Planning Session. Motions or resolutions not discussed or presented at the Long Range Planning Session during the current Annual Meeting cannot be proposed during the Business Meeting and will not be recognized on the floor for discussion or voting. However, the Association President may include agenda items he or she deems important to the Association.

During the annual business meeting of the Association business requiring membership approval is voted on by all Individual Members and the designated representatives of Laboratory Members in good standing that are present and eligible to vote. Votes in favor and those opposed are converted to percentages based on the total number of votes cast within each respective Membership type (i.e., Individual Members and Laboratory Members). The percentage designation is then dropped and the tally from each Membership type is added together for a possible cumulative total based on 200 total combined points. A simple majority of the cumulative tally shall determine the outcome of voting. To pass with a simple majority vote, a cumulative tally of 101 in favor out of 200 total combined points would be required. Designated representatives of Laboratory Members may also vote as Individual Members if eligible to do so.

The results of such voting will be binding upon the Association. In the event that a quorum is not present at such a meeting, the Members present can vote to require the Executive Board to bring a proposal before the entire Membership by electronic message, facsimile, or mail ballot within three months of such a vote.

E. Amendments to the Constitution and Bylaws

Amendments to the Constitution and/or Bylaws or repeal thereof, shall be made by two-thirds majority of affirmative electronic message, facsimile or mail ballots received by the Executive Director within thirty days after submission to all voting Members. Votes in favor and those opposed are converted to percentages based on the total number of votes cast within each

respective Membership type. The percentage designation is then dropped and the tally from each Membership type is added together for a cumulative total based on 200 total combined points would be required. A two-thirds majority of the cumulative tally shall determine the outcome of voting. To pass with a two-thirds majority vote, a cumulative tally of 134 in favor out of 200 total combined points would be required. Designated representatives of Laboratory Members may also vote as Individual Members if eligible to do so.

F. Executive Board Policies

The policy section, Appendix A, may be used by the Executive Board to record operational decisions or clarifications on issues not specifically covered in the Constitution and Bylaws. Occasionally the Executive Board must make operational decisions on issues not specifically covered in the Constitution and Bylaws. Appendix A is used to record these policy decisions in an easily accessible location. All policies in Appendix A will be reviewed annually by the Executive Board to confirm continued appropriateness for the Association. Any policy still in effect after ten years will be considered Standard Operating Procedure for the Association. The Executive Board will prepare appropriate language for such a policy to be included in pertinent handbooks or study guides, and/or be presented to the Membership for inclusion in the Bylaws of the Association.

G. Indebtedness

The Association is a not-for-profit organization. The Executive Board shall authorize and approve all expenditures. No Member or officer shall have authority to obligate the Association for any amount beyond the existing assets of the Association. Private property of Members or their employers shall not be subject to assessment for payment of the debts of the Association. Members and their employers will not be subject to assessment other than for Membership fees as provided by the Bylaws.

ARTICLE IV. AOSA RULES FOR TESTING SEEDS

A. Procedure for Rule Proposals

All proposed changes and additions to the AOSA Rules for Testing Seeds (Rules) must be sponsored or cosponsored by an Individual Member, Laboratory Member, committee or subcommittee of the Association. Proposed changes and additions to the Rules shall be submitted to the Rules Committee and must be accompanied by a summary of data or citation sufficiently adequate to justify the proposed change. Rules proposals shall be submitted to the Rules Committee on or before October 15 of each year. Final determination of the adequacy of data and publication of the Rules proposal for review by the Membership and other concerned parties shall be the responsibility of the Rules Committee. Proposals shall be published at least 90 days prior to an annual meeting at which such proposals shall be adopted or rejected.

B. Voting on Rule Proposals

Rule proposals are voted on at the annual meeting by all Individual Members and designated representatives of Laboratory Members in good standing, that are present and eligible to vote. Designated representatives of Laboratory Members may also vote as Individual Members if eligible to do so. Votes in favor and those opposed are converted to percentages based on the total number of votes cast within each respective Membership type i.e., Individual and Laboratory Members). The percentage designation is then dropped and the tally from each Membership type is added together for a cumulative total based on 200 total combined points. A two-thirds majority of the cumulative tally is required to adopt a Rules proposal. A cumulative tally of 134 in favor out of 200 total combined points is required for adoption.

Rule(s) changes or additions adopted by the Membership at the annual meeting shall have an effective date of October 1 in the year they are adopted, unless otherwise specified. The Rules Committee is responsible for preparing the final version of the adopted rule(s) changes for publication.

C. Tentative Rules

Tentative Rules are accepted for publication as an addendum to the AOSA Rules for Testing Seeds upon review by the Rules Committee and the approval by a majority of the Executive Board, but shall have no official status. The Rules Committee will recommend to the Executive Board the acceptance or rejection of a tentative rule. This committee will provide a written rationale for their recommendation. The final decision for accepting or rejecting a tentative rule rests with the Executive Board. The purpose of a tentative rule shall be to give the Membership of the Association an opportunity to apply and evaluate a new method of testing seed before the method is submitted as a proposed rule. For a tentative rule to become a part of the AOSA Rules for Testing Seeds, it must be submitted as a Rules proposal to the Rules Committee, along with supporting evidence, and be adopted by the Association in accordance with Article IV, Sections A and B.

ARTICLE V. COMMITTEES

A. Committee Structure

1. Committee Chairs

The chair of each committee, unless otherwise specified in the Bylaws, shall be appointed each year by the President. All committees, except the Examination Committee may have co-chairs appointed by the President.

It shall be the duty of the chair of each committee to submit a written report at the annual meeting and to update the Executive Board throughout the year as requested.

2. Committee Members

Membership in Committees is open to all Association Members with the exception of the Examination, Referee, Research and Rules Committees, which shall be appointed by the President. Committee chairs, with approval of the President, appoint members of all other committees.

B. Classes of Committees

The classes of Committees of the Association shall be Standing, Special, and Subcommittee

1. Standing Committees

The purposes of these committees are to manage the association administration and publications, and to provide other seed testing related services and information to the Membership.

a. Affiliate Organizations Committee

This committee shall promote working relationships between the Association and other organizations with mutual interests. The President of the Association shall serve as facilitator of this committee and may invite representatives of the Commercial Seed Analysts Association of

Canada, the American Seed Trade Association, the Canadian Seed Trade Association, the Association of American Seed Control Officials, the Association of Official Seed Certifying Agencies, the National Association of State Departments of Agriculture, the International Seed Testing Association, and other similar organizations to participate in discussions on topics of mutual interest. This shall not preclude direct liaison between Association committees and corresponding committees of other organizations.

b. Constitution and Bylaws Committee

This committee will be responsible for receiving and preparing proposed changes to the Constitution and Bylaws. The committee shall consist of the Chair and three regular members.

c. Ethics Committee

This committee shall consist of the Chair, five regular members, and one Director-at-Large. The Director-at-Large shall serve as Liaison with the Executive Board. Regular members shall serve four years with no more than one-half the committee rotating off every two years. The duties of this committee shall be:

- (1) To address ethical questions from the membership.
- (2) To develop, encourage and promote among the members strong business unity, which will improve and perfect a standard of business integrity and ethics in transactions among the members, between members and the industry, and with the general public;
- (3) To encourage that in all testing and advertisements of testing, the Association members shall practice entire good faith, shall give full and truthful representation of the quality and descriptions of seeds sold or offered for sale, and in their trade relations shall avoid the use of terms or expressions that are false or misleading;
- (4) To accept ethical inquiries and investigate such inquiries to recommend a course of action to be taken and to report such findings to the Executive Board.
- (5) To keep all matters brought before the committee confidential between committee and Executive Board members.

d. Examination Committee

This committee shall consist of the Association Vice President and the Chair of the Seed Technology Board of Examiners and the Chair of the Genetic Technology Board of Examiners. The Vice President shall serve as Chair of the committee and as advisory to each examination board. Each Board of Examiners shall consist of a Chair and seven regular members selected by the President.

The duties of this committee shall be:

- (1) To review and evaluate all applications for Membership as provided by the Executive Director.
- (2) To recommend such courses or study for each RST, RGT, CGT, CVT or CPT applicant.
- (3) To maintain the highest level of security with examination materials;
- (4) To maintain and update a library of examination questions and sample materials.
- (5) To arrange places, times, and materials for the examinations.
- (6) To proctor, or assign proctors, and grade examinations in a professional manner.
- (7) Report the outcome of examinations to the Executive Board and Membership.
- (8) Determine equivalency of examinations conducted by other seed testing organizations, as described in Article II. Equivalence of these Bylaws.

e. Handbook Committee

The purpose of the Handbook Committee is to provide the final review for handbooks that are not part of the Rules before they are submitted to the Executive Board for approval for publication.

When necessary the committee makes recommendations to the appropriate handbook editor on changes that need to be made to current and future handbooks (drafts). The Handbook Committee Chair shall monitor progress on handbooks that are not part of the Rules and submit a report to the membership and Executive Board at the annual meeting. The committee shall consist of a Chair and at least five regular members.

f. Journal Committee

The committee shall produce and market the journal *Seed Technology* nationally and internationally and administer the publication operations by:

- (1) Managing all financial aspects of the journal.
- (2) Making a financial accounting annually to the Executive Board.
- (3) Engaging the services of a qualified editor.
- (4) Providing an annual job performance evaluation of the Editor.
- (5) Determining compensation for the Editor.
- (6) Marketing the publication.
- (7) Soliciting advertising sponsors.
- (8) Invoicing for subscription renewals.
- (9) Determining the most cost effective production methods.
- (10) Determining the appropriate customer media choices.

This committee shall consist of a Chair and at least six regular members. The committee members shall serve for a term of three years and are eligible to serve multiple terms. The Executive Board shall approve selection of the editor.

g. Legislative Committee

This committee shall prepare an annual report of changes in seed laws and regulations of the U.S. Department of Agriculture, Canadian Food Inspection Agency, and agricultural departments of the states in the United States. The committee shall consist of a Chair and at least two regular members.

h. Meeting Place Committee

The purpose of this committee is to ensure that each year a location is selected for the annual meeting of the Association and to assist the local meeting hosts in preparing for the annual meeting. The committee will review the hotel contracts and other financial obligations of the meeting hosts. The Executive Director and Vice President will serve as members of this committee.

i. Newsletter Committee

The committee shall compile and edit the periodical newsletter of the Association entitled *Seed Technologist News*. The Committee shall consist of the Chair, designated as 'Editor' and at least six regular members serving as regional editors.

j. Nominations Committee

The committee shall compile a slate of candidates for elected offices for submission to the Executive Board. The committee shall consist of the Chair and at least three regular members. The duties of this committee shall be:

- (1) To solicit nominations of candidates for all elected offices whose terms are due to expire.
- (2) To avoid accepting nominations that would result in more than one elected office holder from the same laboratory, company, or organization, as stipulated in Article III. A.1.
- (3) To establish eligibility and willingness of each nominee to serve if elected to office.

- (4) To submit a slate of candidates to the Executive Board at least forty-five days prior to the annual meeting.

k. Proficiency Testing Committee

The committee shall consist of the Chair selected from the Board of Directors, and two regular members consisting of the chairs of the Seed Technology Proficiency Testing Board and the Genetic Technology Proficiency Testing Board. The Chair shall serve as advisor to each Proficiency Testing Board. The purpose of the committee is to design and implement a proficiency testing program that monitors the ability of individual and laboratory members to utilize standardized testing protocols to provide accurate laboratory analyses on a broad range of crop kinds. Member participation in proficiency testing is voluntary. The responsibilities of the proficiency testing boards shall be:

- (1) The Seed Technology Proficiency Testing Board is responsible for developing a proficiency testing program for RST, CVT, and CPT Members.
- (2) The Genetic Technology Proficiency Testing Board is responsible for developing a proficiency testing program for RGT and CGT Members.

l. Referee Committee

The committee shall initiate, supervise and conduct referee tests, either regionally or for the entire Association, for the purpose of promoting more uniform application of prescribed testing and analytical procedures. The results of referee tests shall be circulated to participating seed laboratories and copies of these results shall be deposited in a permanent committee file. The committee shall analyze referee test results and report pertinent findings to the membership.

The committee shall consist of the Chair and six regular members, one each representing the six regions of the Association. The chairs of the Research and Rules committees shall serve as ex officio members.

m. Research Committee

The committee shall initiate, coordinate, supervise and conduct research that will lead to improved methods and practices in seed testing. The work may be conducted by members of the Research Committee or by the subcommittees. When research data are adequate, the Research Committee and subcommittees shall make recommendations to the Rules Committee for changes in the Rules for Testing Seeds.

The committee shall consist of the chairs of the research subcommittees, the Referee and Rules Committee chairs, and other Research Members who are interested in participating.

- (1) Research Subcommittees
 - (a) Cultivar Purity Subcommittee
 - (b) Flower Seed Subcommittee
 - (c) Genetic Technology Subcommittee
 - (d) Germination and Dormancy Subcommittee
 - (e) Purity Subcommittee
 - (f) Reclamation and Conservation Seed Subcommittee
 - (g) Seed Pathology Subcommittee
 - (h) Statistics Subcommittee
 - (i) Tetrazolium Subcommittee
 - (j) Tree and Shrub Subcommittee
 - (k) Vigor Subcommittee

n. Rules Committee

This committee shall receive and evaluate proposals and supporting data for changes in the Rules for Testing Seeds as specified in Article IV. The committee shall publish approved proposals for changes in the Rules for Testing Seeds as specified in Article IV, B, The Rules Committee shall submit to the Executive Board Tentative Rules for testing seeds for approval as specified in Article IV, C. The Rules Committee shall also interpret the Rules for Testing Seeds where clarification and amplification are needed.

This committee shall consist of five regular members with the chairs of the Research and Referee committees and the chair of the International Seed Testing Association Rules Committee serving as additional ex officio members. Each regular member shall serve for five years, and shall not be eligible for reappointment to the committee for one year. The President shall appoint the committee chair, preferably one of the continuing members. One member shall be appointed each year by the incoming chair with the approval of the President. Insofar as possible, the membership of the committee shall include representatives Canadian Food Inspection Agency and the United States Department of Agriculture.

o. Teaching and Training Committee

The committee shall support the teaching and training efforts of the Association by:

- (1) Promoting the use of Association Rules for Testing Seeds and appropriate handbooks.
- (2) Providing or promoting training opportunities to both beginning and experienced seed and genetic technologists.
- (3) Supporting mentoring/tutorial programs.
- (4) Working with the Examination Committee to increase the materials available to individuals studying to take Association examinations.

2. Special Committees

The purpose of these committees is to provide information, and support services to the Executive Board and membership. Special committees may include but are not limited to the following:

- a. Computer Committee
- b. Historian
- c. International Committee
- d. Library Committee
- e. Seed Library Committee
- f. Audit Committee
- g. Budget Committee
- h. Merit Award Committee

ARTICLE VI. PUBLICATIONS

The official publications shall be the journal *Seed Technology*, the *Seed Technologist Newsletter*, the *Rules for Testing Seed* and handbooks, the *Seed Technologist Training Manual* and other educational publications as may be provided or ordered by the Executive Board.

A. Seed Technology

Seed Technology shall be administered by the Journal Committee. The Journal Committee will be responsible for the publication and dissemination of the journal. Laboratory Members in

good standing will receive a copy of the journal as part of their membership dues. Subscriptions to the Journal shall be distributed and sold to the public.

B. The Seed Technologist Newsletter

The Seed Technologist Newsletter shall be compiled and edited by members of the Newsletter Committee under the direction of the Editor. The Executive Director will be responsible for publishing the newsletter. Website access to the newsletter shall be available to Members in good standing. Subscriptions to the newsletter shall be distributed and sold to the public.

C. AOSA Rules for Testing Seeds

The Rules for Testing Seeds shall be compiled and edited by the Rules Committee and shall be published by the Association. One complimentary copy of the AOSA Rules for Testing Seeds and/or annual updates shall be provided to Members in good standing. Other copies of the AOSA Rules for Testing Seeds shall be distributed and sold to the public.

D. Other Publications

All other publications of the Association shall be compiled, edited, published and distributed as the Executive Board may direct. The history of the Association shall be compiled, edited, published and distributed as the Executive Board may direct.

ARTICLE VII. TESTING PROCEDURES

A. Official Testing Procedures

When conducting laboratory tests that shall be used for the marketing and labeling of seed, Members are required to follow official testing procedures (Rules) as established by the Association, the Federal Seed Act, Canadian Food Inspection Agency (CFIA), the International Seed Testing Association, or specific rules pertaining to the country where seed is to be offered for sale. A statement of the rules used for said tests shall be included on the laboratory report of analysis. The Association name, Logo, and authorized membership title may be used on said reports. Use of the seal and seal number are restricted to reports signed by registered members.

B. Unofficial Testing Procedures

When methods and procedures other than those defined in Article VII, Section A are used, a statement clearly indicating this fact shall be included on the laboratory report of analysis. Test results derived using unofficial testing procedures may appear on the same report of analysis as those derived from official testing procedures (Rules). The Association name, Logo, and authorized membership title may be used on reports containing results derived from unofficial testing procedures. Use of the seal and seal number are restricted to reports signed by registered members.

ARTICLE VIII. CODE OF ETHICS

Professional practice implies professional knowledge and imposes the obligation of moral and ethical conduct. The following items shall apply to all Members:

- A. A Member shall not use sensational, exaggerated, or unwarranted statements that would reflect negatively upon the Association or the Profession, or both.
- B. A Member shall not knowingly permit the publication of their laboratory analyses or other documents for unethical or illegal purposes.
- C. A Member shall not give professional opinions or make recommendations without being thoroughly informed. The degree of completeness of the information upon which such recommendations or opinions are based, shall be made clear.
- D. A Member shall not issue a false statement or false information even though directed to do so by employer or client.
- E. A Member shall protect, to the fullest extent possible, the interest of an employer or client in so far as such interest is consistent with the law, professional obligations and ethics.

- F. A Member who finds that requests from an employer or client conflict with ethical and professional obligations to the Association shall resolve such conflicts in favor of the Association. Situations remaining unresolved shall be directed to the Executive Board.
- G. A Member shall not use, directly or indirectly, an employer or client's information in any way that would violate the confidence of the employer or client.
- H. A Member shall not divulge information given in confidence.
- I. A Member may advise an employer or client to consult, and cooperate with other specialists.
- J. A Member shall not accept a concealed fee for referring a client or employer to a specialist or for recommending professional service other than their own.
- K. A Member shall not falsely or maliciously attempt to injure the reputation of another Member.
- L. A Member shall give credit for work done by others and shall avoid plagiarism in oral and/or written communication.

- M. A Member shall endeavor to cooperate with others in the profession and encourage the ethical dissemination of technical knowledge.
- N. A Member having knowledge of unethical practices of another Member shall refer to the Constitution and Bylaws for procedural guidelines in a timely manner.

ARTICLE IX. GRIEVANCES

A. Grievance Committee

Should the occasion arise, a Grievance Committee may be appointed to investigate complaints or charges of non-compliance with these Bylaws by a Member. This Committee shall be appointed by the President and shall consist of five (5) Members: the President, the Executive Director and three Members, from the Registered, Certified, or Research categories. Should a seed firm be involved in such investigation, the President of the American Seed Trade Association may be called upon to appoint a Member of that organization to serve in an advisory capacity with this committee. The Members serving on this committee shall be known only to the President and the Executive Director.

B. Duties and Procedures

The Grievance Committee upon being appointed and apprised of such alleged unethical conduct, shall be empowered with authority to make inquiry of the individuals involved, and to conduct a complete investigation. All evidence shall be submitted in writing to the Executive Director. Complaints against a Member shall be processed as follows:

1. The complaint shall be signed and submitted in writing, to the Executive Director. It shall describe in detail the conduct of the offending Member and shall be supported with documentary evidence, where applicable.
2. Within ten days of receipt of said complaint, the Executive Director shall present same to the Executive Board.
3. The Executive Board shall either investigate the complaint, or direct the President to appoint a Grievance Committee, as provided for in Article IX, Section A, to investigate the charges as expeditiously as possible.
4. The report of the Grievance Committee shall be reviewed by the Executive Board. If the Executive Board finds reasonable cause that the charges should be further investigated, then a copy of the complaint shall be forwarded to the Member or Members so charged.
5. The Member and employer named in the complaint will fully comply and cooperate with the Grievance Committee and Executive Board in their investigation.
6. Within sixty days the Member being charged may appear before the Executive Board and may submit evidence in defense of the complaint. The Executive Board may thereupon request further investigation if deemed necessary or may dispose of the complaint as follows:
 - a. Dismiss the complaint and make publicly available all documentation relevant to the investigation if so requested by complainant;
 - b. Suspend the offending Member or Members and immediately recall the Seal and prohibit use of the Seal, Seal Number, Logo, authorized membership title, and Name of the Association for a period of not more than one year, all dues are to be paid during the period of suspension;
 - c. Expel the offending Member or Members and immediately recall the Seal and prohibit further use of the Name of the Association, Seal, Seal Number, Logo, authorized membership title, and void all contracts and agreements pertaining thereto. A Member that is expelled from the Association shall not be eligible for reinstatement.
 - d. Take other action such as the Executive Board may deem advisable.
7. The Executive Director shall notify the Member charged as to final disposition of the charges in writing. The Registered, Certified Member or Research Member and their employer will abide by the decision of the Executive Board.

ARTICLE X. INDEMNIFICATION

The Association shall indemnify each of its present or former directors, officers, employees or official representatives against all expenses reasonably incurred by said person(s), including settlements approved by the Association, judgments, costs and attorney fees, in connection with the defense of any litigation to which said person(s) is a party, because said person(s) is or was serving the Association within the scope of their respective duties.

ARTICLE XI. Removal of Officers and Employees

Any officer, director, employee or agent of the Association may be removed with or without cause by a 2/3 vote of the entire Executive Board.

ARTICLE XII. Conflicts of Interest

Transactions with other business entities must not be influenced or affected by the personal interests or activities of members of the Executive Board. Member activities or personal interests, including those of their immediate families, employer and coworkers, which could appear to influence the objective decisions required of a board member in the performance of their job responsibilities are considered to be a conflict of interest and are prohibited. When a conflict of interest is clear, the board member shall abstain from participating in discussion, decision making or voting on the subject under consideration. In the event that a board member is uncertain whether their actions could be construed as a conflict of interest, they are advised to seek the approval of their action or decision from the Executive Board.

A. Non-Participation.

When voluntary compliance with the conflict of interest guidelines can not be achieved, the Executive Board, by majority vote, may take appropriate action to avoid this conflict, including having the board member with the conflict abstain in voting, abstain from participation in discussion, or resign from the Executive Board.

B. Attempts to Influence.

Executive Board members shall not attempt to influence other board members regarding matters in which they are an interested party, without disclosing that interest.

ARTICLE XIII. DISTRIBUTION ON DISSOLUTION

Upon dissolution of the Association, the Executive Board shall distribute the assets and accrued income to one or more organizations as determined by the Executive Board. Said organization must be an agriculture related not-for-profit organization.

APPENDIX A. EXECUTIVE BOARD POLICY SUMMARY

This is the section where policies established by the board are recorded.

APPENDIX B. Procedures for Conducting Business at the Annual Meeting

1. Long Range Planning

1. Policy for Determining Topics of Discussion in the Long Range Planning Meeting.
 - a. A draft agenda and request for topics will be printed in the February Newsletter. All Members may petition for topics of discussion during the Long Range Planning Meeting.
 - b. Members will submit topic requests in the form of a motion with a short explanation by at least two weeks prior to the annual meeting.
 - c. The Executive Board will compile the requests and publish a final agenda for the Long Range Planning Meeting.
 - d. Members should review this information and come to the meeting prepared to discuss these topics. Members not attending the Annual Meeting may submit comments to the Executive Board. These comments will be presented at the Annual Meeting during the Long Range Planning.
 - e. Time will be scheduled for topics from the floor.
2. Appropriate time limits will be set for topics.

2. Business Meeting

1. Only topics discussed during the Long Range Planning Meeting may be brought to the floor for a vote by the Membership during New and Old Business in the Annual Meeting. The Association President may add topics to the agenda that they deem important to the Association.
2. Who Can Vote

Voting Members of the Association include: Research Members, RSTs, CVTs, CPTs, RGTs, CGTs, and designated representatives of Laboratory Members. Voting Members will be recognized as they enter the annual business meeting and each will receive voting cards and ballots for use in the Business Meeting. A green card will be used to indicate a yes vote; a red card will be used to indicate a no vote. Paper ballots will be used to vote on the Rule amendments, different colored ballots will be used by Laboratory Members and Individual Members.
3. Quorum- as defined in the Constitution and Bylaws:
4. Abstentions are a non-vote. Abstentions do not count when establishing a simple or 2/3 majority.
5. Motions that amend the Constitution or Bylaws will be sent to the Membership for a ballot vote after the annual meeting.

C. Business Meeting Agenda - general order of business. Agendas will be printed and distributed to the Membership. Committee chairs and anyone else giving a report will be seated at the front of the room. Member attendance will be verified and voting cards and ballots distributed as Members enter the business meeting

1. Call to order
2. Appoint Sergeant-at-Arms (four)
3. Approval of the Agenda- requires a motion and a second.
4. Vote on Rules
5. Approval of minutes of previous meeting (as printed in the Proceedings) - requires a motion and a second.
6. Reports

- a. Executive Director Report
 - (1) Membership update
 - (2) Financial update - printed copies provided
 - (3) Activity report
- b. President
- c. Vice President
- d. Directors-at-large
- e. Standing Committee
- f. Special Committees
- g. Resolutions Committee
7. Old Business
8. New Business
9. Swearing in of Officers
10. Announcement of next meeting
11. Adjournment

D. Definitions

Annual Meeting: A meeting of the Association for the purpose of conducting business.

Annual Business Meeting: The Association is required to meet once per year to conduct the business of the Association.

Long Range Planning Meeting: An informal meeting held at the annual meeting during which the Executive Board presents issues of concern to the Association. All Association Members have the right to propose agenda items. No binding action is taken during this meeting.

Parliamentarian: A person who is knowledgeable in the rules and procedures adopted by the Association for business meetings. The Association President appoints a parliamentarian prior to each business meeting.

Sergeant-at-Arms: A person who assists the President in keeping order during the business meeting. The Association President appoints a sergeant-at-arms prior to each business meeting.

APPENDIX C. MINIMUM PRESCRIBED EQUIPMENT AND CURRENT REFERENCE MATERIAL

MINIMUM EQUIPMENT AND REFERENCE MATERIAL REQUIRED BY THE EXECUTIVE BOARD TO BE CONSIDERED A MEMBER IN GOOD STANDING

Check items listed below which you have in your laboratory.

****Exceptions are made for specific laboratory testing needs****

EQUIPMENT

- Analytical Balance
- Fluorescence Equipment*
- Forceps (Tweezers)
- Microscope
- Germination Media/Equipment
- Hand Lens (minimum 7x)
- Light Magnification
- Mechanical Blower (May be crop specific)**
- Anemometer**
- Mechanical Divider
- Prechill Chamber ***
- Purity Board
- Record/Reporting Forms
- Sample Storage Facilities

*Used for cultivar testing **Where grasses are tested ***For those crops tested which require prechilling

REFERENCE MATERIAL- Current editions required

- AOSA Rules for Testing Seeds.
- AOSA Seedling Evaluation Handbook #35
- AOSA Uniform Classification of Crop and Weed Seed Handbook #25
- AOSA Uniform Blowing Procedure Handbook #24
- AOSA Tetrazolium Handbook
- AOSA Vigor Testing Methods: Handbook #32
- AOSA Cultivar Purity Handbook
- Rules and Regulations under the Federal Seed Act
- Current All State Noxious Weed Requirements. USDA
- Current State Seed Law and Regulations
- A good reliable Botany Text.
- Reference Seed Herbarium/Collection. (Minimum 150 kinds)

EQUIPMENT AND REFERENCE MATERIAL SUGGESTED BY THE EXECUTIVE BOARD

EQUIPMENT

- Exhaust System
- NIST Thermometer

REFERENCE MATERIAL

- MSDS Information
- RST Study Guide (available from the Association website)
- Seed Technologist Training Manual. (SCST 2005)
- International Rules for Seed Testing. (updated annually)
- Methods and Procedures for Testing Seed. Canadian Food Inspection Agency.
- Seed Act Regulations of Canada. Canadian Food Inspection Agency.
- Principles and Practices of Seed Technology. Text book by Dr. Larry Copeland & Dr. McDonald
- Identification of Crops and Weed Seeds. USDA Handbook #219
- Testing Agriculture and Vegetable Seeds. USDA Handbook #30

Please contact the Association Executive Director for assistance in gathering reference material.

APPENDIX D. DEFINITIONS of Terms in the Constitution and Bylaws (incomplete)

Fidelity Bond: A fidelity bond is a form of business insurance. It protects employers from any loss of money or property incurred as a result of errors or inappropriate actions of the covered employee.

Member in good standing: A Member who is in compliance with all maintenance of Membership requirements as stipulated by the Bylaws. These include ethical and continued education requirements as well as payment of dues.

Signal service: Signal service is a term used in the Bylaws of the Association to refer to an unexpectedly high dedication to and involvement in the function and activities of the Association by an individual who is not an active Member of the Association.

Tutor: An individual recognized by the Seed Technology Board of Examiners or Genetic Technology Board of Examiners as qualified to provide training to an analyst.