

AASCO BYLAWS
As Amended 2019

ARTICLE I. Name: The name of this organization is the Association of American Seed Control Officials, a nonprofit corporation organized under the laws of the State of North Carolina.

ARTICLE II. Headquarters: The Headquarters of the Association shall be situated at the office of the President.

ARTICLE III. Objectives: The objectives of the Association shall be:

- (A) To maintain and periodically amend the Recommended Uniform State Seed Law and otherwise promote uniformity in seed laws, rules and regulations, and the administration thereof.
- (B) To further the exchange of constructive ideas among administrators of seed laws.
- (C) To study and suggest improvements in proposed seed legislation through proper channels.
- (D) To cooperate with administrators of State, Dominion of Canada, and Federal Seed Laws.
- (E) To promote a general appreciation of the benefits of seed control to farmers, seedsmen, and the general public by encouraging the marketing and use of correctly labeled seed of high quality.
- (F) To develop and review sampling techniques and sampling equipment in order to promote uniform seed sampling procedures and uniformed seed testing thereof.

ARTICLE IV. Membership:

- (A) The membership of the Association shall be confined to official agencies whose duties involve the administration of State, Dominion of Canada, and Federal Seed Laws. Upon payment of dues, a member shall be considered in good standing.
- (B) Associate members shall be any individual employed by State, Dominion of Canada, or Federal Agency engaged in investigation or related work pertaining to seed.
- (C) Honorary members may be individuals who have rendered significant service to the Association and are so accredited by the Association.

ARTICLE V. Officers and Board of Directors:

- (A) The Officers of the Association shall be:
 - 1. President
 - 2. First Vice-President
 - 3. Second Vice-President
 - 4. Secretary
 - 5. Treasurer
- (B) The Board of Directors shall consist of current officers; the immediate past President, and five designated members; to consist of the Chair, or Chair designated member, from each of the four regional committees, and one member from the Dominion of Canada.
- (C) The terms of all officers shall run from the termination of each meeting until the termination of the second regular meeting or until successors have been appointed and/or elected.

ARTICLE VI. Functions of Officers:

President: The President shall call and preside at meetings of the Association and of the Board. The President shall be an ex-officio member of all Standing Committees of the Association.

First Vice President: The First Vice-President shall assist the President and, in the latter's inability to serve, shall carry out the duties of the office of the President. The First Vice-President shall serve as Chair of the Meeting Place and Program Committee. The First Vice-President shall also present an orientation about AASCO to new members near the beginning of each annual meeting, or as the need arises.

Second Vice President: The Second Vice-President shall act as an aide to the President and the First Vice-President and shall prepare the annual budget and perform other duties as designated by the Board. The Second Vice-President shall serve as Chair of the Audit/Finance Special Committee when formed.

Secretary: The Secretary, at the request of the President, shall summon all meetings of the Association and of the Board, and shall attend and keep records of all such meetings and perform all other duties of secretarial nature. The Secretary shall procure or conduce a presidential plaque in recognition of each outgoing President.

Treasurer: The Treasurer shall carry out all functions in relation to the collection and disbursement of such funds belonging to the Association as the Board shall authorize and shall be bonded.

ARTICLE VII. Functions of the Board of Directors:

- (A) In the case of vacancies in the panel of officers or members of the Board, the President shall appoint substitutes to serve until successors have been elected if the vacancy is less than one calendar year. For those vacancies that are over one calendar year, the elections committee will conduct a special election to fill the vacancy.
- (B) The Board shall decide elections in case of tie votes and manage and direct the affairs of the Association according to the provisions of the Charter and Bylaws and according to decisions arrived at by the Association at regular or special meetings.
- (C) The meetings of the Board shall be called in accordance with the provisions made under Article VI or on written request of six or more of its members.
- (D) The President shall render to each regular or special meeting of the Association a full account of the Board's proceedings and of the activities of the Association and shall present to said meeting an audited statement of accounts up to the end of the second calendar month preceding the month in which the regular meeting is held.
- (E) Five members of the Board shall constitute a quorum provided at least three of the members present are elected officials of the association.
- (F) The Board shall determine the time and place of each regular or special meeting of the Association.
- (G) The Board shall have the authority through the President or his/her designee to act on matters pertinent to the Association during the time the Association is not in session.
- (H) The Board shall publish and distribute Association's Handbook on Seed Sampling.
- (I) The Board shall accept nominees for the Honorary Membership Award and the Outstanding Seed Control Official or Program Award.
- (J) The Board shall review and decide applications from members, in good standing, for funding in assisting travel expenses to the AASCO annual meeting and other meetings the Board deems important for AASCO membership.
 - The Board reserves the right to deny financial assistance or funding for any event.
- (K) The Board shall review and decide applications for funding of seed testing research.
 - The Board reserves the right to deny financial assistance or funding for any research.

ARTICLE VIII. Meetings of the Association:

- (A) The regular meeting of the members of the Association shall be held annually. Special meetings of the Association and the Board may be held subject to the approval of the Board and the call of the President. A quorum at any regular or special meeting shall be attained with the attendance of at minimum one-fourth of the membership in good standing. Robert's Rules of Order shall be used in conducting the business of this Association.
- (B) Matters in dispute at meetings of the Association shall be referred to a vote of members, but irrespective of the number of persons present, the number of votes which may be cast shall not exceed one for each member State, Dominion of Canada, or Federal Government.

- (C) In the case of a tie vote on a matter presented to the membership for determination, the President, or in his absence, the First Vice-President, shall have the right to vote at meetings of the Association and of the Board. In all other committees of the Association, the acting Chair shall have the right to vote when the Committee is equally divided.
- (D) Suggested Order of Business - (subject to change by the Program Committee and approved by the Board.)
1. Call to order by the presiding officer.
 2. Roll Call.
 3. Report of Necrology by members.
 4. Report of Secretary.
 5. Report of the Treasurer.
 6. Announcement and appointment of special committees.
 7. President's Address.
 8. Special addresses.
 9. Reports of general interest.
 10. Report of Credentials and Membership Committee.
 11. Special topics (executive session).
 12. Report of Board.
 13. Report of Auditing Finance Committee.
 14. Unfinished business.
 15. New business.
 16. Adjournment.
- (E) The proceedings of the Association may embrace reports, papers, and the minutes of any regular or special meeting. All members in good standing shall be furnished the proceedings. Additional copies may be distributed or sold as the Board may direct.

ARTICLE IX. Committees: There shall be Standing and Special Committees and their chairpersons shall be appointed by the President, except where stated in the Bylaw. Standing Committees shall be those committees necessary for operations of the Association and four regional committees. Special Committees shall be formed for a specific stated purpose and goal and shall remain in effect until the goal is achieved, or the Board determines the committee to be absolved of the goal.

Standing Committees shall be the following:

1. Committee on Legislation and Labeling, with RUSSEL Review and Official Definitions

This committee is responsible for reviewing any proposed changes to state and federal seed laws, excluding changes to noxious weed seed lists. In addition, the committee shall make recommendations to the AASCO Board of Directors about any new official definitions, or changes to the official definitions, as well as modifications to the Recommended Uniform State Seed Law (RUSSEL). Ideally the membership of this committee shall consist of two active Seed Control Officials, with the President of the Association serving as Chairman, and one representative each from the Seed Regulatory & Testing Branch of USDA, Canadian Food Inspection Agency, The Association of Official Seed Analysts (AOSA), The Society of Commercial Seed Technologists (SCST), The Association of Official Seed Certifying Agencies (AOSCA), and The American Seed Trade Association (ASTA).

This committee shall develop the definitions of terms used throughout the industry and affiliated seed organizations for labeling, distribution and trade news. The "tentative" definitions shall be on trial for one year and voted upon by the membership at the next annual meeting to become "Official". If a tentative definition is substantively amended, it will require another year trial before becoming "official" by majority of vote of the membership. All approved "official" definitions may be submitted for addition to RUSSEL. The chairman of this committee shall call for proposed

amendments to RUSSL at least 90 days in advance of the annual meeting. Proposed amendments shall be submitted to the chairman of this committee for consideration 60 days prior to the first day of the regular annual meeting. The committee shall consider all submitted proposals and submit to the membership at least 30 day prior to the first day of the annual meeting, a list of proposals to be voted on by the membership.

In years where amendments are proposed, a "RUSSL Advisory Forum" may be held at least 1 day prior to the annual business meeting of the Association to discuss and receive input from affiliated organizations and interested persons concerning the proposals.

Representatives of affiliated organizations shall be invited to comment on the proposals for consideration by the membership of AASCO prior to the business meeting. A copy of all proposed amendments shall be sent to the Presidents of each organization at least 30 days prior to the annual meeting for study and consideration. Proposed changes to RUSSL shall be brought to the membership of the Association as a committee recommendation.

2. Meeting Place and Program Committee

This committee shall be responsible for securing meeting sites for the annual meeting of the association and preparing general plans for that meeting. The First Vice President of the Association shall serve as the committee chair. The committee shall consist of the First Vice President, the past President, and the state member hosting the annual meeting. The First Vice President and the past President shall solicit member states to host future meetings and receive official invitations from prospective hosts on behalf of the association and forward to the Board of Directors for consideration and approval. General plans for the annual meeting shall be submitted by the committee to the President for approval by the Board. Upon notification of Board approval by the President, the committee will arrange the details of such general plans as are approved by the Board.

3. Nominations/Elections Committee

This committee shall administer the nominations/elections process. Elections. This Committee shall receive nominations for officers in accordance with Article X, count the ballots, and prepare the ballot for the election of Second Vice-President, Secretary and Treasurer and for any other officer vacancy. The committee shall consist of the Chair and at least one other active Seed Control Official member in good standing.

4. Seed Inspector Qualifications & Training Committee

This Committee shall develop, collect and disseminate information about actual qualifications and recommended qualification of seed samplers utilized by states. The committee shall make recommendations to the membership about methods for training seed samplers. At least one member of this committee shall participate on any Special Committees created by the AASCO Board to develop processes for the accreditation of Seed Sampler Trainers. In addition, at least one member of this committee shall be participatory on any committees created by the President to review and evaluate the qualifications and performance of Seed Sampler Trainers. The committee shall consist of the Chair and at least three other active Seed Control Official members in good standing.

5. Handbook Committee

This Committee shall review sampling procedures and sampling equipment and make recommendations to the Board and members for changes to the handbook as specified in Article XI. The committee shall make approved edits and submit the handbook to the Board for publication and distribution. This Committee shall consist of the Chair and at least two other active members in good standing.

6. Northeast Seed Control Officials Committee

This Committee will promote uniformed application of state, Dominion of Canada, and federal seed laws within their defined region. In addition, the committee will identify relevant issues about the regulation of seed that are of direct concern to Seed Control Officials and communicate those concerns or recommendations to AASCO. This Committee shall be consisted of, but not limited to, members from the following states and country:

- (a) Connecticut
- (b) Delaware
- (c) Massachusetts
- (d) Maryland
- (e) New Jersey
- (f) New Hampshire
- (g) New York
- (h) Pennsylvania
- (i) Rhode Island
- (j) Vermont
- (k) Dominion of Canada

7. Northcentral Seed Control Officials Committee

This Committee will promote uniformed application of state, Dominion of Canada, and federal seed laws within their defined region. In addition, the committee will identify relevant issues about the regulation of seed that are of direct concern to Seed Control Officials and communicate those concerns or recommendations to AASCO. This Committee shall be consisted of, but not limited to, members from the following states and country:

- (a) Iowa
- (b) Illinois
- (c) Indiana
- (d) Kansas
- (e) Michigan
- (f) Minnesota
- (g) Missouri
- (h) Nebraska
- (i) North Dakota
- (j) Ohio
- (k) South Dakota
- (l) Wisconsin
- (m) Dominion of Canada

8. Western Seed Control Officials Committee

This Committee will promote uniformed application of state, Dominion of Canada, and federal seed laws within their defined region. In addition, the committee will identify relevant issues about the regulation of seed that are of direct concern to Seed Control Officials and communicate those concerns or recommendations to AASCO. This Committee shall be consisted of, but not limited to, the following states and country:

- (a) Alaska
- (b) Arizona
- (c) California
- (d) Colorado
- (e) Hawaii

- (f) Idaho
- (g) Montana
- (h) New Mexico
- (i) Nevada
- (j) Oregon
- (k) Utah
- (l) Washington
- (m) Wyoming
- (n) Dominion of Canada

9. Southern Seed Control Officials Committee

This Committee will promote uniformed application of state, Dominion of Canada, and federal seed laws within their defined region. In addition, the committee will identify relevant issues about the regulation of seed that are of direct concern to Seed Control Officials and communicate those concerns or recommendations to AASCO. This Committee shall be consisted of, but not limited to, members from the following states:

- (a) Alabama
- (b) Arkansas
- (c) Florida
- (d) Georgia
- (e) Kentucky
- (f) Louisiana
- (g) Mississippi
- (h) North Carolina
- (i) Oklahoma
- (j) South Carolina
- (k) Tennessee
- (l) Texas
- (m) Virginia
- (n) West Virginia

Special Committees shall be the following:

1. Administration/Enforcement and Operating/Procedures Committee

This Committee shall be formed at the behest of the Board to review and update the Administrative Practices Handbook and the Operating Procedures Manual. Committee members shall gather new state or federal administrative procedures and provide educational presentations at the annual meeting on any enforcement strategies (new or existing) that would increase compliance with seed laws, rules, and regulations. New subject matter that would enhance the value of the Administrative Practices Handbook shall be suggested to the Board of Directors. The Committee shall also update the Operating Procedures Manual by detailing the responsibilities for all office holders and committee chairpersons. Relevant amendments to the Bylaws of AASCO shall be incorporated into the Administrative Handbook and/or the Operating Procedures Manual and made available to the membership for use as reference guides. This committee shall consist the Chair and at least two other active members in good standing.

2. Audit/Finance Committee

The Second Vice-President of the Association shall serve as Chair of the Audit/Finance Committee. The Chair will audit the books (ledger), accounts, and reports of the Treasurer at the first of the calendar year and at the Annual Meeting. This committee shall consist of the Chair and at least one other Seed Control Official member in good standing. In addition, this committee shall, track

spending and income of the Association, and report to the Board of Directors on such topics when requested or when the need arises. This committee shall be formed to perform audits under the direction of the Second Vice-President and, at other times, at the behest of the Board.

3. **The Awards/Membership Committee**

Shall be formed at the behest of the Board to review nominee(s) for the following possible awards:

- (a) Honorary Membership Awards
- (b) Outstanding Seed Control Official or Program Awards
- (c) Additional awards recognizing service to the Association and the seed industry.

The following guidelines should be used for selection of the Honorary Membership Award.

- (a) Eligibility - The nominee who is selected to receive this award should be at least an Associate member employed by a State, Dominion of Canada or Federal agency engaged in investigative or related work pertaining to seed, and whose major field of interest is, or has been, seed law enforcement.
- (b) Criteria - The nominee must meet the following criteria:
 - (1) Has established a reputation as an efficient and progressive seed law enforcement official. Achievement in this area should be at the state, provincial or national level.
 - (2) Has effectively furthered the use of high quality seed through continued educational activity on a state, provincial or national level. Specific examples of accomplishments should be submitted
 - (3) Has served as Chair of at least two (2) standing Committees or four (4) special Committees or served in one or more of the offices of the Association. This may include the offices of President, Vice-President, Secretary, Treasurer or Board of Directors.
- (c) Procedure -The name of the nominee should be submitted to the Board at least 60 days prior to the annual meeting and must be accompanied by a concise summary indicating the significance and value of the candidate's achievements to the Association as outlined under Criteria. Upon the receipt of a nominee, the Board shall form the committee for reviewing the proposed nominee and summary and making a recommendation to the Board at their Board Meeting.
- (d) for approval during the annual meeting.

The following guidelines should be used for selection of the Outstanding Seed Control Official or Program Award.

- (a) Eligibility - The nominee(s) who is selected to receive this award should be at least an associate member employed by a State, Dominion of Canada or Federal agency engaged in investigative or related work pertaining to seed, and whose major field of interest is, or has been, seed law enforcement.
- (b) Criteria - The nominee(s) must meet the following criteria:
 - (1) Has established a reputation as an effective seed law enforcement official/program. Achievement in this area should be at the state, provincial or national level.
 - (2) Has effectively furthered the use of high quality seed by promoting regulatory compliance of State or Provincial and Federal Seed law(s). Specific examples of accomplishments should be submitted
 - (3) Has served as active member of the Committee on Legislation and Labeling, with RUSSEL Review and Official Definitions.
- (c) Procedure -The name of the nominee(s) should be submitted to the Board at least 60 days prior to the annual meeting and must be accompanied by a concise summary indicating the significance and value of the candidate's achievements in promoting regulatory compliance of seed laws as outlined under Criteria. Upon the receipt of a nominee, the Board shall form the committee for reviewing the proposed nominee and summary and making a recommendation to the Board at their Board Meeting, for approval during the annual meeting.

The committee shall consist of the Chair and at least two other active members in good standing.

4. **Charter & By-Laws Committee**

This Committee shall be formed at the behest of the Board to review the Charter and Bylaws of the Association and make recommendations for amendments. The committee shall consist of the Chair and at least three other active Seed Control Official members in good standing.

5. **Information, Education Committee**

This Committee shall be formed at the behest of the Board to:

- (a) prepare and present to the Association plans for advancing public familiarity with the benefits of seed control and the use of high quality seed,
- (b) make recommendations with respect to what publications shall be issued and the contents, form, extent, cost and distribution thereof,
- (c) prepare for dissemination to news media appropriate publicity with regard to Association meetings and accomplishments of the Association.
- (d) establish and update a website for the Association utilizing the services of a webmaster. The website will provide both a public location for posting of announcements relating to the activities of AASCO, RUSSL, and other items of a public nature. The website will also provide a secure location to be used as a forum for the membership to discuss items of interest and issues. The secure location will be accessible to only the AASCO membership.

The committee shall consist of the Chair and at least two other active members in good standing.

6. **New Seed Technologies Committee**

This committee will be formed at the behest of the Board to serve as an advisory group to AASCO members regarding issues of labeling, enforcement, and verification of varietal characteristics of seed products that have been improved or enhanced through traditional breeding and/or genetic engineering to resist pests and diseases, tolerate herbicides, or improve yields and performance. The committee shall consist of the Chair and at least two other active members in good standing.

7. **Scholarship Committee**

This committee shall be formed at the pleasure of the Board and shall be represented by members of the Board. This committee shall review scholarship applications for graduate or undergraduate students in U.S. colleges interested in furthering their education in seed technology (i.e. becoming an RST). The AASCO will provide up to \$1,000 to students who plan to enroll or are already enrolled in a U.S. college or university and meet this criterion:

- (a) interest - current and future - in the seed industry in particular and agriculture in general
- (b) scholastic achievement and activities
- (c) 1500-word essay on the importance and value of seed laws
- (d) financial need
- (e) letter(s) of recommendation

8. **Discretionary Committee**

Shall be any Special committee formed at the behest of the Board for a stated purpose other than those listed under Special Committees 1-7. The Board shall give the committee direction and a stated goal to achieve; which may include a time limit. The committee, unless otherwise directed by the Board, shall consist of the Chair, and at least two other active members in good standing or as stipulated by the Board.

ARTICLE X. Election of Officers and Directors:

At least 90, but not more than 120, days prior to the first day of each regular meeting of the odd year of the Association, the *Elections* Committee shall send nomination forms to the members of the Association in good standing for use in nominating candidates for the offices of Second Vice-President, Secretary and Treasurer and any other officer vacancy. Nominations shall be submitted by the members to the Chair of the *Elections* Committee. No person's name shall be placed on the ballot without their consent. The availability for office of the nominees will be determined by the Chair of the *Elections* Committee. The Chair of the *Elections* Committee shall prepare a ballot for the election of Second Vice-President, Secretary and; Treasurer and any other officer vacancy. The ballot shall include (a) the name of the three available nominees for each office receiving the highest number of nominating votes or (b) the name of all available nominees for an office if they number less than three. At Least 30 days prior to the first day of the annual meeting of the odd year the ballot shall be mailed by the Chair of the *Elections* Committee to all members of the Association in good standing. Members may cast one vote for a candidate to fill each vacancy. Ballots shall be submitted by the members to the Chair of the *Elections* Committee. All ballots received no later than 14 days prior to the first day of the annual meeting of the odd year shall be counted by the Chair of the *Elections* Committee. A plurality vote will elect. In the case of a tie vote, the Board shall decide the election by mail ballot. The President shall inform the candidates of the results of the election at least 5 days prior to the first day of the meeting, except in the case of a tie, in which case the successful candidate will be notified as soon as practical. Voting by ballot or otherwise shall be by members in good standing as indicated by the records of the Secretary and Treasurer at the time of the regular meetings or in the case of nominations and election of officers at the times the nomination forms and ballot are sent to the members. Each member whose dues are paid shall be entitled to one vote. Each regional committee shall submit one Board nominee from their respective committee for consideration by the Association at its annual business meeting of the odd year. A plurality vote of AASCO members present will confirm the Board member from each region. The term of office for those Board members shall be for two years. The First Vice-President shall succeed to the office of President. The Second Vice-President shall succeed to the office of First Vice-President.

ARTICLE XI. AASCO Handbook on Seed Sampling:

The AASCO Handbook on Seed Sampling shall be compiled and edited by the Handbook Committee and shall be published by the Association. The AASCO Handbook on Seed Sampling shall be distributed and sold as the Board may direct.

ARTICLE XII. Finances and Dues:

- (A) The payment of moneys belonging to the Association may only be made in connection with matters directly related to the objective of the Association as set forth in the Charter and Bylaws.
- (B) Responsibility for the finances of the Association is vested in the Board.
- (C) The income of the Association shall be derived from each member state, Dominion of Canada, and Federal Government. The dues from each member are hereby established at two hundred fifty U.S. dollars (\$250.00) payable annually on notice by the Treasurer.

ARTICLE XIII. Amendments to the Charter and Bylaws:

The Bylaws may be amended at any regular meeting by a favorable vote of a simple majority of the members present once a quorum has been attained. All suggested changes shall be submitted by the Charter and Bylaws Committee in writing one week before the first day of any regular meeting and considered the second or final day. The Charter may be amended in accordance with the laws of the State of North Carolina.

ARTICLE XIV. Dissolution of the Association:

Dissolution of the Association can only take place when members attending any regular meeting have been notified that said meeting is to include consideration of dissolution of the Association and shall have voted for it by two-thirds majority of those present and voting.

Amended: Article IX Ottawa, Ontario Canada July 1993 Amended: Article XI (3) Boise, Idaho, July 1994

Amended: Article IX (A) .7 Austin, Texas July 2005

Amended: Article VI (2nd VP); Article XI (C) Billings, Montana, July 2006

Amended: Article VII (A); Article IX 6(c); Article IX 8, 9, 10 (added); Article XI (C) Nashville, TN
August 2008

Amended: Article III (F); Article IV (A); Article V (B); Article VI; Article VII (E), (F); Article VII (H), (I), (J), (K) (added); Article VIII (A), (C), (D); Article IX Standing Committees 2, 3, 4; Article IX Standing Committees 5, 6, 7, 8, 9 (added); Article IX Special Committees 1, 2, 3, 4, 5, 6, 7; Article IX special Committees 8 (added); Article X; Article XI (added); Article XII (C); Article XIII San Antonio, TX 2019