

CONSTITUTION

and

BY-LAWS

of the

**SOCIETY OF COMMERCIAL SEED
TECHNOLOGISTS, INC.**

as adopted

MAY, 1954

with amendments of

**1955, 1958, 1959, 1962, 1977, 1985, 1987, 1989, 1990, 1992, 1995, 1997, 1999, 2001, 2001a,
2002, 2004, 2004a, 2007, 2015, 2015a, 2016, 2016a, 2019**

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CONSTITUTION

ARTICLE I. NAME

1 This Society shall be known as the Society of Commercial Seed Technologists, Inc. (SCST), a nonprofit
2 organization under the laws of the State of Wisconsin.

ARTICLE II. PURPOSES & POWERS

1 The purpose of this Society shall be to maintain and encourage the highest proficiency and professional standards
2 among its members: to promote seed technology research, teaching and extension activities: to promote
3 improvements in seed testing rules and procedures: to promote domestic and international seed trade: to encourage
4 cooperation between regulatory and commercial entities. The Society shall have full power and authority to govern
5 itself, to determine the qualifications and requirements for membership, to maintain a Board of Examiners and
6 conduct examinations, to discipline or expel members who engage in illegal or unethical practices or otherwise fail
7 to maintain the high standards of the Society. The Society shall have full power and authority to enforce its rules,
8 regulations and standards, and to engage in any activity within the objectives and purposes of the Society as adopted
9 by the Members.

ARTICLE III. MEMBERSHIP

1 The membership of this Society shall be limited to ten classes of members:

- 2 1. Registered Members who shall have the right to vote.
- 3 2. Certified Members who shall have the right to vote.
- 4 3. Professional Members who shall have the right to vote.
- 5 4. Research Members who shall have the right to vote.
- 6 5. Associate Members who shall be non-voting.
- 7 6. Honorary Members who shall be non-voting.
- 8 7. Registered Members Inactive who shall be non-voting.
- 9 8. Certified Members Inactive who shall be non-voting.
- 10 9. Professional Members Inactive who shall be non-voting.
- 11 10. Research Members Inactive who shall be non-voting.

12 Requirements for membership and the procedures to be followed by applicants shall be provided by the By-Laws of
13 this Society.

ARTICLE IV. FINANCES

1 The Society shall be maintained as a non-profit organization. Dues and Assessments shall be provided for in the By-
2 Laws. The By-Laws shall provide a "Use Fee" for use of the Society Seal, Seal Number, Insignia, Name of the
3 Society, and title Registered Seed Technologist (RST), title Registered Genetic Technologist (RGT) titles Certified
4 Genetic Technologist (CGT), Certified Viability Technologist (CVT), and Certified Purity Technologist (CPT), title
5 Professional Member (PM), and Research Members by Registered and Certified members, respectively.

ARTICLE V. INTERNAL AFFAIRS OF THE SOCIETY

1 The Executive Board shall be responsible for the business and internal affairs of the society. The Executive Board
2 shall be composed of the President, Vice President, Executive Director, and five Directors elected at large as
3 prescribed in the By-Laws.

ARTICLE VI. BY-LAWS

1 The By-Laws of the Society shall prescribe the qualifications and requirements for membership, the procedures for
2 election of officers, schedule of meetings, the Code of Ethics, Privilege of Use, Seal, Seal Number, Insignia, and
3 Name of the Society, and for the title Registered Seed Technologist, title Registered Genetic Technologist, title
4 Certified Genetic Technologist, title Certified Viability Technologist, title Certified Purity Technologist, title
5 Professional Member, and title Research Member and the duties of the Executive Board, Officers and Committee
6 Chair and Vice-Chair, and shall generally provide for the operation of the Society in an orderly and democratic
7 manner.

ARTICLE VII. MEETINGS

1 There shall be an Annual Meeting of the Society for the purpose of transacting business and for the general welfare
2 of the Society. Notice of the Annual Meeting shall be sent to all members ninety (90) days prior thereto. Special
3 meetings may be called by the Executive Board or at the request of one-fifth (1/5) of the Registered and Certified
4 Members. Notice of special meetings shall be sent to all members not less than fourteen (14) days prior thereto.

BY-LAWS

ARTICLE I. MEMBERSHIP

SECTION 1. Membership Classes

- 1 There shall be ten classes of membership in the Society of Commercial Seed Technologists as follows:
- 2 1. Registered Members who shall be referred to as: Registered Seed Technologist, (RST) and Registered Genetic
3 Technologist, (RGT).
 - 4 2. Certified Members who shall be referred to as: Certified Genetic Technologist, (CGT) Certified Viability
5 Technologist (CVT) and Certified Purity Technologist (CPT)
 - 6 3. Professional Member (PM).
 - 7 4. Research Member.
 - 8 5. Associate Member.
 - 9 6. Honorary Member.
 - 10 7. Registered Member Inactive, (RMI).
 - 11 8. Certified Member Inactive, (CMI).
 - 12 9. Professional Member Inactive (PMI)
 - 13 10. Research Member Inactive.

Registered Member

1 Registered Members shall be entitled to one (1) vote on all Society matters and the full privileges of the Society
2 including eligibility for any elective offices. The By-Laws shall determine and define the requirements and the
3 qualifications for Membership. The Examination Committee shall determine whether applicants for Registered
4 Membership have fulfilled the requirements for membership as to education, experience, and training. All applicants
5 for Registered Membership must be unanimously approved by the Examination Committee. The Executive Board
6 shall act as a Board of Review if the Examination Committee cannot reach unanimous approval.

Certified Member

1 Certified Members shall be entitled to one (1) vote on all Society matters, use of Society Name and Insignia, and
2 title Certified Genetic Technologist, title Certified Viability Technologist, title Certified Purity Technologist and
3 eligibility for any elective offices. The By-Laws shall determine and define the requirements and the qualifications
4 for membership. The Examination Committee shall determine whether applicants for Certified Membership have
5 fulfilled the requirements for membership as to education, experience, and training. All applicants for Certified
6 Membership must be unanimously approved by the Examination Committee. The Executive Board shall act as a
7 Board of Review if the Examination Committee cannot reach unanimous approval.

Professional Member

1 Professional Members shall be entitled to one (1) vote on all Society matters, use of Society Name and Insignia, and
2 title Professional Member and eligible for any elective offices. The Examination committee shall determine whether
3 applicants for Professional Member have fulfilled the requirements for membership as to education, experience, and
4 training. All applicants for Professional membership shall be unanimously approved by the Examination
5 Committee. The Executive Board shall act as a Board of review if the Examination Committee cannot reach
6 unanimous approval.

Research Member

Research Members shall be entitled to one (1) vote on all Society matters, use of Society Name and Insignia, and title Research Member and eligible for any elective offices. The Examination Committee shall determine whether applicants for Research Member have fulfilled the requirements for membership as to education, experience and training. All applicants for Research membership shall be unanimously approved by the Examination Committee. The Executive Board shall act as a Board of Review if the Examination Committee cannot reach unanimous approval.

Associate Member

1 Associate Members shall include persons aspiring to Registered or Certified Membership or persons with an interest
2 in seed technology. Associate members shall have use of the title Associate Member and shall have no vote, shall
3 not hold an elective office, and shall not have use of the Seal, Seal Number, Insignia, or Name of the Society. They
4 shall be entitled to all other privileges of the Society.

Honorary Member

1 Honorary Members are persons who have rendered signal service in one or more of the fields of activity of this
2 Society. They shall be nominated for such membership by a Registered, Certified, or Research Member subject to
3 approval of the Nominating Committee and subsequently elected by two-thirds (2/3) majority vote of returned
4 ballots of eligible voting members. Honorary Members shall have no vote nor hold an elective office. Not more
5 than one (1) Honorary Membership shall be awarded each fiscal year. Honorary Members shall pay no dues or
6 assessments

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SECTION 2. Applications, Qualifications, Requirements for Membership and Certificates of Membership

1 Persons eligible for membership shall be any person actively engaged in the profession of seed testing with not less
2 than the minimum prescribed equipment and reference material (Appendix C) and can fulfill such qualifications and
3 requirements as are prescribed herewith. Certificates of membership shall be awarded by the Society and presented
4 to each Member.

Registered Seed Technologist

- 1 **1. Application:** Applications for Registered Membership shall be in writing to the Executive Director, who shall
2 supply proper forms, schedule of examination dates, and a Privilege of Use Contract. Applicant must complete
3 and file the application for membership with the Executive Director by the application deadline of two months
4 prior to the exam date as established by the Board of Examiners. Submitted applications shall be accompanied
5 with an application fee payable to the Society of Commercial Seed Technologists, Inc. Said fee shall be
6 established at the discretion of the Executive Board and be refunded only if applicant is unable to meet
7 requirements of the Society before taking the examination.
- 8 **2. Qualifications:** Meet such requirements as are prescribed herewith two months prior to the examination date.
 - 9 a. An applicant for Registered Membership must be an Associate Member for 2 years prior to taking the
10 examination.
 - 11 b. Accumulate a minimum of 100 points.
 - 12 i. Accepted accredited courses in Botanical Science or Seed Technology - 2 points for each earned
13 quarter credit hour, 3 points for each earned semester credit hour. Maximum of 50 points allowed.
 - 14 ii. Approved seed schools and workshops - 2 points for each day (6 hours) and 1 point for each ½
15 day (4 hours) of verified attendance- Maximum of 20 points allowed. Note: An additional 5 points
16 will be allowed in this category for full attendance at an SCST Annual Meeting. (Prior to taking
17 the examination)

- iii. Training under direct supervision of a qualified Seed Technologist with approximately equal time in both purity analysis and germination. 1 point for each 80 hours training.
 - iv. Unsupervised testing experience in both purity and germination under the guidance of a qualified tutor. 1 point for each 160 hours experience.
 - v. Combination of 3 and 4 above which together meet the requirement of a minimum of 2 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 the following additional requirement: proof of five points of hands-on continuing education for each year between time of original training and applying for RST examination.
 - c. Submit to Board of Examiners at time of examination a seed collection. (Minimum 150 kinds)
 - d. Obtain unanimous approval of the RST 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:** Attain passing grades in the prescribed examination or an examination recognized as equivalent (Article II. Equivalence). SCST examinations shall be conducted by the Board of Examiners as directed by the Executive Board. Examination of applicants shall be conducted at times and places as directed by the Executive Board.
- a. Have a grade of 70% or better on the written examination and 80% or better on the practical examination.
 - b. Have an average grade of 80% or better for the entire examination.
 - c. Candidates who wish to become Registered Seed Technologists will take four exam sections: purity written, purity practical, germination written and germination practical.

Certified Viability Technologist

1. **Application:** Applications for Certified Membership shall be in writing to the Executive Director, who shall supply proper forms, schedule of examination dates, and a Privilege of Use Contract. Applicant must complete and file the application for membership with the Executive Director by the application deadline of two months prior to the exam date as established by the Board of Examiners. Submitted applications shall be accompanied with an application fee payable to the Society of Commercial Seed Technologists, Inc. Said fee shall be established at the discretion of the Executive Board and be refunded only if applicant is unable to meet requirements of the Society before taking the examination.
2. **Qualification:** Meet such requirements as are prescribed herewith two months prior to the examination date.
- a. An applicant for Certified Membership must be an Associate Member for 2 years prior to taking the examination.
 - b. Accumulate a minimum of 100 points.
 - i. Accepted accredited courses in Botanical Science or Seed Technology - 2 points for each earned quarter credit hour, 3 points for each earned semester credit hour. Maximum of 50 points allowed.
 - ii. Approved seed schools and workshops - 2 points for each day (6 hours) and 1 point for each ½ day (4 hours) of verified attendance- Maximum of 20 points allowed. Note: An additional 5 points will be allowed in this category for full attendance at an AOSA-SCST Annual Meeting. (Prior to taking the examination)
 - iii. Training under direct supervision of a qualified Seed Technologist in germination testing. 1 point for each 80 hours training.
 - iv. Unsupervised testing experience in germination testing under the guidance of a qualified tutor. 1 point for each 160 hours experience.
 - v. Combination of 3 and 4 above, which together meet the requirement of a minimum of 2 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 CVT examination applicant shall complete the following additional requirement: proof of five points of hands-on continuing education for each year between time of original training and applying for CVT examination.
 - c. Obtain unanimous approval of the RST 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:** Attain passing grades in the prescribed examination or an examination recognized as equivalent (Article II. Equivalence). SCST examinations shall be conducted by the Board of Examiners as directed by the

Executive Board. Examination of applicants shall be conducted at times and places as directed by the Executive Board.

- a. Have a grade of 70% or better on the written examination and 80% or better on the practical examination.
- b. Have an average grade of 80% or better for the entire examination.
- c. Candidates who wish to become Certified Viability Technologists will take two exam sections: germination written and germination practical.

Certified Purity Technologist

1. **Application:** Applications for Certified Membership shall be in writing to the Executive Director, who shall supply proper forms, schedule of examination dates and a Privilege of Use Contract. Applicant must complete and file the application for membership with the Executive Director the application deadline of two months prior to the exam date as established by the Board of Examiners. Submitted applications shall be accompanied with an application fee payable to the Society of Commercial Seed Technologists, Inc. Said fee shall be established at the discretion of the Executive Board and be refunded only if applicant is unable to meet requirements of the Society before taking the examination.
2. **Qualifications:** Meet such requirements as are prescribed herewith two months prior to the examination date.
 - a. An applicant for Certified Membership must be an Associate Member for 2 years prior to taking the examination.
 - b. Accumulate a minimum of 100 points.
 - i. Accepted accredited courses in Botanical Science or Seed Technology - 2 points for each earned quarter credit hour, 3 points for each earned semester credit hour. Maximum of 50 points allowed.
 - ii. Approved seed schools and workshops - 2 points for each day (6 hours) and 1 point for each ½ day (4 hours) of verified attendance- Maximum of 20 points allowed. Note: An additional 5 points will be allowed in this category for full attendance at an SCST Annual Meeting. (Prior to taking the examination)
 - iii. Training under direct supervision of a qualified Seed Technologist in purity analysis. 1 point for each 80 hours training.
 - iv. Unsupervised testing experience in purity testing under the guidance of a qualified tutor. 1 point for each 160 hours experience.
 - v. Combination of 3 and 4 above, which together meet the requirement of a minimum of 2 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 CPT examination applicant shall complete the following additional requirement: Proof of five points of hands-on continuing education for each year between time of original training and applying for CPT examination.
 - b. Submit to the RST Board of Examiners at time of examination a seed collection. (Minimum 150 kinds).
 - c. Obtain unanimous approval of the RST Board of Examiners. If a unanimous vote of said committee cannot be obtained, the Executive Board will act as a Board of Review.
4. **Requirements:** Attain passing grades in the prescribed examination or an examination recognized as equivalent (Article II. Equivalence). SCST examinations shall be conducted by the Board of Examiners as directed by the Executive Board. Examination of applicants shall be conducted at times and places as directed by the Executive Board.
 - a. Have a grade of 70% or better on the written examination and 80% or better on the practical examination.
 - b. Have an average grade of 80% or better for the entire examination.
 - c. Candidates who wish to become Certified Purity Technologists will take two exam sections: purity written and purity practical.

Certified Viability Technologist or Certified Purity Technologist Option to become a Registered Seed Technologist

1 Certified Viability Technologist or Certified Purity Technologists must apply, qualify, and pass the exam sections
2 not taken in the initial exam within three years of becoming certified. If the three-year limit has passed, the
3 candidate must apply, qualify, and pass all sections of the exam to become a Registered Seed Technologist.

Registered Genetic Technologist

- 1 **1. Application:** Applications for Registered Membership shall be in writing to the Executive Director, who shall
2 supply proper forms, schedule of examination dates, and a Privilege of Use Contract. Applicant must complete
3 and file the application for membership with the Executive Director the application deadline of two months
4 prior to the exam date as established by the Board of Examiners. Submitted applications shall be accompanied
5 with an application fee payable to the Society of Commercial Seed Technologists, Inc. Said fee shall be
6 established at the discretion of the Executive Board and be refunded only if applicant is unable to meet
7 requirements of the Society before taking the examination.
- 8 **2. Qualifications:** Meet such requirements as are prescribed herewith two months prior to the examination date.
9 a. An applicant for Registered Membership must be an Associate Member for 2 years prior to taking the
10 examination.
11 b. Accumulate a minimum of 100 points.
12 i. Accepted accredited courses in Biological Sciences – 3 points for each earned semester hour (2
13 points for each earned quarter hour). Maximum of 50 points allowed.
14 ii. 2. Approved seed schools and workshops - 2 points for each day (6 hours) and 1 point for each
15 ½ day (4 hours) of verified attendance- Maximum of 20 points allowed. Note: An additional 5
16 points will be allowed in this category for full attendance at an SCST Annual Conference.
17 (Prior to taking the examination)
18 iii. Training under direct supervision of a qualified supervisor (Board of Examiners approved).
19 1 point for each 80 hours training.
20 iv. Unsupervised genetic purity testing experience under the guidance of a qualified tutor. 1 point
21 for each 160 hours experience.
22 v. Combination of 3 and 4 above, which meet the requirement of a minimum of one year of
23 experience in hands-on genetic purity testing.
24 vi. If hands-on genetic purity testing experience was obtained earlier than the immediate one year
25 prior to submitting application for RGT examination, applicant shall complete the following
26 additional requirement: proof of five points of hands-on continuing education between the time
27 of original training and applying for the RGT examination.
28 c. Obtain unanimous approval of the RGT Board of Examiners. If a unanimous vote of said committee
29 cannot be obtained, the Executive Board will act as a Board of Review.
- 30 **3. Requirements:** Attain passing grades in the prescribed examination or an examination recognized as equivalent
31 (Article II. Equivalence). SCST examinations shall be conducted by the Board of Examiners as directed by the
32 Executive Board. Examination of applicants shall be conducted at times and places as directed by the Executive
33 Board.
34 a. Have a grade of 70% or better on each part of the examination.
35 b. Have a grade of 80% or better on the average of all the tests completed.
36 c. Candidates who wish to become Registered Genetic Technologists will take the plant molecular
37 biology and basic genetics written exam and each of the three specific exam sections:
38 i. Written Examination:
39 1. Demonstrate knowledge of plant molecular biology and basic genetics.
40 2. Demonstrate knowledge of theory and use of adventitious presence, genetic purity, and trait
41 purity techniques.
42 ii. Practical Examination: Demonstrate competency in conducting herbicide bioassays, ELISA,
43 electrophoresis or PCR-based protocols. Properly analyze the results of such tests. Practical

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examinations must be completed within one year from the time the candidate passes the written examination, or by approval of the RGT Board of Examiners

Certified Genetic Technologist

1. **Application:** Applications for Certified Membership shall be in writing to the Executive Director, who shall supply proper forms, schedule of examination dates, and a Privilege of Use Contract. Applicant must complete and file the application for membership with the Executive Director by the application deadline of two months prior to the exam date as established by the Board of Examiners. Submitted applications shall be accompanied with an application fee payable to the Society of Commercial Seed Technologists, Inc. Said fee shall be established at the discretion of the Executive Board and be refunded only if applicant is unable to meet requirements of the Society before taking the examination.
2. **Qualifications:** Meet such requirements as are prescribed herewith two months prior to the examination date.
 - a. An applicant for Certified Membership must be an Associate Member for 2 years prior to taking the examination.
 - b. Accumulate a minimum of 100 points.
 - i. Accepted accredited courses in Biological Sciences – 3 points for each earned semester hour (2 points for each earned quarter hour). Maximum of 50 points allowed.
 - ii. Approved seed schools and workshops - 2 points for each day (6 hours) and 1 point for each ½ day (4 hours) of verified attendance- Maximum of 20 points allowed. Note: An additional 5 points will be allowed in this category for full attendance at an SCST Annual Conference. (Prior to taking the examination)
 - iii. Training under direct supervision of a qualified supervisor (Board of Examiners approved). 1 point for each 80 hours training.
 - iv. Unsupervised genetic purity testing experience under the guidance of a qualified tutor. 1 point for each 160 hours experience.
 - v. Combination of 3 and 4 above, which meet the requirement of a minimum of one year of experience in hands-on genetic purity testing.
 - vi. 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 the following additional requirement: Proof of five points of hands-on continuing education between the time of original training and applying for the CGT examination.
 - c. Obtain unanimous approval of the 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:** Attain passing grades in the prescribed examination or an examination recognized as equivalent (Article II. Equivalence). SCST examinations shall be conducted by the Board of Examiners as directed by the Executive Board. Examination of applicants shall be conducted at times and places as directed by the Executive Board.
 - b. Have a grade of 70% or better on each part of the examination.
 - c. Have a grade of 80% or better on the average of all the tests completed.
 - d. Candidates who wish to become Certified Genetic Technologists will take the plant molecular biology and basic genetics written exam and at least one of the four area specific exam sections:
 - i. Written Examination:
 1. Demonstrate knowledge of plant molecular biology and basic genetics.
 2. Demonstrate knowledge of theory and use of adventitious presence, genetic purity, or trait purity techniques.
 - ii. Practical Examination: Demonstrate competency in conducting adventitious presence, genetic purity, or trait purity techniques. Properly analyze the results of such tests. Practical examinations must be completed within one year from the time the candidate passes the written examination, or by approval of the RGT Board of Examiners.

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Professional Member

1. **Applications:** Complete and file the application for membership with the Executive Director, who shall supply proper forms, a Professional Agreement and a “Privilege of Use” contract.
2. **Qualifications:** Meet such requirements as prescribed herewith.
 - a. Evidence of employment in a business that has a seed testing laboratory, oversight of quality control, or seed analysis.
 - b. Must be an active Registered Member, Certified Member, or Registered/Certified Member Inactive (3 years or less since have been an active member).

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Professional Member Option to Become a Registered or Certified Member

13 For those Professional Members who would like to be reinstated as Registered or Certified members need to
14 complete the RMI-CMI reinstatement application.

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Research Member

1. **Applications:** Complete and file the application for membership with the Executive Director, who shall supply proper forms, a Research Agreement and a “Privilege of Use” contract.
2. **Qualifications:** Meet such requirements as are prescribed herewith.
 - a. Shall have a minimum of a B.S. in agriculture or related field benefiting seed technology.
 - b. Evidence of employment in teaching, research, outreach in the field of seed technology. Self-employment in agronomic services is acceptable with a minimum of 500 hours per year.
 - c. Evidence of outreach productivity in seed technology 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. Access to a Research facility.

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Associate Member

1. **Applications:** Applications for Associate Membership shall be made in writing to the Executive Director, who shall supply proper forms. The applicant shall return the signed application to the Executive Director.
2. **Qualifications:** No examination or approval is required for Associate Membership.

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2 **SECTION 3. Maintenance of Active Membership**
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4 **Registered and Certified Members**

1 Registered and Certified Members must be actively engaged in the profession of seed testing by or for the seed
2 industry or for an independent service testing laboratory, which maintains not less than the minimum prescribed
3 equipment and current reference material (Appendix C) as determined by the Executive Board.

- 4 **1. Dues:** Dues for Registered and Certified Members shall be determined annually by the Executive Board, based
5 on projected requirements as recommended by the Executive Director. Dues for the upcoming year shall be
6 paid annually, on or before May first. The fiscal year of the Society shall be from June first to May thirty first.
7 Full payment of dues and assessments is required of any individual who is a Registered or Certified Member
8 during any part of a fiscal year of this Society. A special assessment for Registered and Certified Members, not
9 to exceed one-half (1/2) of the established annual dues per member in any one fiscal year, may be levied upon
10 recommendation of the Executive Board should necessity or emergency exist.
- 11 **2. Continuing Education:** To maintain Registered or Certified Membership status, each member shall obtain five
12 (5) Continuing Education points every three (3) years:
- 13 a. A maximum of three (3) points from verified attendance at qualified meetings
 - 14 i. Attend a minimum of three (3) days at the annual meeting of the Society, which shall include attendance
15 at the SCST Business meeting. Registered or Certified Members present at the meeting but not in
16 attendance during roll call are responsible for having their name recorded.
 - 17 ii. Attendance at a national, regional, or local seed trade meeting. One point is awarded for each meeting
18 attended.
 - 19 b. One point for each half day (minimum of 3 hours) attendance at a workshop or seed school directly related
20 to seed testing that comprises at least a 50% “hands on” type program.
 - 21 c. Individualized seed technology training from a CSA, an SCST Registered, Certified, or Research Member,
22 or any other accredited individual that receives prior approval. Points are credited on the basis of one point
23 for every three hours with a maximum of 2 points per day.
 - 24 d. College credits (for up to half ½ of the required continuing education points) for satisfactory completion of
25 approved seed related courses, including distance learning courses, three points for each semester hour or
26 two points for each quarter hour.
 - 27 e. One point for individual participation in a referee. An eligible referee shall consist of five or more
28 participants from three or more laboratories and provide comparative results to the participant (one point
29 for each referee).
 - 30 f. One point for each year serving as a Committee or Subcommittee Chair or Vice-Chair.
 - 31 g. One point for each year serving as a SCST officer (President, Vice President, Board of Director).
 - 32 h. Point(s) for each workshop/webinar instructor, speaker, or trainer.
 - 33 i. One point for a Mentor for each individual mentee.
 - 34 j. One point for each SCST sponsored webinar attended.

35 Any active member failing to meet these requirements within two (2) years will receive written notice from the
36 Executive Director that Registered or Certified membership maintenance requirements must be met within the
37 next twelve (12) months. Failure to meet these requirements shall cause a Registered or Certified Member to
38 become a Registered or Certified Member Inactive and lose all rights and privileges. Upon receiving notice, the
39 Registered Member Inactive shall return the Seal, if applicable, within thirty (30) days to the Executive
40 Director.

- 41 **3. Compliance and Liability:** Each member of the Society agrees, by joining and maintaining membership in the
42 Society, to comply with and to be bound by the foregoing procedures and further agrees that there shall be no
43 liability on the part of the Society or any members of the Society for any damages which might accrue to a
44 member by reason of their being charged, investigated or expelled as provided by By-Laws, Article VII.

45 **Professional Member**

46 Professional Members must have evidence of employment in a business that has a seed testing laboratory, oversight
47 of quality control, or seed analysis. They must also be an active Registered, Certified, or Registered/Certified
48 member inactive with less than 3 years lapsing since having been an active member.

- 49 **1. Dues:** Dues for Professional Members shall be determined annually by the Executive Board, based on
50 projected requirements as recommended by the Executive Director. Dues for the upcoming year shall be paid
51 annually, on or before May first. The fiscal year of the Society shall be from June first to May thirty first. Full

52 payment of dues and assessments is required of any individual who is a Professional Member during
53 any part of a fiscal year of this Society. A special assessment for Registered and Certified Members, not to
54 exceed one-half (1/2) of the established annual dues per member in any one fiscal year, may be levied upon
55 recommendation of the Executive Board should necessity or emergency exist.

- 56 **2. Continuing Education:** To maintain Professional Membership status, each member shall obtain five
57 (5) Continuing Education points every three (3) years:
- 58 a. A maximum of three (3) points from verified attendance at qualified meetings
 - 59 i. Attend a minimum of three (3) days at the annual meeting of the Society, which shall include attendance
60 at the SCST Business meeting. Registered or Certified Members present at the meeting but not in
61 attendance during roll call are responsible for having their name recorded.
 - 62 ii. Attendance at a national, regional, or local seed trade meeting. One point is awarded for each meeting
63 attended.
 - 64 b. One point for each half day (minimum of 3 hours) attendance at a workshop or seed school directly related
65 to seed testing that comprises at least a 50% “hands on” type program.
 - 66 c. Individualized seed technology training from a CSA, an SCST Registered, Certified, or Research Member,
67 or any other accredited individual that receives prior approval. Points are credited on the basis of one point
68 for every three hours with a maximum of 2 points per day.
 - 69 d. College credits (for up to half ½ of the required continuing education points) for satisfactory completion of
70 approved seed related courses, including distance learning courses, three points for each semester hour or
71 two points for each quarter hour.
 - 72 e. One point for individual participation in a referee. An eligible referee shall consist of five or more
73 participants from three or more laboratories and provide comparative results to the participant (one point
74 for each referee).
 - 75 f. One point for each year serving as a Committee or Subcommittee Chair or Vice-Chair.
 - 76 g. One point for each year serving as a SCST officer (President, Vice President, Board of Director).
 - 77 h. Point(s) for each workshop/webinar instructor, speaker, or trainer.
 - 78 i. One point for a Mentor for each individual mentee.
 - 79 j. One point for each SCST sponsored webinar attended.

80 Any active member failing to meet these requirements within two (2) years will receive written notice from the
81 Executive Director that Professional membership maintenance requirements must be met within the next twelve
82 (12) months. Failure to meet these requirements shall cause a Professional Member to become a Professional
83 Member Inactive and lose all rights and privileges.

- 84 **3. Compliance and Liability:** Each member of the Society agrees, by joining and maintaining membership in the
85 Society, to comply with and to be bound by the foregoing procedures and further agrees that there shall be no
86 liability on the part of the Society or any members of the Society for any damages which might accrue to a
87 member by reason of their being charged, investigated or expelled as provided by By-Laws, Article VII.

88 **Research Member**

89 Research Members must be actively engaged in research, teaching and/or extension in the area of Seed Science and
90 Technology and have fulfilled said requirements and qualifications.

- 91 **1. Dues:** Dues for Research Members shall be determined annually by the Executive Board, based on requirements
92 as recommended by the Executive Director. Dues for the upcoming year shall be paid annually on or before
93 May first. The fiscal year of the Society shall be from June first to May thirty first. Full payment of dues and
94 assessments is required of any individual who is a Research Member during any part of a fiscal year of this
95 Society. A special assessment for Research Members, not to exceed one-half (1/2) of the established annual
96 dues per member in any one fiscal year, may be levied upon recommendation of the Executive Board should
97 necessity or emergency exist.
- 98 **2. Compliance and Liability:** Each member of the Society agrees, by joining and maintaining membership in the
99 Society, to comply with and to be bound by the foregoing procedures and further agrees that there shall be no
100 liability on the part of the Society or any members of the Society for any damages which might accrue to a
101 member by reason of their being charged, investigated or expelled as provided by By-Laws, Article VII.

102 **Associate Member**

103 Associate Members shall include persons aspiring to Registered or Certified Membership or persons with an interest
104 in seed technology.

- 105 **1. Dues:** Dues for Associate Members shall be determined annually by the Executive Board, based on projected
106 requirements as recommended by the Executive Director. Dues for the upcoming year shall be paid annually,

107 on or before May first. The fiscal year of the Society shall be from June first to May thirty first. Initial
108 Associate dues are prorated to the nearest quarter upon activation.
109 **2. Compliance and Liability:** Each member of the Society agrees, by joining and maintaining membership in the
110 Society, to comply with and to be bound by the foregoing procedures and further agrees that there shall be no
111 liability on the part of the Society or any members of the Society for any damages which might accrue to a
112 member by reason of their being charged, investigated or expelled as provided by By-Laws, Article VII.

1

SECTION 4. Proficiency Testing

1 To maintain Registered or Certified Membership status, each member shall participate in proficiency testing.
2 Professional Members are required to participate in the written proficiency tests.

3 **1. Administration:** The Proficiency Testing Committee will administer the program. The committee will be
4 composed of a conventional seed testing board and a genetic seed testing board.

5 **2. Program Procedures:**

6 a. Results will be kept confidential. Test numbers will be assigned to participants and all results will be
7 represented by test number. Correspondence to Registered, Certified, and Professional members will be
8 conducted discreetly.

9 b. No less than two tests will be sent to RST, CVT, CPT, or Professional members every year. All tests that
10 are sent must be completed. Proficiency tests for RGT and CGT members will be available for one of the
11 genetic areas each year on a rotating basis.

12 c. Tests for RST, CVT, CPT and Professional members will use species listed in the AOSA Rules for Testing
13 Seeds. Tests for RGT and CGT members will be limited to species utilized in the practical portion of the
14 Genetic Technologist exam.

15 d. Acceptable formats for the proficiency test shall be digital, written and hands-on.

16 e. A conventional testing member's results shall be considered out of tolerance if they are more than two
17 standard deviations from the mean. Only pure seed and normal seedlings are taken into consideration for
18 determining out of tolerance. In the case of identification exercises or written exercises, a member's results
19 shall be considered out of tolerance if they have less than 80% identified correctly.

20 **3. Time frame:** Members are given a minimum of 60 days to complete the samples. The Executive Director will
21 send a reminder 30 days prior to the deadline by the committee.

22 a. Members who do not complete the samples or contact the executive director within the time allotted will
23 become registered, certified, or professional members inactive (RMI, CMI, or PMI). The Executive
24 Director will contact member for the return of the seal.

25 b. In the cases of illness, injury or extraordinary circumstances members will have the opportunity to
26 complete tests or other education requirements as decided by the committee.

27 **4. Corrective actions** shall be completed by members who perform outside two standard deviations from the
28 mean or less than 80% on written exercises. Actions taken to correct nonconformity must be completed within
29 three months. The proficiency testing committee is responsible for ensuring that actions are completed. An
30 occurrence is recorded as each proficiency test for the individual is out of tolerance, with the timeframe
31 resetting every two years. Members who fail to complete the appropriate corrective action will be moved to
32 inactive membership until they successfully complete the necessary steps.

33 a. First occurrence – Individual must provide documentation of action taken to correct nonconformance. The
34 plan can include a request for help from the committee. Individual must also retake the portion of the
35 proficiency test that did not receive a passing grade.

36 b. Second occurrence – Individual must provide documentation of action taken to correct nonconformance.
37 The plan can include a request for help from the committee. Individual must also retake the portion of the
38 proficiency test that did not receive a passing grade. 8 hours of continuing education shall also be
39 completed.

40 c. Third occurrence – Individual must provide documentation of action taken to correct nonconformance. The
41 plan can include a request for help from the committee. Individual must also retake the portion of the
42 proficiency test that did not receive a passing grade. 24 hours of continuing education shall also be
43 completed.

44 d. Fourth occurrence- Individual will be moved to a registered, certified, or professional member inactive
45 status. Membership will not be reinstated until 20 points of continuing education are obtained.

46 5. **Equivalence** of other programs will be determined by the proficiency testing committee. The member will bear
47 the burden to prove that the program is equivalent to the SCST program and that performance of the member
48 was within tolerance.

SECTION 5. Inactive Membership

Registered and Certified Member Inactive

1 Registered and Certified Members Inactive include Registered or Certified Members who are not presently
2 employed in such capacity, are on leave of absence, are retired, or have failed to meet Registered or Certified
3 Member maintenance requirements. Registered and Certified Members Inactive shall have no vote, shall not be able
4 to hold an elective office, and shall not have use of the Seal, Seal number, Insignia, Name of the Society, or title
5 Registered or Certified Seed Technologist or title Registered or Certified Genetic Technologist. Registered and
6 Certified Members Inactive shall pay no dues or assessments. Registered and Certified Members Inactive shall
7 return issued seal, if applicable, within thirty (30) days of being served notice.

1 **1. Resignation:** Resignations shall be submitted in writing to the Executive Director. All indebtedness and dues
2 for the current fiscal year shall be paid at the time the resignation is submitted.

3 **2. Non-payment of dues:** Failure of any Registered, or Certified Member to pay dues or special assessments
4 owing to the Society for a period of sixty (60) days from and after the date of the first item of indebtedness shall
5 be grounds for dismissal from membership. The Executive Director shall give written notice to said delinquent
6 member that said dues or assessments must be fully paid within thirty (30) days from date of indebtedness. If
7 the delinquency exists after sixty (60) days, the member shall be dropped from membership and shall lose all
8 rights and privileges and must immediately discontinue use of the Seal, Seal Number, Insignia, title Registered
9 Seed Technologist, title Registered Genetic Technologist, title Certified Genetic Technologist, Certified
10 Viability Technologist, or Certified Purity Technologist and name of the Society as applicable.

11 **3. Misconduct, unethical practices, etc:** Membership in the Society of Commercial Seed Technologists is a
12 privilege and not a legal right. Any member of the Society may be suspended or expelled from membership and
13 deprived of the privileges appertaining thereto for any illegal or unethical action, as defined in Article VI.
14 Section 1 Code of Ethics, for any conduct which might adversely reflect upon the reputation and high standing
15 of the Society, or for failure to comply with the principles and purposes of the Society in accordance with this
16 Constitution and By-Laws. Complaints against a member shall be processed as provided by By-Laws, Article
17 VII.

Professional Member Inactive

21 Professional Members Inactive include Professional Members who are not presently employed in such capacity, are
22 on leave of absence, are retired, or have failed to meet Professional Member maintenance requirements.
23 Professional Members Inactive shall have no vote, shall not be able to hold office, and shall not have use of the
24 Name of the Society or Insignia. Professional Members Inactive shall pay no dues or assessments.

25 **1. Resignation:** Resignation shall be submitted in writing to the Executive Director. All indebtedness and dues
26 for the current year shall be paid at the time the resignation is submitted.

27 **2. Non-payment of dues:** Failure of any Professional member to pay dues or special assessments owing to the
28 Society for a period of sixty (60) days from and after the date of the first item of indebtedness shall be grounds
29 for dismissal from membership. The Executive Director shall give written notice to said delinquent member
30 that said dues or assessments must be fully paid within thirty (30) days from date of indebtedness. If the
31 delinquency exists after sixty (60) days, the member shall be dropped from membership and shall lose all rights
32 and privileges and must immediately discontinue use of the Insignia, title Professional Member, and name of the
33 Society as applicable.

34 **3. Misconduct, unethical practices, etc:** Membership in the Society of Commercial Seed Technologists is a
35 privilege and not a legal right. Any member of the Society may be suspended or expelled from membership and
36 deprived of the privileges appertaining thereto for any illegal or unethical action, as defined in Article VI
37 Section I Code of Ethics, for any conduct which might adversely reflect upon the reputation and high standing
38 of the Society, or for failure to comply with the principles and purposes of the Society in accordance with this
39 Constitution and By-Laws. Complaints against a member shall be processed as provided by By-Laws, Article
40

41 VII.
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Research Member Inactive

- 1 Research Members Inactive include Research Members who are not presently employed in such capacity, are on
2 leave of absence, are retired, or have failed to meet Research Member maintenance requirements. Research
3 Members Inactive shall have no vote, shall not be able to hold elective office, and shall not have use of the Name of
4 the Society or Insignia. Research Members Inactive shall pay no dues or assessments.
- 5 **1. Resignation:** Resignations shall be submitted in writing to the Executive Director. All indebtedness and dues
6 for the current fiscal year shall be paid at the time the resignation is submitted.
 - 7 **2. Non-payment of dues:** Failure of any Research member to pay dues or special assessments owing to the
8 Society for a period of sixty (60) days from and after the date of the first item of indebtedness shall be grounds
9 for dismissal from membership. The Executive Director shall give written notice to said delinquent member
10 that said dues or assessments must be fully paid within thirty (30) days from date of indebtedness. If the
11 delinquency exists after sixty (60) days, the member shall be dropped from membership and shall lose all rights
12 and privileges and must immediately discontinue use of the Insignia, title Research Member, and name of the
13 Society as applicable.
 - 14 **3. Misconduct, unethical practices, etc:** Membership in the Society of Commercial Seed Technologists is a
15 privilege and not a legal right. Any member of the Society may be suspended or expelled from membership and
16 deprived of the privileges appertaining thereto for any illegal or unethical action, as defined in Article VI
17 Section I Code of Ethics, for any conduct which might adversely reflect upon the reputation and high standing
18 of the Society, or for failure to comply with the principles and purposes of the Society in accordance with this
19 Constitution and By-Laws. Complaints against a member shall be processed as provided by By-Laws, Article
20 VII.

SECTION 6. Reinstatement to Active Membership

Registered and Certified Member Inactive Reinstatement

1 Applications by a Registered or Certified Member Inactive for reinstatement to Registered or Certified Membership
2 shall be submitted to the Executive Director in writing, and shall become effective only upon verification of re-
3 employment status, not less than the minimum prescribed equipment and current reference material (Appendix C) as
4 determined by the Executive Board, inspection if applicable, proof of compliance for the continuing education
5 requirement, payment of all unpaid dues and assessments during any fiscal year while a Registered or Certified
6 Member, receipt of signed "Privilege of Use" Contract, and unanimous approval by the Examination Committee.
7 The Executive Board will act as a Board of Review if the Examination Committee cannot reach unanimous
8 approval. Approved applicants are responsible for dues for the fiscal year for which they are reinstated.

Professional Member Inactive Reinstatement

1 Applications by a Professional Member Inactive for reinstatement to Professional Member shall be submitted to the
2 Executive Director in writing, and shall be effective only upon verification of meeting the Professional Member
3 qualifications, receipt of a signed Professional Agreement and/or "Privilege of Use" Contract, payment of unpaid
4 dues and assessments during any fiscal year while a Professional Member, and unanimous approval by the
5 Examination Committee. The Executive Board will act as a Board of Review if the Examination Committee cannot
6 reach unanimous approval.

Research Member Inactive Reinstatement

1 Applications by a Research Member Inactive for reinstatement to Research Member shall be submitted to the
2 Executive Director in writing, and shall be effective only upon verification of meeting the Research Member
3 qualifications, receipt of a signed Research Agreement and/or "Privilege of Use" Contract, payment of unpaid dues

4 and assessments during any fiscal year while a Research Member, and unanimous approval by the Examination
5 Committee. The Executive Board will act as a Board of Review if the Examination Committee cannot reach
6 unanimous approval

Expelled Member

1 An expelled member is not eligible for reinstatement to the Society.

SECTION 7. Relocation of Member

1 In the event of change in employment or relocation, such member shall immediately notify the Executive Director
2 and provide evidence of compliance with ARTICLE I. of By-Laws hereof. In the case of change of employment, a
3 new Research Agreement and/or "Privilege of Use" Contract shall be signed with the new employer, and returned to
4 the Executive Director.

SECTION 8. Privilege of Use, Seal, Seal Number, Insignia, Title and Name of the Society Definitions

- 1 **1. Name** = Society of Commercial Seed Technologists, Inc. (SCST)
- 2 **2. Insignia** = Emblem of the SCST which includes the name, date organized, a balance scale, and 13 stars
3 representing the 13 charter members.
- 4 **3. Seal** = A signet of the SCST having a raised emblem or stamp an impression on a receptive substance or a
5 digital representation of the seal.
- 6 **4. Seal number** = Registration number of the Registered Seed Technologist (RST) or Registered Genetic
7 Technologist (RGT). When more than one RST or RGT is employed at the same location, each may be
8 registered under the same Seal number.
- 9 **5. Registered Seed Technologist** = Title conferred by the SCST upon an individual; who continues to be a
10 member in good standing as defined by the SCST.
- 11 **6. Registered Genetic Technologist** = Title conferred by the SCST upon an individual; who continues to be a
12 member in good standing as defined by the SCST.
- 13 **7. Certified Genetic Technologist, Certified Viability Technologist, Certified Purity Technologist** = Titles
14 conferred by the SCST upon individuals; who continue to be a member in good standing as defined by the
15 SCST.
- 16 **8. Professional Member** = Title conferred by SCST upon individuals; who continue to be members in good
17 standing as defined by the SCST.
- 18 **9. Research Member** = Title conferred by the SCST upon an individual; who continues to be a full member as
19 defined by the SCST.

Purpose

- 21 **1. Name and Insignia** = Identifies a professional organization comprised of seed technologists, and distinguishes
22 that organization from others of similar name and/or purpose. Appropriate uses of the name and insignia
23 include:
 - 24 a. To identify official correspondence and publications of the SCST.
 - 25 b. To identify members of the SCST.
 - 26 c. To promote the organization and its members to the agricultural community.
- 27 **2. Seal** = To apply the insignia on a report of analysis. This validates the signer as a Registered member of the
28 SCST. It also validates the report as an original document. The use of the seal is optional.
- 29 **3. Seal Number** = To be used by the Registered Seed Technologist or Registered Genetic Technologist in
30 conjunction with:
 - 31 a. Signature and titles of Registered Seed Technologist and Registered Genetic Technologist on a report of
32 analysis.
 - 33 b. Use of Society name, insignia, and/or titles of Registered Seed Technologist and Registered Genetic
34 Technologist in professional correspondence.
 - 35 c. Use of Society name, insignia, and/or titles of Registered Seed Technologist and Registered Genetic
36 Technologist in promotional publications.

- 37 **4. Title Registered Seed Technologist and Registered Genetic Technologist** = Indicates the professional
 38 experience and training of the individual with which it is associated. Appropriate uses of these titles include:
 39 a. In conjunction with the name and signature of the analyst on a report of analysis.
 40 b. In conjunction with the name of the analyst in the promotion of the individual and/or their business.

41 **Privilege of Use Contract**

- 42 **1. RST and RGT Members:** The Privilege of Use Contract for the Seal, Seal Number, Insignia, and Name of the
 43 Society, and title Registered Seed Technologist, title Registered Genetic Technologist is limited to Registered
 44 Members and shall be governed by the Executive Board. The established "Use Fee" (cost plus handling) shall
 45 be collected by the Executive Director for this privilege. The Executive Director shall provide proper
 46 "contract" forms, in duplicate, which shall specifically designate conditions of use and those governing
 47 surrender.
- 48 **2. CGT, CPT, CVT, Professional Member, and Research Members:** The "Privilege of Use" Contract for the
 49 Certified Genetic Technologist, Certified Purity Technologist, Certified Viability Technologist, Professional
 50 Member, and Research Member is limited to the use of the Insignia, Name of the Society and title Certified
 51 Genetic Technologist, title Certified Purity Technologist, title Certified Viability Technologist, title Professional
 52 Member, and title Research Member and shall be governed by the Executive Board. The Executive Director
 53 shall provide proper "contract" forms, in duplicate, which shall specifically designate conditions of use and
 54 those governing surrender.
- 55 **3. Authority:** This contract for "Privilege of Use" shall be compulsory and binding on all Registered Members,
 56 Certified Members, Professional Members, and Research Members. The Seal shall be returned to the Executive
 57 Director, within thirty (30) days, in the event of becoming a Registered Member Inactive or expulsion. The
 58 "Privilege of Use" shall be voided therewith. Transfer or relocation of consignee of Seal shall be done as
 59 provided by ARTICLE I. Section 6. of By-Laws hereof.
- 60 **4. Use and Misuse:**
- 61 a. Report of Analysis or Certificate of Analysis: The Society name, insignia, seal, seal number, and title
 62 Registered Seed Technologist or Registered Genetic Technologist, are to be used to show association only
 63 with the analyst. Consequently, these should all appear at the bottom of the report of analysis (see example
 64 below).
- 65 **Example:**
- 66 **ISSUED BY (RST or RGT Name) ___R.S.T. or R.G.T. Registered Member Authorized Signature**



- 67 **SOCIETY OF COMMERCIAL SEED TECHNOLOGISTS, INC** Registered Seed Technologist, Seal No.
 68 or Registered Genetic Technologist, Seal No.
 69 (actual number)
- 70 b. Misuse of the Society name, insignia, seal, seal number and title Registered Seed Technologist or title
 71 Registered Genetic Technologist would occur if used on a report containing false, misleading, inaccurate,
 72 incomplete, or plagiarized information. Misuse of the Society name and insignia would occur if used to
 73 cause to infer the association of the SCST with the business, the laboratory, or the report of analysis. Never
 74 use the Society name or insignia as background design on report paper, or at the top of a report of analysis.
- 75 c. Correspondence: The Society name and insignia may be used as stationary letterhead by Executive Board
 76 members only when conducting official correspondence on behalf of the SCST. The Society name,
 77 insignia, seal, seal number and title Registered Seed Technologist or title Registered Genetic Technologist
 78 may be used in association with the signature of an active member in good standing of the SCST on any
 79 appropriate business and/or professional correspondence. Misuse of the society name, insignia, seal, seal
 80 number, and title Registered Seed Technologist or title Registered Genetic Technologist, would occur if
 81 associated with correspondence that contained false, misleading, inaccurate, or plagiarized information.
 82 Misuse of the society name, insignia, and title Certified Genetic Technologist, title Certified Viability
 83 Technologist, Certified Purity Technologist, Professional Member, or title Research Member, would occur
 84 if associated with correspondence that contained false, misleading, inaccurate, or plagiarized information.
- 85 d. Publications: The Society name, insignia, and title Registered Seed Technologist, title Registered Genetic
 86 Technologist, title Certified Genetic Technologist, title Certified Viability Technologist, title Certified

87 Purity Technologist, title Professional Member, or title Research Member may be used in all SCST
88 publications. The Society name, insignia, seal, seal number and title Registered Seed Technologist or title
89 Registered Genetic Technologist may be used by active Registered members in good standing to indicate
90 their professional expertise in publications to promote their business or laboratory. The Society name,
91 insignia and title Certified Genetic Technologist, Certified Viability Technologist, Certified Purity
92 Technologist, or Professional Member may be used by active Members in good standing to indicate their
93 professional expertise on publications to promote their business or laboratory. Misuse of the society name,
94 insignia, seal, seal number, and title Registered Seed Technologist or title Registered Genetic Technologist,
95 would occur if associated with publications that contained false, misleading, inaccurate, or plagiarized
96 information. Misuse of the Society Name, Insignia or, title Certified Genetic technologist, title Certified
97 Viability, title Certified Purity Technologist, title Professional member, or Research Member would occur
98 if associated with publications that contain false, misleading, inaccurate, or plagiarized information.
99 e. Retired or Inactive Members: Retired or inactive members no longer have a contractual agreement with the
100 SCST which authorizes use of the Society name, insignia, seal, seal number and title Registered Seed
101 Technologist, title Registered Genetic Technologist, title Certified Genetic technologist, title Certified
102 Viability, title Certified Purity Technologist, title Professional Member, or title Research Member.
103 f. Expelled members: Expelled members no longer have a contractual agreement with the SCST which
104 authorizes the use of the Society name, insignia, seal, seal number, and title Registered Seed Technologist,
105 title Registered Genetic Technologist, title Certified Genetic Technologist, Certified Viability Technologist,
106 title Certified Purity Technologist, title Professional Member, or the title Research Member.

ARTICLE II. EQUIVALENCE

SECTION 1. Equivalence

Recognition of Examinations

1 Recognition of examinations conducted by other seed testing organizations through the determination of
2 equivalency to SCST examinations, by unanimous approval of the Examination Committee, shall provide the
3 necessary qualifications for application as a Registered or Certified Member. If a unanimous vote of said committee
4 cannot be obtained, the Executive Board will act as a Board of Review.

Application

5 Complete and file the application for membership with the Executive Director. The appropriate membership dues
6 must be paid at the time of application.

ARTICLE III. GOVERNANCE

SECTION 1. Elections

1 Elections shall be by electronic message, facsimile or mail ballot and held annually. The Nominations Committee
2 shall nominate no more than two (2) candidates for the office of Vice President; no more than six (6) candidates
3 shall be nominated for Director-at-Large. Nominations shall be submitted forty-five (45) days prior to the Annual
4 Meeting date, when the Executive Director shall furnish each voting member with one (1) official ballot, which shall
5 be marked and returned to the Executive Director not less than ten (10) days prior to the Annual Meeting date. The
6 ballot shall be tallied by the Executive Director and a plurality shall elect.

Elective Offices

7 The elected officers of the Society of Commercial Seed Technologists shall include: President, Vice President, and
8 five (5) Directors-at-Large; four (4) elected from the general membership and one (1) elected from the Registered
9 and Certified Genetic Technologist members. There shall be an Executive Board comprised of the above officers
10 and the Executive Director. Elected officers shall serve without compensation except for personal expense in
11 performance of official duties authorized by a majority of the Executive Board.

Terms of Office

12 The President shall serve for a term of two (2) years. The Vice President shall serve for a term of two (2) years and
13 then ascend to the office of President. Directors-at-Large shall serve for a term of three (3) years.

16 **Succession of Officers**

17 Should the office of President be vacated during the two (2) year term, the Vice President shall assume the office
18 and title for the unexpired term, then continue the normal term of office as described in the By-Laws, Article III.
19 Section 1. B. In the event of vacancy in the office of Vice President, a Director-at-Large shall be elected by a
20 majority vote of the remaining members of the Executive Board to serve the remainder of the unexpired term, until
21 elections are held in accordance hereto. Any vacancy occurring in the Director-at-Large offices may be filled by
22 majority vote of the remaining members of the Executive Board until the next election. If an officer changes
23 employment during their term of office to a laboratory where another current officer is employed, they shall be
24 allowed to complete their term of office.

25 **Nominations**

26 The Nominations Committee shall be responsible for selecting and approving candidates for elective offices of the
27 Society. Such candidates shall be drawn from members in good standing in the Society at the time of elections. No
28 more than two (2) candidates shall be nominated for the office of Vice President. No more than six (6) candidates
29 shall be nominated for each open position for the office of Director-at-Large. The Nominations Committee shall
30 ensure that only one candidate is nominated from any one laboratory or different locations within the same company
31 and that no candidates are from the same laboratory as a current officer or Director-at-Large. Nominations shall be
32 submitted to the Executive Director no later than forty-five (45) days prior to the Annual Meeting date.

33 **Elections**

34 The Executive Director shall furnish each voting member with one (1) official election ballot by electronic message,
35 facsimile, or mail ballot not less than thirty (30) days prior to the Annual Meeting. Ballots must be marked and
36 returned to the Executive Director no later than ten (10) days before the Annual Meeting to be included in the tally.
37 The Executive Director shall tally the results and a plurality shall determine the outcome of the election.

38 **Balloting**

39 All balloting will be done by electronic message, facsimile, or mail ballot. Elections and changes to the Constitution
40 and By-laws shall be done by ballot to all voting members.

41 **Distribution of Representation**

42 To insure a wide representation of the SCST membership on the Executive Board, no more than one (1) Executive
43 Board Member shall be from the same laboratory or different locations within the same company as defined in C
44 and D above.

SECTION 2. Executive Director

1 The Executive Board will define the duties and responsibilities of the position, and determine compensation. The
2 Executive Board will appoint a selection committee to interview potential candidates and make a hiring
3 recommendation to the Executive Board. The Executive Director is an ex-officio member of the Executive Board
4 without voting privileges. The Executive Director’s performance will be reviewed on a yearly basis in the fourth
5 quarter. The Review Committee will consist of the current President, the current Vice President, and the past
6 President. The contract renewal, if applicable, will be renewed after the performance review.

SECTION 3. Meetings

1 Annual and special meetings shall be held in accordance with Article VII of the Constitution.

2 **Quorum**

3 A quorum for the Annual or special meetings shall be 40% of the eligible voting members at the time of such
4 meeting.

5 **Rules of Order**

6 The rules contained in “Robert’s Rules of Order, Revised” shall govern the Society in all cases in which they are not
7 inconsistent with the By-Laws of the Society.

8 **Voting on Business Matters**

9 Every member of the Society has the right and privilege to bring issues before the membership for a vote. According
10 to the Procedures for Conducting Business at the Annual Meeting (Appendix D) the old and new business agenda
11 items must be presented or discussed during the Long Range Planning Session. Motions or resolutions not discussed

1 or presented at the Long Range Planning Session during the current Annual Meeting cannot be proposed during the
2 SCST Business Meeting and will not be recognized on the floor for discussion or voting. The President may bring
3 forth business that be deemed important to the matters of the Association. A simple majority shall determine the
4 outcome of the voting. The results of such voting will be binding upon the Society. In the event that a quorum is
5 not present at such a meeting, the members present can vote to require the Executive Board to bring a proposal
6 before the entire membership by electronic message, facsimile, or mail ballot within three (3) months of such a vote.

7 **Voting on the AOSA Rules for Testing Seeds**

8 All proposed changes and additions to the Rules must be sponsored or cosponsored by either: an Association
9 laboratory, committee or subcommittee, or Society of Commercial Seed Technologists registered member in good
10 standing. Proposed changes and additions to the rules shall be presented to the Rules Committee and must be
11 accompanied by a summary of data or citation sufficiently adequate for the proposed changes. Final determination
12 of the adequacy of the data shall be the responsibility of the Rules Committee. Inadequate rule proposals may be
13 rejected by the Rules Committee or returned to the submitter with the option for revision, clarification, and re-
14 submission. The deadline for submitting rule proposals shall be set by the Rules Committee and approved by the
15 Executive Board.

16
17 Proposed changes and additions shall be approved by the Rules Committee and posted on the website or otherwise
18 submitted to the joint membership of the Association of Official Seed Analysts and the Society of Commercial Seed
19 Technologists at least 90 days prior to an Annual meeting at which such rules shall be adopted or rejected. Rules are
20 voted on by one affiliate member from each Official Laboratory of the Association (AOSA) and by individual
21 voting members of the Society of Commercial Seed Technologists (SCST) in attendance at the joint business
22 meeting. Votes in favor and those opposed are converted to percentages based on the total number of votes cast
23 within each respective organization. The percentage designation is then dropped and the tally from each
24 organization is added together for a cumulative total based on 200 (two hundred). A two-thirds majority of the
25 cumulative tally is required to adopt a Rule proposal. To pass with a two-thirds majority vote, a cumulative tally of
26 134 (one hundred thirty-four) in favor out of 200 (two hundred) total combined points would be required. Those
27 individuals with dual membership may vote as individual members with the Society of Commercial seed
28 Technologists and if designated as voting representative by their Official Laboratory, cast a vote for their laboratory.
29 Rule(s) changes or additions approved by the joint membership at the Annual meeting shall have an effective date of
30 October 1 in the year they are approved, unless otherwise specified. The Rules Committee is responsible for
31 preparing the final version of the approved rule(s) changes for publication.

32
33 Tentative rules are accepted for publication as an addendum to the Rules for Testing Seeds upon review by the Rules
34 Committee and the approval by a majority of the Executive Board, but shall have no official status. The Rules
35 Committee will recommend to the Executive Board the acceptance or rejection of a tentative rule. This committee
36 will provide a written rationale for their recommendation. The final decision for accepting or rejecting a tentative
37 rule rests with the Executive Board. The purpose of a tentative rule shall be to give the membership of the SCST and
38 the AOSA an opportunity to apply and evaluate a new method of testing seed before the method is submitted as a
39 proposed rule. A Tentative rule is in effect for one year. For a tentative rule to become part of the AOSA Rules for
40 Testing Seeds, it must be submitted as a rule proposal to the Rules Committee, along with supporting evidence, and
41 be adopted by the AOSA and SCST in accordance with the guidelines herein

SECTION 4. Amendments

1 Amendments to the Constitution and/or By-Laws or repeal thereof, shall be made by two-thirds (2/3) majority of
2 affirmative electronic message, facsimile or mail ballots received by the Executive Director within thirty (30) days
3 after submission to all voting Members

4 **SECTION 5. Executive Board Policies**

5 All requests or issues presented to the Executive Board must be submitted in writing to be considered at an
6 Executive Board meeting.

7 **Appendix B:** The policy section may be used by the SCST Executive Board to record operational decisions or
8 clarifications on issues not specifically covered in the SCST Constitution and By-Laws. Occasionally the SCST

9 Executive Board must make operational decisions on issues not specifically covered in the SCST Constitution &
10 By-Laws or in Society Handbooks or Examination Study Guides. Appendix B was created to record these policy
11 decisions in an easily accessible location. All policies in Appendix B will be reviewed annually by the Executive
12 Board to confirm continued appropriateness for the Society. The Executive Board will prepare appropriate language
13 for such a policy to be included in pertinent handbooks or Examination study guides, and/or be presented to the
14 membership for inclusion in the By-Laws of the Society.

SECTION 6. Indebtedness

1 The Society is a non-profit organization. The Executive Board shall authorize and approve all expenditures. No
2 member or officer shall have authority to obligate the Society for any amount beyond the existing assets of the
3 Society. Private property of members or their employers shall not be subject to the payment of the debts of the
4 Society be subject to assessment other than for membership fees and special assessments as may be provided by the
5 By-Laws.

ARTICLE IV. DUTIES

SECTION 1. Duties of the Executive Board

- 1 The Executive Board shall be responsible for conducting business and internal affairs of the Society, including but
- 2 in no way limited by the following:
- 3 Shall be responsible for all Society funds and their expenditures;
- 4 Shall establish or repeal such dues and assessments as are necessary to the Society welfare;
- 5 Shall have full authority to regulate consignment and use of the Seal, Seal Number, Insignia, and name of the
- 6 Society;
- 7 Shall direct the Examination Committee and so prescribe forms, procedures and rules, and shall direct the conduct of
- 8 said examinations;
- 9 Shall award Certificates of Membership to each Registered Member, Certified Member, Professional Member,
- 10 Research Member and Honorary Member;
- 11 Shall have power and authority to take disciplinary action as delegated in By-Laws, Article VII, Section 2, of these
- 12 By-Laws; and shall employ legal counsel when applicable;
- 13 A two-thirds (2/3) majority shall constitute a quorum of the Executive Board;
- 14 The Executive Board shall meet a minimum of twice yearly.

SECTION 2. Duties of the President

- 1 The President shall preside at all Society and Executive Board meetings;
- 2 Shall appoint all committees and make replacements as may be necessary, except as otherwise provided;
- 3 Shall see that programs decided upon by the Executive Board are carried out by the Vice Presidents, the Executive
- 4 Director, Directors at Large, and Committees;
- 5 Shall appoint an Auditing Committee which shall make an annual audit of the books of the Executive Director; and
- 6 Shall be an ex-officio member of all committees, with the exception of the Nominating Committee.

SECTION 3. Duties of the Vice-President

- 1 The Vice President shall assume such duties as may be assigned by the President;
- 2 Shall preside at Society and Executive Board meetings in the absence of the President; and shall be Chair of the
- 3 Board of Examiners.

SECTION 4. Duties of the Directors at Large

- 1 The Directors-at-Large shall assume such duties as may be assigned by the President;
- 2 Shall develop workshops and/or symposiums for the Annual Meetings;
- 3 Shall review and recommend revisions of the Society's Constitution and By-Laws; and one
- 4 Shall serve as parliamentarian at all Annual, Special, and Executive Meetings of the Society.
- 5 One shall be responsible for all activities of the Research Committee; shall serve as liaison to the AOSA research
- 6 committee; and shall recommend proposals for seed research funding to the Executive Board.
- 7 One shall serve as member of the Ethics Committee

SECTION 5. Duties of the Executive Director

- 1 Shall perform all membership-related duties as set forth in the By-Laws.
- 2 Shall be responsible for all activities of the Membership Committee to include providing membership materials
- 3 when requested maintain and update membership materials,
- 4 Receive and process all applications for membership, maintain all signed and returned Privilege of Use Contracts.
- 5 Shall receive re-examination applicants, and shall receive tutorial programs for all potential Registered or Certified
- 6 Member candidates.

7 Shall perform treasurer duties by managing financial needs of SCST including preparing financial status reports as
 8 needed, budgets, and quarterly reports.
 9 Shall collect all membership dues and assessments, pay all expenditures, make and maintain adequate records of
 10 Society affairs.
 11 Shall provide and be steward of all Society supplies and their sale or distribution to the members.
 12 Shall perform secretary duties by making minutes of the Annual Meeting and other such meetings as may be called,
 13 furnish each voting member with proper ballot forms for election of officers and Honorary Member, and report
 14 results of all such elections, and maintain correspondence files.
 15 Shall be responsible for the consignment and/or recall of the Society Seal & Insignia, and all records pertaining to
 16 same; and shall notify all members on Society matters, meetings, proposed amendments and furnish such forms as
 17 may be necessary thereto;
 18 Shall maintain web site information to keep membership updated on Society activities.
 19 Shall perform administrative duties for the Society and handle business affairs to manage daily operation of the
 20 society and increase visibility of the Society.
 21 Shall represent SCST at seed industry and affiliate organization meetings as directed by the Executive Board,
 22 coordinate committee chair activities, coordinate schedule needs for Annual Meetings and exam locations, promote
 23 and distribute society publications, and other duties deemed necessary by the SCST Executive Board.

SECTION 6. Duties of Standing Committees

1 Standing committees shall be created for the purposes and functions defined as:

Communications and Publications

2
 3 This committee shall consist of the Chair as appointed by the President and at least five (5) members, including a
 4 Vice-Chair, selected by the Chair, by and with the consent of the President. Duties of this committee shall be:

- 5 1. To increase and promote all Society membership categories through the website to the Seed Trade and the
 6 general public;
- 7 2. To promote and publicize this Society through the website and its activities to the Seed Trade and the
 8 general public;
- 9 3. To send Society news releases, including election of officers, to industry related periodicals.
- 10 4. Promote and preserve the global relevance and stature of the Society of Commercial Seed Technologists
 11 (SCST) and the Registered Seed Technologist (RST) and further the use of the Association of Official Seed
 12 Analyst (AOSA) Rules for Testing Seed to facilitate the movement of seed internationally.
- 13 5. Promote, support and approve documents to the website for categories listed on the website.
- 14 6. All documents destined for the Website shall be reviewed by this committee, the Chair and/or Vice-Chair
 15 would submit documents to the Presidents of each organization before posting to the website
- 16 7. To publish on the website a recap of the annual meeting.
- 17 8. To publish on the website information about new members to the society.
- 18 9. To publish on the website activities of the Standing Committees
- 19 10. To publish on the website workshop announcements

Research

20
 21 This committee shall consist of the Chair as appointed by the President, and at least three (3) members, including a
 22 Vice-Chair, selected by the Chair, by and with the consent of the President. The duties of this committee shall be:

- 23 1. To conduct such research as the Committee, the Executive Board, or the Society shall deem advisable;
- 24 2. To accept and review proposals for research studies.
- 25 3. To promote and publicize Research Activities for the benefit of SCST and its membership.
- 26 4. The Research Chair shall serve as liaison to the Association of Official Seed Analysts Research Committee.

Legislative

27
 28 This committee shall consist of the Chair as appointed by the President, and at least two (2) members, including a
 29 Vice-Chair, selected by the Chair, by and with the consent of the President. The duties of this Committee shall be:

- 30 1. To keep the Society advised of new and/or pending legislation, and any regulations issued by State or
 31 Federal agencies;
- 32 2. To cooperate with the Legislative Committee of the American Seed Trade Association on any action to be
 33 taken in legislative matters, and report to the Executive Board and/or the Society for consideration and
 34 action.

Historian

The Historian of the Society shall be appointed by the President. The duties of the Historian shall be:

1. To obtain and keep such records as are pertinent to the history of the Society;
2. To procure facts and figures from the Executive Director, the Executive Board, and individual members pertinent to the Society;
3. To present the necrology report at the Annual Meeting;
4. To keep all records current;
5. To transfer to a successor all records that will aid the incoming Historian to continue the history of the Society in an uninterrupted manner.

Ethics

This committee shall consist of the Chair, five (5) members, and one Director-at-Large. If regular members are not available to serve, then Board members may serve. The Director shall serve as Liaison with the Executive Board. Regular members shall serve four (4) years with no more than one half (1/2) the committee rotating off every two (2) years. The Chair shall be appointed by the President from the existing committee members, and remaining members selected by the Chair, by and with the consent of the President. The duties of this committee shall be:

1. To address ethical questions from the membership;
2. To develop, encourage and promote among the members firmer business unity, which will improve and perfect a standard of business integrity and ethics in transactions between the members, between members and the industry, and with the general public;
3. To encourage that in all testing and advertisements of testing, the members of Society 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 studiously 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.

Nominating

This committee shall consist of the Chair, who must be a past or current Executive Board Member, as appointed by the President, and at least three (3) members selected by the Chair, including a Vice-Chair, by and with the consent of the President. The duties of this committee shall be:

1. To notify all voting Members that nomination for elective offices and/or Honorary Member are in order;
2. To use said nominations as a guide to selection of candidates for said elections;
3. To avoid soliciting or accepting nominations that would potentially result in more than one current Board Member from the same laboratory.
4. To establish the willingness and ability of each candidate to serve if elected to office;
5. To submit slate of candidates to the Executive Director forty-five (45) days prior to Annual Convention.

Rules

This committee shall consist of the Chair as appointed by the President, and at least three (3) members selected by the Chair, by and with the consent of the President.

The duties of this committee shall be:

1. To review existing rules for inconsistencies, problems and omissions;
2. To inform membership of rules proposals and solicit responses;
3. To review rule change proposals for inconsistencies, problems, and omissions;
4. To inform ASTA, AOCSA, AASCO and other pertinent industry related organizations about proposed rule changes and to solicit responses from same;
5. To inform membership of any areas of concern. The chairman shall act as the Society of Commercial Seed Technologists representative to the AOSA Rules Committee.

Examination

This committee shall consist of the Vice President as Chair, and the RST Board of Examiners, and the RGT Board of Examiners. Each Board of Examiners will consist of a Chair as appointed by the President, and seven (7) members selected by the Chair, including a Vice-Chair, by and with the consent of 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;

- 90 3. To maintain the highest level of security with examination materials;
91 4. To maintain and update a library of examination questions and sample materials;
92 5. To arrange places and times of examinations;
93 6. To proctor and grade examinations in a professional manner;
94 7. To report the outcome of examinations to the Executive Board and membership;
95 8. To determine equivalency of examinations conducted by other seed testing organizations, as described in
96 Article II of By-Laws hereof.

Referee

97
98 This committee shall consist of the Chair as appointed by the President and the remaining members, including a
99 Vice-Chair, selected regionally by the Chair by and with the consent of the President.

100 The duties of this committee shall be:

- 101 1. To conduct referee tests to promote greater uniformity among members and to report findings of such tests,
102 one from each SCST region;
103 2. To provide statistical support to other Committees;
104 3. To review new test methods using statistics.

Genetic Technology

106 This committee shall consist of the Chair appointed by the President, and at least three (3) members, including a
107 Vice-Chair, selected by the Chair by and with the consent of the President.

108 The duties of this committee shall be:

- 109 1. To review genetic testing methods used for testing seeds.
110 2. To work with the RGT board of examiners and working groups to improve awareness of new trends and
111 provide expertise in genetic technology as it relates to seed testing.

Proficiency Testing

113 This committee shall consist of the Chair appointed by the President, the Vice-Chair, and at least three (3) members,
114 selected by the Chair by and with the consent of the President. This committee consists of two Boards:

1. Conventional

116 The duties of this committee shall be:

- 117 a. To create and administer the conventional proficiency exam.
118 b. To establish a three year conventional testing plan.

2. Genetic

120 The duties of this committee shall be:

- 121 a. To create and administer the genetic proficiency exam.
122 b. To establish a three year genetic testing plan.

Journal of Seed Technology

124 This committee shall consist of the Chair as appointed by the President and at least 3 members, including a Vice-
125 Chair, selected by the Chair with the consent of the President.

126 An additional Board of Director representative is appointed by the Board. There is also an editor and co-editor.

127 Each committee member shall serve a 3 year term.

128 The duties of this committee shall be:

- 129 1. Top edit and publish the Journal of Seed Technology under the direction of the Chair
130 2. To distribute copies of each issue to subscribers.
131 3. To determine subscription rates based on costs of publication and distribution and present to the Board of
132 Directors for approval.
133 4. To prepare annual budget.
134 5. To manage all financial aspects of the committee
135 6. To make a financial accounting no less than annually to the Board of Directors
136 7. To provide an annual job performance evaluation of the Editor
137 8. To determine compensation for the Editor
138 9. To invoice for subscription renewals
139 10. To determine the most cost effective production methods
140 11. To determine the appropriate customer media choices

Teaching and Training

142 This committee shall consist of the Chair as appointed by the President and the remaining members, including a
143 Vice-Chair, selected by the Chair with the consent of the President.

144 The duties of this committee shall be:

- 145 1. To update and edit the Seed Technologist Training Manual
146 2. To work with RST and RGT Board of Examiners to update the Study Guides.
147 3. To approve workshops and educational webinars for CE points and suggest workshop topics (survey
148 members as required)
149 4. To create and maintain a list of qualified trainers or experts to assist at workshops, symposiums, etc.

SECTION 7. Special Committees

- 1 Special committees and their Chair may be appointed by the President when necessary and advisable. The Chair of
2 special committees shall report at the Annual Meeting.

SECTION 8. Special Representatives

- 1 Special representatives to organizations or committees of organizations outside the Society shall be appointed by the
2 President when requested. Special representatives shall report at the Annual Meeting.

SECTION 9. Expenses

- 1 Functional expenses of committee operation and/or individual personal expense in performance of official or
2 committee duties when authorized by a majority of the Executive Board shall become an obligation of the Society.

ARTICLE V. TESTING PROCEDURES

SECTION 1. Testing Procedures

- 1 When conducting service tests or any tests which shall be used for the marketing and labeling of seed, Registered
2 and Certified Members are required to follow official rules as established by the Association of Official Seed
3 Analysts, the Federal Seed Act, Agriculture Canada, the International Seed Testing Association, or specific rules
4 pertaining to the country where seed is to be offered for sale, and to report test results according to the appropriate
5 recommended procedures, including, a statement of which rules were used.

SECTION 2. Reporting Special Tests

- 1 Appropriate comments shall be included on any report of analysis when reporting the results of testing procedures
2 not included in officially recognized rules for testing seeds as stated in Section 1. These special tests shall be
3 reported on the same Reports of analysis used when reporting tests by officially recognized rules for testing seeds.
4 The Society name, Insignia, Seal, Seal Number and title Registered Seed Technologist or Registered Genetic
5 Technologist may be used on said reports.

ARTICLE VI. ETHICS AND RESPONSIBILITIES

SECTION 1. Code of Ethics – General Principles

- 1 The privilege of professional practice implies professional knowledge and imposes obligation of morality and
2 responsibility. Each Registered Member, Certified Member, Professional Member and Research Member agrees to
3 be guided by the highest standards of ethics, personal honor, and professional conduct.

4 **Responsibilities of the Registered and Certified Member to the Public**

- 5 1. A member shall avoid and discourage sensational, exaggerated, and/or unwarranted statements that would
6 reflect negatively upon the Society and/or the Profession.
7 2. A member shall not knowingly permit the publication of his analysis or other documents for any unethical or
8 illegal purposes.
9 3. A member shall not give professional opinions or make a recommendation without being thoroughly informed.
10 The degree of completeness of the information upon which such recommendation or opinion is based, shall be
11 made clear.
12 4. A member may publish dignified business, professional, or announcement cards, but shall not advertise his
13 work or accomplishments in a self-laudatory, exaggerated, or unduly conspicuous manner.
14 5. A member shall not issue a false statement or false information even though directed to do so by employer or
15 client

16 **Responsibilities of the Registered and Certified Member to Employer and Client**

- 17 1. A member shall protect, to the fullest extent possible, the interest of his employer or client insofar as such
18 interest is consistent with the law and his professional obligations and ethics.
19 2. A member who finds that requests from his employer or client conflict with his ethics and professional
20 obligations to the Society shall have such conditions corrected. Situations remaining unresolved shall be
21 directed to the SCST Executive Board.
22 3. A member shall not use, directly or indirectly, an employer or client's information in any way that would
23 violate the confidence of the employer or client.
24 4. A member shall not divulge information given him in confidence.
25 5. A member may advise his employer or client to consult, and cooperate with other specialists.
26 6. A member shall not accept a concealed fee for referring a client or employer to a specialist or for
27 recommending professional service other than his own.

28 **Responsibilities of the Registered and Certified Member to Each Other**

- 29 1. A member shall not falsely or maliciously attempt to injure the reputation of another.
30 2. A member shall give credit for work done by others and shall refrain from plagiarism in oral and/or written
31 communication.
32 3. A member shall endeavor to cooperate with others in the profession and encourage the ethical dissemination of
33 technical knowledge.
34 4. A member having knowledge of unethical practices of another member shall refer to the Constitution and By-
35 Laws for Procedural Guidelines in a timely manner: Article VII.
36 5. A member shall abide by the anti-trust policy as defined in Appendix E.

SECTION 2. Responsibilities

- 1 A member has a responsibility to understand and thereby shall uphold this Code of Ethics by precept and example,
2 and encourage other members to do the same.

ARTICLE VII. ETHICS PROCESS

- 1 The Ethics Committee, shall be empowered with authority to make inquiry of the principals involved, and to
2 conduct a complete investigation of alleged unethical conduct. All evidence shall be submitted in writing to the
3 Executive Director.
4 Complaints against a member shall be processed as follows:
5 1. The complaint shall be signed and submitted in writing, to the Executive Director. It shall describe in detail the
6 conduct of the offending member and shall be supported with documentary evidence.
7 2. Within ten (10) days of receipt of said complaint, the Executive Director shall present same to the Ethics
8 Committee Chair.

- 9 3. The Ethics Committee shall either investigate the complaint, or direct the President to appoint a Grievance
10 Committee, as provided for in Article VIII, Section 1 of these By-Laws, to investigate the charges as
11 expeditiously as possible.
- 12 4. The Ethics Committee shall determine if a violation has occurred and the course of action.
- 13 5. A summary of the violation and course of action shall be provided to the Executive Board.
- 14 6. The Member and employer will fully comply and cooperate with the Ethics Committee and Executive Board in
15 their investigation.
- 16 7. Within sixty (60) days the member being charged may appear before the Ethics Committee and may submit
17 evidence and explanation in defense of the complaint. The Ethics Committee may thereupon request further
18 investigation if deemed necessary or may dispose of the complaint as follows:
- 19 8. Dismiss the complaint
- 20 9. Suspend the offending member or members and immediately recall the Seal and prohibit use of the Seal, Seal
21 Number, Insignia, title Registered Seed Technologist, title Registered Genetic Technologist, title Certified
22 Genetic Technologist, title Certified Viability Technologist and title Certified Purity Technologist, title
23 Professional Member, title Research Member and Name of the Society for a period of not more than one (1)
24 year, all dues are to be paid during the period of suspension;
- 25 10. Expel the offending member or members and immediately recall the Seal and prohibit further use of the Name
26 of the Society, Seal, Seal Number, Insignia, title Registered Seed Technologist, title Registered Genetic
27 Technologist, title Certified Genetic Technologist, title Certified Viability Technologist and title Certified
28 Purity Technologist, title Professional Member, title Research Member, and void all contracts and agreements
29 pertaining thereto;
- 30 11. Take other action such as the Ethics Committee may deem advisable. The Executive Director shall notify the
31 member charged as to final disposition of the charges in writing. The Registered, Certified Member,
32 Professional Member, or Research Member and Employer will abide by whatever actions deemed appropriate
33 according to the Constitution and By-Laws of said Society.
- 34 12. An expelled member shall not be eligible for reinstatement in the Society.

ARTICLE VIII GRIEVANCES

SECTION 1. Grievances Committee

1 Should the occasion arise, a Committee on Grievances may be adopted to investigate complaints or charges of non-
2 compliance with these By-Laws or charges of unethical practices by a Member. This committee's purpose is to be
3 used if there is a conflict of interest with the Ethics Committee. This Committee shall be appointed by the President,
4 shall consist of five (5) members: The President, and four voting members residing within the region where the
5 alleged grievance has occurred. Should a seed firm be involved in such investigation, the President of the American
6 Seed Trade Association may be called upon to appoint a member of that Association to serve in an advisory capacity
7 with this committee. The personnel of this committee shall be known only to the President and the Executive
8 Director.

SECTION 2. Duties and Procedures

1 The Committee on Grievances, upon being appointed and appraised of such alleged unethical conduct, shall be
2 empowered with authority to make inquiry of the principals involved, and to conduct a complete investigation. All
3 evidence shall be submitted in writing to the Executive Director.

4 Complaints against a member shall be processed as follows:

- 5 1. The complaint shall be signed and submitted in writing, to the Executive Director. It shall describe in detail the
6 conduct of the offending member and shall be supported with documentary evidence.
- 7 2. Within ten (10) days of receipt of said complaint, the Executive Director shall present same to the Ethics
8 Committee.
- 9 3. The Ethics Committee shall either investigate the complaint, or direct the President to appoint a Grievance
10 Committee, as provided for in Article VIII, Section 1 of these By-Laws, to investigate the charges as
11 expeditiously as possible.

- 12 4. The reports of the Grievance Committee shall then be re-examined by the Executive Board. If the Executive
13 Board finds reasonable cause to believe that the charges should be further investigated, then a copy of the
14 complaint shall thereupon be submitted to the member or members so charged.
- 15 5. The Member and employer will fully comply and cooperate with the Grievance Committee and Executive
16 Board in their investigation.
- 17 6. Within sixty (60) days the member being charged may appear before the Executive Board and may submit
18 evidence and explanation in defense of the complaint. The Executive Board may thereupon request further
19 investigation if deemed necessary or may dispose of the complaint as follows:
- 20 7. Dismiss the complaint
- 21 8. Suspend the offending member or members and immediately recall the Seal and prohibit use of the Seal, Seal
22 Number, Insignia, title Registered Seed Technologist, title Registered Genetic Technologist, title Certified
23 Genetic Technologist, title Certified Viability Technologist and title Certified Purity Technologist, title
24 Professional Member, title Research Member and Name of the Society for a period of not more than one (1)
25 year, all dues are to be paid during the period of suspension;
- 26 9. Expel the offending member or members and immediately recall the Seal and prohibit further use of the Name
27 of the Society, Seal, Seal Number, Insignia, title Registered Seed Technologist, title Registered Genetic
28 Technologist, title Certified Genetic Technologist, title Certified Viability Technologist and title Certified
29 Purity Technologist, title Professional Member, title Research Member, and void all contracts and agreements
30 pertaining thereto;
- 31 10. Take other action such as the Executive Board may deem advisable. The Executive Director shall notify the
32 member charged as to final disposition of the charges in writing. The Registered, Certified Member,
33 Professional Member, or Research Member and Employer will abide by whatever actions deemed appropriate
34 according to the Constitution and By-Laws of said Society.
- 35 11. An expelled member shall not be eligible for reinstatement in the Society.

APPENDIX A. DEFINITIONS

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

Anti-Trust Policy: An SCST Ethics statement developed and updated as needed by the SCST Executive Board that prohibits the discussion or disclosure of information with respect to profits, premiums, surcharges, or discounts; classification of customers; product markets; refusal to deal with customers and suppliers; any factor affecting market behavior of a competitor; or any other topic involving anti-competitive practices as defined in current trade (See Appendix E).

Assessments: A fee charged to members outside the normal membership dues structure.

Associate Member: An individual with an interest in seed technology that has completed the necessary steps to achieve membership.

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

BOE Calendar of Exam Dates: A list of the candidates, locations per region and scheduled dates for Examinations to be conducted.

Certified Genetic Technologist (CGT): A member who has successfully completed the qualifications and requirements for membership, and is in good standing. A CGT is certified in at least one of the following areas of genetic testing: Immunoassay, Herbicide Bioassay, PCR and Electrophoresis.

Certified Purity Technologist (CPT): A member who has successfully completed the qualifications and requirements for membership, and is in good standing. A CPT is certified in purity testing.

Certified Viability Technologist (CVT): A member who has successfully completed the qualifications and requirements for membership, and is in good standing. A CVT is certified in germination testing.

Commercial entity: A commercial entity is an individual or company that either assists, or is actively engaged in the production, testing, marketing, and/or distribution of seed.

Expel: To cut off from membership and relations.

Expelled Member: A member who has been expelled from the Society and no longer has a contractual agreement with the Society or any of the privileges of membership. Membership in the Society of Commercial Seed Technologists is a privilege and not a legal right. Any member of the Society may be suspended or expelled from membership and deprived of the privileges appertaining thereto for any illegal or unethical action, for any conduct which might adversely reflect upon the reputation and high standing of the Society, or for failure to comply with the principles and purposes of the Society in accordance with this Constitution and By-Laws. An expelled member is not eligible for reinstatement as an active member.

Insignia: The logo or emblem of the society. The emblem of the SCST includes the name, date organized, a balance scale, and 13 stars representing the 13 charter members. The SCST insignia is trademark protected.

Long Range Planning Meeting: An informal meeting held at the annual meeting during which the executive board presents issues of concern to the Society. All SCST members have the right to propose agenda items. No binding action is taken during this meeting.

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

Professional Agreement: This is a contract between the Society and the Professional member. The contract stipulates the responsibility of all parties to uphold the ethics and by-laws of the Society.

Professional Member: A member who has successfully completed the qualifications and requirements for membership, and is in good standing. A Professional Member is actively employed in the field of seed technology.

Registered Genetic Technologist (RGT): A member who has successfully completed the qualifications and requirements for membership, and is in good standing. A RGT is certified in at least three of the four following areas of genetic testing: Immunoassay, Herbicide Bioassay, PCR and Electrophoresis.

Registered Seed Technologist (RST): A member who has successfully completed the qualifications and requirements for membership, and is in good standing. A RST is certified in germination and purity testing.

Research Member: A member who has successfully completed the qualifications and requirements for membership, and is in good standing. A Research member is actively engaged in seed research at a university, company, independent or crop improvement laboratory.

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

Privilege of Use Contract: A contract between the Society, Certified or Registered member, and their employer. The contract stipulates the responsibility of all parties to uphold the ethics and by-laws of the Society.

Regulatory entity: A regulatory entity is a state or federal governmental entity that regulates the movement, marketing, and sale of seed within their jurisdiction according to state or federal seed laws pertaining to that jurisdiction.

Research Agreement: This is a contract between the Society and the Research member. The contract stipulates the responsibility of all parties to uphold the ethics and by-laws of the Society.

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

Seal: A signet of the SCST having a raised emblem or stamp an impression on a receptive substance or a digital representation of the seal. The seal can be a crimper, ink stamp, or digital image. The Seal is the property of the Society and is issued to the individual member. Registered Technologists at the same location may choose to share a seal and seal number but are not required to. Seals are issued to RST and RGT members only.

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

Suspension: Suspension is a membership condition where a member has temporarily lost the privileges of membership. Membership in the Society of Commercial Seed Technologists is a privilege and not a legal right. Any member of the Society may be suspended or expelled from membership and deprived of the privileges appertaining thereto for any illegal or unethical action, for any conduct which might adversely reflect upon the reputation and high standing of the Society, or for failure to comply with the principles and purposes of the Society in accordance with this Constitution and By-Laws. A suspended member is eligible for reinstatement as an active member.

Tutor: An individual recognized by the board of examiners as qualified to provide training to an analyst.

Tutorial: A structured program of training and study in which quarterly reports are filed with the executive director.

APPENDIX B. EXECUTIVE BOARD POLICY SUMMARY

1. Associate membership dues shall be deducted from the initial Certified/Registered dues when they are paid within the same dues cycle. Full membership dues will be required after the initial Certified/Registered membership year.

APPENDIX C. MINIMUM PRESCRIBED EQUIPMENT AND CURRENT REFERENCE MATERIAL

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

EQUIPMENT

- Analytical Balance
- Forceps
- Dissecting/Stereo Microscope
- Germination Media/Equipment
- Lighted Stand or Boom Magnification
- Mechanical Divider
- Purity Board
- Record/Reporting Forms

REFERENCE MATERIAL – Current editions required

- AOSA Rules for Testing Seeds, Volumes 1-4 (updated annually)
- Federal Seed Act (access to current edition)
- Access to Current All State Noxious Weed List, USDA
- Access to Current State Seed Law and Regulations
- Reference Seed Herbarium/Collection (Minimum 150 kinds)

****SPECIALIZED EQUIPMENT****

- Fluorescence Equipment
- General Blower
- Prechill Chamber
- Purity Inspection Station
- Electronic Record Databases
- Diaphanoscope

EQUIPMENT AND REFERENCE MATERIAL SUGGESTED BY THE EXECUTIVE BOARD

EQUIPMENT

- Exhaust System
- NIST Thermometer
- Compressed Air
- Vacuum Planting System
- Water Deionizer
- Hand Lens (minimum 7X)

REFERENCE MATERIAL (current editions required)

- MSDS Information for chemicals encountered in laboratory and site
- RST Study Guide (available from SCST website)
- Seed Technologist Training Manual
- International Rules for Seed Testing
- Canadian Methods and Procedures for Testing Seed
- Seed Act Regulations of Canada
- Principles and Practices of Seed Science Technology (Copeland & McDonald)
- Identification of Crop and Weed Seeds
USDA Handbook 219
- Testing Agriculture and Vegetable Seeds
USDA Handbook 30
- AOSA Tetrazolium Handbook
- AOSA Vigor Testing Handbook
- AOSA Cultivar Purity Handbook
- Seed Testing Principles and Practices (Elias & Copeland)

APPENDIX D. PROCEDURES FOR CONDUCTING BUSINESS AT THE ANNUAL MEETING

I. Long Range Planning

- A. Policy for Determining Topics of Discussion in the Long Range Planning Meeting.
 - 1. A draft agenda and request for topics will be posted on the website. All members may petition for topics of discussion during the Long Range Planning Meeting.
 - 2. 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.
 - 3. The Executive Board will compile the requests and publish a final agenda for the Long Range Planning Meeting.
 - 4. 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.
 - 5. Time will be scheduled for topics from the floor.
- B. Appropriate time limits will be set for topics.

II. Business Meeting

- A. 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.
- B. Who Can Vote
 - 1. Voting members of the SCST include: Research Members, Professional Members, RSTs, CVTs, CPTs, RGTs, and CGTs. Voting members will be recognized as they enter the annual business meeting and each will receive voting cards 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.
- C. Quorum- a quorum is defined in the SCST Constitution and By-laws:
- D. Abstentions are a non-vote. Abstentions do not count when establishing a simple or 2/3 majority.
- E. Motions that amend the Constitution or By-laws will be sent to the membership for a ballot vote after the annual meeting.

III. 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.

- A. Call to order
- B. Appoint Sergeant-at-Arms (four)
- C. Roll Call- disperse voting cards
- D. Approval of the Agenda- requires a motion and a second.
- E. Approval of minutes of previous meeting (as printed in the Proceedings)- requires a motion and a second.
- F. Reports
 - 1. Executive Director Report
 - a) Membership update
 - b) Financial update- printed copies provided
 - c) Activity report
 - 2. President
 - 3. Vice President
 - 4. Directors-at-large
 - 5. Standing Committees
 - a) Ethics
 - b) Historian
 - c) Necrology Report, moment of silence
 - d) Nominating
 - 6. Special Committees
 - 7. Resolutions Committee
- G. Old Business
- H. New Business

- I. Swearing in of Officers: I, (say name), do solemnly swear to uphold the office of (name office) and abide by the Constitution and By-laws of the Society of Commercial Seed Technologists.
- J. Announcement of next meeting
- K. Adjournment

APPENDIX E: ANTI-TRUST POLICY

Anti-Trust laws prohibit restraint of trade and practices that may inhibit competition.

1. It is permissible to discuss industry-wide issues and to promote the seed testing industry.
2. Attendees may not discuss specific prices for products and services.
3. Members may raise their concerns with the Ethics Committee, Executive Director, or members of the board of directors.
4. Representatives of the seed testing organizations attending the annual meeting, committee meetings and all other meetings where they are representatives of the organization should work for the betterment of seed testing as a whole.