

**Exhibit 602-3 By-laws of the Northeastern Cooperative Soil Survey Conference  
(Last Revised May, 2006)**

[Proposed revision June 5, 2008](#)

[General revisions June 5, 2008](#)

ARTICLE I - NAME

Section 1.0

The name of the Conference shall be the Northeast Cooperative Soil Survey Conference.

ARTICLE II - PURPOSE

Section 1.0

The purpose of the Northeast Cooperative Soil Survey Conference is to bring together representatives of the National Cooperative Soil Survey in the northeastern states for discussion of technical and scientific questions. Through the actions of committees and conference discussions, experience is summarized and clarified for the benefit of all; new areas are explored; procedures are synthesized; and ideas are exchanged and disseminated. The conference also functions as a clearing house for recommendations and proposals received from individual members and state conferences for transmittal to the National Cooperative Soil Survey Conference.

ARTICLE III - PARTICIPANTS

Section 1.0

Permanent participants of the conference are the following:

Section 1.1

The NRCS state soil scientist responsible for each of the 13 northeastern states: Connecticut, Delaware, Maine, Maryland (also representing the District of Columbia), Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Virginia, Vermont, and West Virginia.

Section 1.2

The experiment station or university soil survey leader(s) of each of the 13 northeastern states.

Section 1.3

National Leader for Investigations or as assigned by the NRCS Director of the Soil Survey Division.

#### Section 1.4

NRCS, MLRA Office (MO) 12, 13, and 14 Team Leaders

#### Section 1.5

Lead Soil Scientist Eastern Region Technical Center

#### Section 1.6

A representative from the NRCS National Cartographic and Geospatial Center (NCGC)

#### Section 1.7

Three representatives from the soils staff of the USDA Forest Service as follows:

1. One from the Eastern Region, National Forest System
2. One from the Southern Region, National Forest System
3. One from the Northeastern Area, State and Private Forestry

#### Section 2.0

On the recommendation of the Steering Committee, the Chair of the Conference may extend invitations to a number of other individuals to a number of other individuals to participate in committee work and in the conference. Any soil scientist or other technical specialists whose participation is helpful for particular objectives or projects of the conference may be invited to attend.

[Next general revision](#)

ARTICLE IV - ORGANIZATION AND MANAGEMENT
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#### Section 1.0 Steering Committee

A Steering Committee assists in the planning and management of biennial meetings, including the formulation of committee memberships and selection of the committee chair and vice-chair.

#### Section 1.1 Membership

The Steering Committee consists of the following four members:

1. National Leader for Investigations or as assigned by the NRCS Director of the Soil Survey Division (Steering Committee chair)
2. The conference chair
3. The conference vice-chair
4. The past conference chair

The Steering Committee may designate a conference chair and vice-chair if the persons are unable to fulfill their obligations.

## Section 1.2 Meetings and Communications

A planning meeting is to be held about one year prior to the conference. Additional meetings may be scheduled by the chair if the need arises.

Most of the committee's communications will be in writing. Copies of all correspondence between members of the committee shall be sent to the chair.

## Section 1.3 Authority and Responsibilities

### Section 1.3.1 Conference Participants

The Steering Committee formulates policy on conference participants, but final approval or disapproval of changes in policy is by consensus of the participants.

The Steering Committee makes recommendations to the conference for extra and special participants in specific conferences.

### Section 1.3.2 Conference Committees and Committee Chair

The Steering Committee formulates the conference committee membership and selects the committee chair and vice-chair.

The Steering Committee is responsible for the formulation of committee charges.

### Section 1.3.3 Conference Policies

The Steering Committee is responsible for the formulation of statements of conference policy. Final approval of such statements is by consensus of the conference participants.

### Section 1.3.4 Liaison

The Steering Committee is responsible for maintaining liaison between the regional conference and

1. The Northeastern Experiment Station Directors.
2. The East Region State Conservationists, NRCS.
3. Director, Soil Survey Division of the Natural Resources Conservation Service.
4. Regional and national offices of the U.S. Forest Service and other cooperating and participating agencies, and
5. The National Cooperative Soil Survey Conference.

## Section 1.4

**Responsibilities of the Steering Committee Chair are:**

### Section 1.41

Call a planning meeting of the Steering Committee about one year in advance of, and, and if possible, at the place of the conference to plan the agenda.

#### Section 1.4.2

Develop with the Steering Committee the first and final drafts of the conference's committees and their charges.

#### Section 1.4.3

Send committee assignments to committee members. The committee assignments will be determined by the Steering Committee at the planning meeting. The proposed chair and vice-chair of each committee will be contacted personally by the conference chair or vice-chair and asked if they will serve prior to final assignments. NRCS people will be contacted by an NRCS person and experiment station people will be contacted by an experiment station person.

#### Section 1.4.4

Compile and maintain a conference mailing list that can be copied on mailing labels.

#### Section 1.4.5

Serve as a member of the editorial board of the Northeast Cooperative Soil Survey Journal.

### Section 2.0 Conference Chair and Vice-Chair

An experiment station representative and an NRCS state soil scientist alternate as conference chair and vice-chair. This sequence may be altered by the steering committee for special situations. The conference chair and vice-chair will serve a two-year term. The conference chair and vice-chair are chosen following the selection of a place for the next meeting and are from the state where the meeting is to be held.

#### Section 2.1

Responsibilities of the conference chair include the following:

##### Section 2.1.1

Function as chair of the biennial conference.

##### Section 2.1.2

Planning and management of the biennial conference.

##### Section 2.1.3

Function as a member of the Steering Committee.

#### Section 2.1.4

Send out a first announcement of the conference about 3/4 year prior to the conference.

#### Section 2.1.5

Send written invitations to all speakers or panel members and representatives from other regions. These people will be contacted before hand by phone or in person by various members of the Steering Committee.

#### Section 2.1.6

Send out written requests to experiment station representatives to find out if they will be presenting a report at the conference.

#### Section 2.1.7

Notify all speakers, panel members, and experiment station representatives in writing that a brief written summary of their presentation will be requested after the conference is over. This material will be included in the conference's proceedings.

#### Section 2.1.8

Preside over the conference.

#### Section 2.1.9

Provide for appropriate publicity for the conference.

#### Section 2.1.10

Preside at the business meeting at the conference.

#### Section 2.1.11

Serve as a member of the editorial board of the Northeast Cooperative Soil Survey Journal.

#### Section 2.2

Responsibilities of the conference vice-chair include the following:

##### Section 2.2.1

Function as Program Chair of the biennial conference.

##### Section 2.2.2

Serve as a member of the Steering Committee.

#### Section 2.2.3

Act for the chair in the chair's absence or disability.

#### Section 2.2.4

Develop the program agenda of the conference.

#### Section 2.2.5

Make necessary arrangements for lodging accommodations for conference members, for food functions, for meeting rooms, including committee loans, and for local transport on official functions. Notify all persons attending the meeting of the arrangement for the conference (rooms, etc.) included in the last mailing will be a copy of the agenda.

#### Section 2.2.6

Compile and distribute the proceedings of the conference.

#### Section 2.27

Serve as a member of the editorial board of the Northeast Cooperative Soil Survey Journal.

#### Section 3.0 Post Conference Chair

The primary responsibility of the past conference chair is to provide continuity from conference to conference. Additional responsibilities include the following:

#### Section 3.1

Serve as a member of the Steering Committee.

#### Section 3.2

Assist in planning the conference.

#### Section 3.3

Serve as the editor of the Northeast Cooperative Soil Survey Journal. This responsibility encompasses gathering information with the other editorial board members, printing the Journal, and distributing it.

#### Section 4.0 Administrative Advisors

Administrative advisors to the conference consist of the NRCS Regional Assistant Chief, East or their designee, Director of the NSSC, and the chair of the

NE Agricultural Experiment Station Directors or their designated representatives.

## ARTICLE V - TIME AND PLACE OF MEETINGS

### Section 1.0

The conference convenes every two years, in even-numbered years. The date and location will be determined by the Steering Committee.

## ARTICLE VI – CONFERENCE COMMITTEES

### Section 1.0

Most of the work of the conference is accomplished by duly constituted committees.

### Section 2.0

Each committee has a chair and vice-chair. A secretary or recorder may be selected by the chair, if necessary. The committee chair and vice-chair are selected by the Steering Committee.

### Section 3.0

The kinds of committees and their members are determined by the Steering Committee. In making their selections, the Steering Committee makes use of expressions of interest filed by the conference participants.

### Section 4.0

Each committee shall make an official report of the designated time at each biennial conference. Chair of committees are responsible for submitting the required number of committee reports promptly to the vice-chair of the conference. The conference vice-chair is responsible for assembling and distributing the conference proceedings. Suggested distribution is:

#### Section 4.1

One copy to each participant on the mailing list.

#### Section 4.2

One copy to each State Conservationist, NRCS, and Experiment Station Director of the Northeast.

#### Section 4.3

Five copies to the Director of Soil Survey, NRCS, for distribution to National Office staff.

#### Section 4.4

Ten copies to the National Soil Survey Center (NSSC) for distribution to staff in the center.

#### Section 4.5

Two copies to the NRCS Regional Assistant Chief, East and Eastern Region Technical Center

#### Section 4.6

One copy to each MO 12, 13, and 14 office.

#### Section 4.7

Two copies to the Eastern and Southern Regions of the National Forest System

#### Section 4.8

One copy to Agriculture and Ag Food Canada office.

#### Section 4.9

Much of the work of committees will of necessity be conducted by correspondence between the times of biennial conferences. Committee chairs are charged with the responsibility for initiating and carrying forward this work.

<b>ARTICLE VII - REPRESENTATIVES TO THE NATIONAL AND REGIONAL SOIL SURVEY CONFERENCES</b>
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#### Section 1.0

The Experiment Station chair or vice-chair will attend the national conference the year prior to the regional conference for which they were selected. A second Experiment Station representative also will attend the conference. The second representative is to be selected by the Experiment Station representatives at the regional conference.

#### Section 2.0

One NRCS lead soil scientist from the East Region will be designated to attend the National Conference in addition to the NRCS member of the National Conference Steering Team.

#### Section 3.0

One member of the Steering Committee will represent the Northeast Region at the South, Midwest, and West Regional Soil Survey Conference. If none of the members of the Steering Committee can attend a particular conference, a

member of the conference will be selected by the Steering Committee for this duty.

## ARTICLE VIII – NORTHEAST SOIL TAXONOMY COMMITTEE

### Section 1.0

Membership of the standing committee is as follows:

1. Chair
2. Three federal representatives
3. Three state representatives

### Section 2.0

The term of membership is three conferences, with one third replaced each conference. The Experiment Station representatives nominate new Experiment Station representatives to the Steering committee for the following conference. The federal representatives nominate new federal representatives to the steering committee for the following conference.

### Section 3.0

The Committee Chair is nominated to the Steering Committee by the Northeast Soil Taxonomy Committee. The Chair for the committee should rotate at the conclusion of each conference. Term of responsibility starts at the end of one conference and finishes with end of next.

## ARTICLE IX - NORTHEAST RESEARCH NEEDS COMMITTEE

### Section 1.0

This is a standing committee, the purpose of which is to maintain a formal mechanism within the Northeast Region to identify, document, prioritize and address the critical research and development issues related to soil survey.

### Section 2.0

Membership of this standing committee is as follows:

National Leader for Investigations serves as an advisor to the committee.

2.1 National Leader for Investigations or as assigned by the NRCS Director of the Soil Survey Division. (permanent chair)

2.1 Chair

2.2 Chair-Elect

2.4 One NRCS State Soil Scientist (two-year term)

2.3 One MO Team Leader (four-year term)

2.5 Two experiment station/university representatives (two-year term)

2.6 One NRCS field soil scientist (two-year term)

- 2.7 Lead Soil Scientist Eastern Region Technical Center
- 2.7 U.S. Forest Service Representative (permanent)
- 2.8 Other (NSCSS (private consultants), other academic institutions)

Section 3.0 The Committee Chair is nominated to the Steering Committee by the Research Needs Committee as in Section 4.0. Term of responsibility starts at the end of one conference and finishes with end of next.

Section 4.0 The Chair-Elect is nominated to the Steering Committee by the Research Needs Committee. Term of responsibility starts at the end of one conference and finishes with end of next. The Chair – Elect for the committee should rotate to the Chair at the conclusion of each conference.

#### Section 5.0

The state soil scientist and field soil scientist will be selected from a different state every two years alternating between each MO. The state soil scientist and field soil scientist will be from different states and different MOs.

#### Section 6.0

The National Leader for Investigations or as assigned by the NRCS Director of the Soil Survey Division will be responsible for selecting the state soil scientist and NRCS field soil scientist.

#### Section 7.0

The Experiment Station Conference chair, or vice-chair is responsible for overseeing the selection of the experiment station/university representatives as described in Section 2.4 above.

#### Section 8.0

The Northern Forest Research Station Research Director will select the appropriate U.S. Forest Service representative.

### ARTICLE X – NORTHEAST NEW TECHNOLOGIES STANDING COMMITTEE

Section 1.0 -- Membership of the standing committee is as follows:

1. Chair
2. Three federal representatives
3. Three state representatives

#### Section 2.0

The term of membership is three conferences, with one third replaced each conference. The Experiment Station representatives nominate new Experiment Station representatives to the Steering committee for the following conference. The federal representatives nominate new federal representatives to the steering

committee for the following conference.

### Section 3.0

The Committee Chair is nominated to the Steering Committee by the Northeast New Technology Committee. The Chair for the committee should rotate at the conclusion of each conference. Term of responsibility starts at the end of one conference and finishes with end of next.

ARTICLE XI - SILVER SPADE AWARD
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### Section 1.0

The award will be presented every two years at the conference meeting. It will be presented to a member of the conference who has contributed outstanding regional and/or national service to soil survey. One or two individuals can be selected for the award every two years. The selection committee will be made up of past award winners with the last award recipient acting as chair of the selection committee. If multiple awards were given at the previous meeting, the chair of the selected committee will be elected by the committee. The recipients of the award will become members of the Silver Spade Club.

ARTICLE XII – AMENDMENTS
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### Section 1.0

Any part of this statement for purposes, policy and procedures may be amended any time by majority agreement of the conference participants.

By-Laws, Adopted January 16, 1976  
By-Laws, Amended June 25, 1982  
By-Laws, Amended June 15, 1984  
By-Laws, Amended June 20, 1986  
By-Laws, Amended June 17, 1988  
By-Laws, Amended June 10, 1994  
By-Laws, Amended June 13, 1996  
By-Laws, Amended June 22, 2000  
By-Laws, Amended May 25, 2006