

**BY LAWS**  
**of**  
**The Magruder Check Sample Committee**  
A Committee of the Association of American Plant Food Control Officials

**ARTICLE I**  
**Name and Office**

**Section 1.** The Magruder Check Sample Committee (hereinafter referred to as Magruder), with an extended history of service to chemists engaged in the analysis of fertilizer, a Committee of the Association of American Plant Food Control Officials, Incorporated, (hereinafter referred to as AAPFCO) since 1971, was granted operating autonomy by resolution of AAPFCO on August 9, 1978.

**Section 2.** The principal office of Magruder shall be that of the AAPFCO.

**ARTICLE II**  
**Purpose**

The purpose of Magruder is to provide laboratory quality control, information and method development support to regulatory, industrial, and commercial laboratories, domestic and foreign, engaged in the analysis of fertilizers:

- a. Operate a check sample program to provide reference points for individual laboratories, and to evaluate assay methods of analysis.
- b. Provide statistical analysis useful to each analyst to monitor their performance, their methods and laboratory proficiency.
- c. Encourage and sponsor the adoption, by participating laboratories, of the most effective methods of laboratory management, and of analysis of fertilizer.
- d. Conduct educational and developmental programs in analytical methods, management, and statistics to obtain the maximum benefit from quality control programs. This may include publications, workshops, on-line videos, emails and other means that promote methods development, best practice method use, and good laboratory practices.

**ARTICLE III**  
**Members and Terms**

**Section 1. Members.** Under provision 2 of the aforementioned resolution of AAPFCO, the sixteen (16) members of Magruder are appointed by the President of AAPFCO, from nominees provided by Magruder. There shall be equal representation between industry and regulatory laboratories. Appointees must be employed for three years by a laboratory subscribing to and participating in the Magruder Fertilizer Check Sample Program. Membership in Magruder does not imply membership in AAPFCO.

**Section 2. Terms.** Members will serve four (4) year terms, at the pleasure of the AAPFCO Board of Directors. Thereafter, four (4) members shall be appointed annually. Special appointments to fill unexpired terms will be made by the AAPFCO President from nominees submitted by Magruder as soon as is reasonably possible after a vacancy occurs. All appointments will be made from such persons as to keep eight (8) members that represent industrial laboratories and eight (8) members that represent regulatory laboratories. Members may succeed themselves. Members may be removed by the action of a plurality of Board of Directors of AAPFCO.

## **ARTICLE IV Meeting of Members**

**Section 1. Annual Meeting.** A meeting of Magruder shall be held at least once a year at such time as shall be determined by Magruder; provided, however, that in cases of emergency the annual meeting by prior action under Section 5 of this Article, may not be held and that the business which otherwise would be conducted at the annual meeting be conducted by mail, email, telephone and teleconference ballot as is provided in Section 9 of this Article, or by informal action as is provided in Section 5 of this Article.

**Section 2. Special Meetings.** Special meetings of the members may be called (a) by the Chairperson, or (b) at the request of not less than four (4) members of Magruder.

**Section 3. Place of Meeting.** The Chairperson may designate any place as the place for any meeting. The place for any special meeting called under Section 2 (b) of this Article shall be designated by the calling members. In addition to the annual meeting, teleconferences and other virtual meeting media may be used to facilitate participation of the members and guests of the committee, provided the same notice of meetings is provided as in Section (4).

**Section 4. Notice of Meetings.** Written, printed or e-mail notice stating the place, day, and hour of any meeting of the members shall be delivered, either personally, by mail or email, to each member not less than ten (10) nor more than fifty (50) days before the date of such meeting, by or at the direction of the Chairperson, or the Secretary, or the officers or persons calling the meeting. Shorter notice will suffice (2 days) if notice is given in person or by telephone. In case of a special meeting, or when required by statute, or by these By-Laws, the purpose for which the meeting is called shall be stated in the notice. If mailed, the notice of the meeting shall be deemed to be delivered when deposited in the United States mail addressed to the member at their address as it appears on the records of Magruder, with postage thereon prepaid.

**Section 5. Informal Action by Members.** Any action required by law to be taken at a meeting of the members, or any other action which may be taken at a meeting of members, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by twelve (12) members entitled to vote with respect to the subject matter.

**Section 6. Quorum.** Eight (8) members, including at least four (4) regulatory and four (4) industry representatives, present in person or by proxy, shall constitute a quorum at any meeting of Magruder which is duly called pursuant to the provisions of these By-Laws.

**Section 7. Manner of Acting.** The act of a majority of the members present at a meeting at which a quorum is present shall be the act of Magruder, unless the act of a greater number is required by law or by the By-Laws.

**Section 8. Proxies.** At any meeting of members, a member entitled to vote may vote by proxy executed in writing by the member, or by their duly authorized attorney-in-fact. No proxy shall be valid beyond three (3) months after the date of its execution.

**Section 9. Voting by mail, teleconference, or electronically.** Voting on any matter, including the election of officers, may be conducted by mail, electronically or teleconference.

## **ARTICLE V Officers**

**Section 1. Officers.** The following officers shall be elected by the Magruder membership at each annual meeting by a majority vote of those present and voting, and shall serve for the year beginning with the adjournment of the annual meeting at which they were elected and ending with the adjournment of the next annual meeting:

Chairperson, Senior Vice Chairperson(s), Vice Chairperson(s) Secretary, and Treasurer **Any officer may serve succeeding terms.** The offices of Secretary and Treasurer may be occupied by the same person. The Treasurer may be a non-member of Magruder, but must be a member of AAPFCO. When the chairperson position changes the position shall alternate between industry and regulatory.

**Section 2. Vacancies.** If any office other than that of Chairperson shall become vacant, the office shall be filled by one of the remaining committee members for the remainder of the term as approved by the remaining committee members. If the office of Chairperson becomes vacant, the senior Vice Chairperson shall thereupon become Chairperson of Magruder for the unexpired term, provided that such service shall not affect such person becoming Chairperson upon adjournment of the next annual meeting. In the event that the office of Chairperson becomes vacant at a time when the office of senior Vice-Chairperson is also vacant, a Nominations Subcommittee of members appointed and led by the Secretary shall fill the Office of Chairperson for the remainder of the term.

**Section 3. Chairperson.** The Chairperson shall be the principal executive officer of Magruder and shall in general supervise and control all of the business and affairs of Magruder. They shall preside at all meetings of the members. They may sign, with the Secretary or any other proper officer of Magruder authorized by Magruder, any contracts, or other instruments which Magruder has authorized to be executed, except in cases where the signing and execution thereon shall be expressly delegated by Magruder or by these By-Laws or by AAPFCO to some other officer or agent of Magruder; and in general they shall perform all duties incident to the office of the chief executive and such other duties as may be prescribed by Magruder from time to time.

**Section 4. Senior Vice - Chairperson.** In the absence of the Chairperson or in the event of their inability to act, the senior Vice - Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Senior Vice-Chairperson shall perform such other duties as from time to time may be assigned to them by the Chairperson or by Magruder.

**Section 5. Vice-Chairperson(s).** The Vice-Chairpersons shall perform the duties to assist the Chairperson and Senior Vice-Chairperson. These duties could include assisting in educational programs, monitoring the results from the Check Sample Program, encouraging member laboratories to adopt most effective methods and other duties assigned by the Chairperson or Vice-Chairperson. Vice-Chairpersons are appointed by the Magruder committee on an as-needed basis.

**Section 6. Secretary.** The secretary shall keep the minutes of the meetings of the members in one or more books provided for the purpose; see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; keep a register of the members of Magruder and of their addresses; and in general perform all duties incident to the office of Secretary, and such other duties as from time to time may be assigned to them by the Chairperson or by Magruder.

**Section 7. Webmaster.** A webmaster will be appointed by the chairperson to administer the Magruder website.

**Section 8. Treasurer.** If required by Magruder, the Treasurer shall provide a bond for the faithful discharge of their duties in such sum and with such surety or sureties as Magruder shall determine. They shall have charge and custody of and be responsible for all funds and securities of Magruder; receive and give receipts for moneys, due and payable to Magruder from any source whatsoever, and deposit all such moneys in the name of Magruder in such banks, trust companies, or other depositories as shall be selected by Magruder, and in general perform all duties incident to the office of the Treasurer and such other duties as from time to time may be assigned to them by the Chairperson or by Magruder.

## **ARTICLE VI**

### **Subcommittees and Investigators**

**Section 1. Nominating Subcommittee.** Not less than one (1) month prior to the summer annual meeting, the Chairperson shall appoint a Nominating Subcommittee consisting of the vice chair and three (3) members. The Subcommittee shall submit to the Magruder Secretary in writing (a) a slate of candidates for election as officers for the ensuing year, and (b) a slate of nominations to membership for recommendation to the President-elect of AAPFCO.

**Section 2. Methods Forum Subcommittee.**

**The Chairperson.** The Chairperson will oversee the activities of the Methods Forum Subcommittee.  
**Terms of Service.** The Forum subcommittee members will serve two (2) year terms, at the pleasure of the chair. Members whose two (2) year terms are expiring may be re-appointed by the chair with the support of a plurality of the remaining subcommittee members. Special appointments to fill unexpired terms will be made by the Magruder chair from nominees submitted by the forum subcommittee as soon as is reasonably possible after a vacancy occurs. All appointments will be made from such persons as to keep four (4) members that represent industrial laboratories and five (5) members (one of which shall be the chair of the Lab Services Committee and one of which shall be the Magruder treasurer) that represent regulatory laboratories. The treasurer shall be a non-voting member of the subcommittee. Members may succeed themselves. Voting members may be removed by the action of a plurality the Magruder committee and shall consist of equal numbers of industry and regulatory members.

**Quorum.** Eight (8) members, including at least four (4) regulatory and four (4) industry representatives, present in person or by proxy, shall constitute a quorum at any meeting of the subcommittee which is duly called pursuant to the provisions of these By-Laws.

**Manner of Acting.** The act of a majority of the members present at a meeting at which a quorum is present shall be the act of subcommittee.

**Meetings.** The Forum subcommittee can meet in person or via teleconference as needed at the pleasure of a plurality of the subcommittee.

**Section 3. Other Subcommittees and Investigators.** The Chairperson may appoint such other subcommittees and investigators as in their opinion are necessary for the management of the affairs of Magruder or for the pursuit of the objectives of Magruder.

## **ARTICLES VII**

### **Contracts, Checks, Deposits and Funds**

**Section 1. Contracts.** Magruder may authorize any officer or officers, agent or agents of Magruder in addition to the officers so authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of Magruder, and such authority may be general or confined to specific instances.

**Section 2. Treasurer.** The Treasurer of Magruder serves as the custodian of the Committee's financial records and is responsible for all Committee funds. Being a Committee of AAPFCO, the Treasurer shall follow guidelines for their duties as specified in the bylaws of AAPFCO.

**Section 3. Checks, Drafts, Etc.** All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of Magruder shall be signed by such officer or officers, agent or agents of Magruder and in such manner as shall from time to time be determined by resolution of Magruder. In the absence of such determination by Magruder, such instruments shall be signed by the Treasurer and if needed, countersigned by the Chairperson of Magruder. Methods Forum deposits, expenses and funds shall be considered part of Magruder accounts, but will be kept separately in order to track expenses in order to prevent Forum funds/expenses from being an overall liability to Magruder funds. Treasurer's maximum payment authority is \$1000, anything over \$1000 needs to be approved by the chairperson or vice-chairperson via email. Approval emails must be maintained by the Treasurer for a minimum of 1 year or until an audit has been completed and approved.

**Section 3. Deposits.** All funds of Magruder shall be deposited from time to time to the credit of Magruder in such banks, trust companies, or other depositories as the Magruder and/or the treasurer may select.

**Section 4. Gifts.** Magruder may accept any contribution, gift, bequest, or devise for the general purposes or for any special purposes of Magruder under Section 3.

## **ARTICLE VIII**

### **Quality Control Samples and Funding**

**Section 1. Program.** Magruder shall conduct one or more check sample programs to cover assay methods employed by regulatory and industrial fertilizer laboratories and to include sample matrices of importance to the trade.

**Section 2. Funding.** Subscription by any laboratory to the check sample program shall be by payment of subscription fee. The amount of such subscription fee shall be established by action of Magruder. The Forum subcommittee shall set registration fees and manage expenses at an appropriate level to prevent a continuing negative balance in the Forum subaccount.

**Section 3. Schedule.** The type samples and schedule of delivery shall be established by action of Magruder.

**Section 4. Service Contracts or Agreements.** Magruder may, by action of its members, contract with any individual(s) or firm(s) to prepare and/or distribute samples, to provide statistical services, to provide duplicating, accounting or secretarial services, to conduct education programs, or to carry out any other action which is the responsibility of Magruder.

**Section 5. Emergency Service Contracts.** Between meetings of Magruder, the Chairperson may establish an emergency service contract or agreement, the term of which shall not extend more than 60 days beyond the next annual meeting. If the need for such services is anticipated beyond this date, the contract may be extended by action of Magruder at its annual meeting, or another contract let with the same or other supplier of the services.

## **ARTICLE IX Books and Records**

Magruder shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members and shall keep at the office of the Secretary a record giving the names and addresses of the members entitled to vote. All books and records of Magruder may be inspected by any member, or their agent or attorney, or any officer or director of AAPFCO for any proper purpose at any reasonable time.

## **ARTICLE X Fiscal Year and Annual Reports**

**Section 1. Fiscal Year.** The fiscal year of Magruder shall begin on the first day of July and end on the last day of June in each year.

**Section 2. Report to AAPFCO.** The Secretary, or another officer, shall submit to the Board of Directors of AAPFCO annually a report of the activities and finances of Magruder. Copies of this report shall be sent to Magruder members. This report shall in no way limit the access of officers or directors of AAPFCO to Magruder records as specified in Article IX.

**Section 3. Audit.** Magruder shall accept the audit performed yearly by AAPFCO. The audit report is recorded in the annual meeting minutes of AAPFCO.

## **ARTICLE XI Waiver of Notice**

Whenever any notice is required to be given under the provisions of these By- Laws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. The attendance of a member at any Magruder meeting shall constitute a waiver of notice of such meeting, except where a member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

**ARTICLE XII**  
**By-Laws**

These By-Laws may be amended at any regular or special meeting of the members of Magruder by a three fourths vote of the members present or voting by proxy; provided, that the notice of the meeting shall contain a notice of the intention to amend or repeal existing By-Laws, or adopt new By-Laws, together with a copy of the proposed amendment(s) or the proposed new By-Laws.

**Approved and adopted by the Magruder Committee October 18, 1978.**

**Revised and adopted by the Magruder Committee August 10, 1995.**

**Revised and adopted by the Magruder Committee August 7, 2002.**

**Revised and adopted by the Magruder Committee February 19, 2013.**

**Revised and adopted by the Magruder Committee August 8, 2017.**

**Magruder committee approved following amendments on May 10, 2023: Article VII, section 2 added to define role of treasurer. Article VII, section 3 amended with sentence defining Treasurer's maximum payment authority.**