The Crop Science Society of America (CSSA) is a progressive international scientific society that fosters the mission of plant science for a better world. Based in Madison, WI, and founded in 1956, CSSA is the professional home for 5,000+ members dedicated to advancing the field of crop science. Society members are dedicated to the conservation and wise use of natural resources to produce food, feed, fiber, fuel, and pharmaceutical crops while maintaining and improving the environment.

CSSA supports its members by providing peer-reviewed publications through the Digital Library, educational programs, scientific meetings, recognition and awards, career services, student activities, and science policy initiatives via a Washington, DC office.

CSSA Divisions
Visit “My CSSA Divisions” at www.crops.org/account

C01 Crop Breeding & Genetics
www.crops.org/membership/divisions/c01

C02 Crop Physiology & Metabolism
www.crops.org/membership/divisions/c02

C03 Crop Ecology, Management & Quality
www.crops.org/membership/divisions/c03

C04 Seed Physiology, Production, & Technology
www.crops.org/membership/divisions/c04

C05 Turfgrass Science
www.crops.org/membership/divisions/c05

C06 Forage & Grazinglands
www.crops.org/membership/divisions/c06

C07 Genomics, Molecular Genetics, & Biotechnology
www.crops.org/membership/divisions/c07

C08 Plant Genetic Resources
www.crops.org/membership/divisions/c08

C09 Biomedical, Health-Beneficial, & Nutritionally Enhanced Plants
www.crops.org/membership/divisions/c09
Contents

Introduction and Overview ..........................................................................................................................2

Chapter 1: CSSA Divisions .........................................................................................................................3
    Services to CSSA Divisions .........................................................................................................................4
    Division Chair Guidelines ..........................................................................................................................4
    Communication Options for Divisions .......................................................................................................5

Chapter 2: CSSA Annual Meeting ...............................................................................................................7
    CSSA Annual Meeting–Divisions ...............................................................................................................8
    2018 Program Planning Manual ...............................................................................................................11

Chapter 3: CSSA Board of Directors and Other Leadership Service .......................................................19
    CSSA Board of Directors ..........................................................................................................................19
    Special Board Committee Assignments ....................................................................................................20
    Other Leadership Service ..........................................................................................................................21
    ACSESS ....................................................................................................................................................22

Appendix ....................................................................................................................................................25
    Division Listserv Addresses .....................................................................................................................26
    Web Editor Instructions ..............................................................................................................................27
    Statement of Ethics ......................................................................................................................................31
    CSSA Strategic Plan ..................................................................................................................................32
    CSSA Division Chair Guidelines ............................................................................................................33
    CSSA Committees on Nominations for CSSA Divisions ........................................................................35
    CSSA Bylaws ............................................................................................................................................36

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608-268-4940

For updates to CSSA Communities and the CSSA Leadership Handbook, visit: www.crops.org/membership/cssa-divisions

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Introduction and Overview

Leadership

Divisions are the building blocks of the Society. Focused on the technical, discipline, educational, and networking aspects of the Society, they allow opportunities to collaborate and educate. Division Chairs provide the immediate interaction of the membership of the Society and should drive it toward the future. Divisions play a critical role in the success of the Society.

The Board of Directors provides the vision and strategic direction for the Society. This has and is driven by leaders who have recognized the importance of the Society’s function in bringing together the knowledge and inspiration to enhance discovery and define agronomic science and application.

The Committees and Task Forces that provide recommendations and guidance to the Board by focusing membership perspectives and experience are important in defining structure and priority to emerging issues.

The Headquarters staff provide a critical function in that they “Make it All Work.” They keep track of decisions, conduct analysis and assessment, and provide the member services that are critical to the organization and function of the Society.

Handbook

This Leadership Handbook is intended to provide information and guidance for the current and future leadership of the Society. It outlines the duties and functions of the majority of the Society’s leadership. The text and especially the appendices are intended to provide a guide for members and leaders to conduct business and support the future of the Society.

This Leadership Handbook is envisioned and designed as a living document to be amended and augmented as needed and as the Society moves to meet is mission, function, and goals. It is the membership’s responsibility to ensure that this document is improved and updated as needed to be an effective and efficient guide for their needs.

CSSA Leadership & Organization

CSSA is governed by a 14-member Board of Directors (14 voting members and five ex-officio members) who are guided by a Strategic Plan and adhere to the organizational bylaws. CSSA, together with the American Society of Agronomy (ASA), and Soil Science Society of America (SSSA), are the charter member organizations of the Alliance of Crop, Soil, and Environmental Science Societies (ACSESS), the support organization for the three Societies. ACSESS, which formed on January 1, 2009, provides oversight of operations and ensures coordination among ACSESS societies. The ACSESS Board of Directors is comprised of the ASA, CSSA, and SSSA President, Past President and President-Elect; the ASA, CSSA, and SSSA Chief Executive Officer as ex-officio, nonvoting; and other ex-officio, nonvoting members, as needed.

Headquarters Staff

The Society membership is fortunate to have a skilled, efficient, and dedicated staff at Madison headquarters to turn new ways of doing and improving leader and member services into reality. The Headquarters staff includes employees working in the departments of Certification, Education, Finance, IT/Operations, Membership, Meetings, Public and Science Communications, Publications, and Science Policy. Most of the employees work at the Madison, WI office. There is also a Science Policy Office located in Washington, DC. View the Contact Us page on the CSSA website for a list of staff, titles, and contact information: www.crops.org/contact.
Chapter 1

CSSA Divisions

C01 - Crop Breeding and Genetics
Discovery, maintenance, and modification of germplasm, biometrical and biochemical genetics, cytogenetics, crop evolution, morphology, and related studies.

C02 - Crop Physiology and Metabolism
Plant physiology, pathology, mineral uptake and nutrition, photosynthesis, translocation, source-sink relations, and plant responses to the environment.

C03 - Crop Ecology, Management & Quality
Establishment, management, and environmental biology of species and systems of mixtures used for field crops, forages, and grazing lands.

C04 - Seed Physiology, Production, & Technology
Seed development, maturation, germination, and metabolism; preparation of useful plant types through foundation, registered, and certified seed; preservation of viability.

C05 - Turfgrass Science
Development, evaluation, establishment, and maintenance of turfgrass for multiple uses.

C06 - Forage & Grazinglands
Conservation and utilization in grazing systems, forage and grazing utilization, forage nutrition value and management, forage and grazing interactions with the environment, forage growth and development.

C07 - Genomics, Molecular Genetics, and Biotechnology
Focuses upon investigations of structural and functional genomics; mapping and cloning of genes controlling economically important plant traits; molecular breeding technology; gene structure, expression and function; plant cell and tissue culture; development and use of transgenic crops and microorganisms.

C08 - Plant Genetic Resources
Programs associated with conservation, use, distribution, accessibility, documentation, ownership, and intellectual property rights issues of plant genetic resources.

C09 - Biomedical, Health-Beneficial, and Nutritionally Enhanced Plants
Focuses on plants as food or feed, and on the development and evaluation of novel characteristics and compositional quality traits in crops that are important to the health, well being, and nutritional requirements of humans.
Purpose of CSSA Divisions

The Division structure was created to enable CSSA to have the necessary structure for stable Society governance. This structure is intended to give members opportunity to find and interact with others with similar interests.

The primary purpose of Divisions is to better assemble members of common interest, facilitate planning, communication, and coordination of programs and services. Most programs and service activities are initiated within Divisions providing a coordinating and management role. The Divisions also provides a governance voice for the Society, with each of the nine Divisions represented on the CSSA Board. View the Chapter on CSSA Divisions later in this Handbook.

Division Membership and Recruiting

As a benefit of membership, members may join any/all CSSA Divisions. Division membership is easily modified online through a member’s account by visiting the My Account feature online: www.crops.org/account/divisions

Division Chairs are encouraged to review their list of members on their Division webpage (View the “Members” link in the upper right corner) and invite others to join their Division, especially CSSA undergraduate and graduate student members and early career members. They should also encourage them to participate in leadership. The number of Divisions a member wishes to identify with is not limited, and can expand and contract to reflect a member’s interests. These changes are immediately reflected in the Division Membership List on each Division webpage: www.crops.org/membership/cssa-divisions

Services for CSSA Divisions

CSSA is committed to creating, developing, and growing the opportunities for Divisions. As such, services will be provided to the Division Leadership through the Chair and Chair-Elect officers. These will generally be managed through CSSA staff. They include:

Support to meet at the Annual Meeting (meeting space for Business Meetings, as requested)

Program Enhancement Funds

Division webpages (with ongoing updates by a Division Chair or member)

Listserv of Division members set up and maintained for each Division

Promotion of Division activities, as requested

Conference Call Services: Divisions can arrange use of the Society’s conference call number to facilitate discussions and collaboration

Other services as approved by the CSSA Board

Division Chairs

Division Chairs must be members of CSSA and members of the CSSA Division that they wish to represent. Division Chairs will serve three-year terms, with the first year as Division Chair Elect, and the second year as Division Chair, and the third year as Past Division. Chairs are elected as part of the general election by the CSSA membership. Elections are held each year for a new Chair Elect. For more information on elections, view the Appendix.

Roles of Division Chairs

The Chair of each Division shall be responsible for the operations of the Division. The Division Chair, and Past Division Chair will do the following:

1. Provide leadership for the Division they serve. This includes directing the Annual Division Meeting. The Division Chair schedules the time, notifies members, and conducts the meeting.

2. Division Chairs will identify oral and poster sessions, develop symposia, plan field trips, workshops, or develop other activities. Details of all activities will be forwarded to the CSSA Program Planning Officer.

3. Provide nominees for Division Chair Elect, Board of Director Representative, and CSSA President Elect.

4. Develop and implement plans that maintain or enhance the viability of the Division and support the needs of Division members.

5. Implement actions approved by Division members.

6. Communicate and report information of the Division and submit their annual report to the CSSA Board of Directors.
Communication Options for Divisions

Division Annual Report
The Division Chair will submit an annual report, summarizing Division activities to the Board of Directors. Headquarters email a call for annual reports to all Chairs. Instructions for preparing the report, the format to follow, and the deadline for receipt are all included in the call. If the report carries definite recommendations or requires special discussion or treatment, it will be added to the agenda of a future CSSA Board or Executive Committee meeting.

Division Webpages
As webpages are the primary information source, Divisions are encouraged to promote the activities of their Divisions on their webpage. Division Chairs and Chairs Elect have editing rights to their pages. View the Appendix for the web editing instructions. They can also contact Headquarters to designate someone within their Division to edit the webpages at: crops.org/membership/cssa-divisions.

Division Listserv
Listserv emails are established for each Division. Division Chairs and Chair Elects have exclusive access to send Listserv emails to their respective Divisions. View the Appendix or contact Headquarters for your Division listserv address.

Conference Calls
Divisions can arrange to use the Society’s conference call number to facilitate discussions and collaboration. To schedule this, contact:
Rebecca Polk,
rpolk@sciencesocieties.org
608-268-3972
Annual Meetings and Beyond

Division activities focus on members’ program and service needs. Activities may include CSSA Annual Meeting activities, such as symposia, oral sessions, meetings, workshops, tours, and social functions. Divisions may conduct or sponsor activities that go beyond the CSSA Annual Meetings, such as virtual meetings, workshops, smaller conferences, publications, awards, listservs, leadership development, white papers, books, grants, and many others, depending on feedback obtained from members.

Annual Meeting Programming

Divisions are an important part of the Annual Meeting programming. A major portion of meeting content and networking is provided through Divisions. They play a primary role in developing activities for the Annual Meetings to include organizing oral and poster sessions, symposia, student activities and contests, workshops, tours and more.

Division Chairs:
1. Solicit program ideas from Division members.
2. Communicate those ideas, as well as other activities, to the CSSA Program Planning Chair, and keep them informed as to the scheduling of sessions, symposia, events.
3. Add events (such as oral or poster sessions, events, and your annual Division Business Meeting) to the Annual Meetings program through our web-based scheduling software. View the Program Planning Manual in the Appendix for instructions. The Meetings Department will also provide training.
4. Create promotional posters about your Division to display at the CSSA Annual Meeting in the Exhibit Hall. View the Division poster example in this Handbook.

Annual Meeting Program Planning Manual

For programming purposes, the Meetings Department publishes a CSSA Program Planning Manual, designed to guide Chairs through the process of assembling the Division programs at the Annual Meetings. It is a valuable tool which incorporates the when, how, and who of activities to program the Annual Meeting. It provides action and activity deadlines, information on electronic scheduling, as well as select policies and procedures for non-symposium or oral session functions. The Meetings Department also generates a CSSA Meeting Planning Process schedule for the Annual Meeting year.

View the Program Planning Manual and schedule of dates and deadlines.

Symposia. As Divisions are organized along topical areas, they are an excellent vehicle for development of symposia. Symposia should be relevant to the Division. Current policy for symposia indicates that a symposia must include at least one invited speaker from outside of the Societies and can include multiple invited speakers, both from outside and within the Societies. A good mix would include invited speakers and Division members providing the Division perspective during the symposia. Invited speakers do not pay abstract submission fees and outside invited speakers are provided complementary Annual Meeting registrations. The length of symposia presentations can be scheduled using variable time options to allow for improved flexibility to incorporate panels and discussions into the symposia.

Volunteer Oral and Poster Sessions. Division Chairs are responsible for organizing or supporting others within the Division in efforts to organize volunteer oral and poster sessions. Session topics can be identified during the annual Division Business Meeting, solicited through the Division’s listserv, and/or by Division members. Division Chairs have access to the online programming system, in order to organize oral and poster sessions for their Division. As with symposia, it is important that Division Chairs communicate with the program Planning Officer on sessions.

Travel. If there are travel limitations regarding a visa or funding approval, the Society can provide a “Letter of Intended Participation” to a potential presenter. This letter allows the participant to fill in their own contact information within the letter and has been found sufficient for most visa requests or to secure the release of funding for attending the Annual Meetings. To initiate generation of such a letter, contact Nate Ehresman, nehresman@sciencesocieties.org, 608-268-4942.
Activities and Competitions. Divisions are encouraged to work with their members to incorporate student activities and competitions into their programs to mentor and attract B.S. and M.S. students in the Society. This could include poster/oral paper competitions and awards. To initiate a competition, contact Nate Ehresman, nehresman@sciencesocieties.org, 608-268-4942.

Certificates. CSSA Divisions sometimes require certificates to present to important speakers or award recipients during the Annual Meeting. The Societies have made a certificate-generating tool available for just such occasions. As a Division Chair, you are authorized to access this tool by signing in at www.crops.org/acsAdmin/students/generate-certificates with your Society login information. Please be aware it is your responsibility as Chair to generate, print, and transport your desired certificates to the Annual Meeting for your Division.

Proceedings and Publications. Divisions, along with all members, are encouraged to take advantage of the Society’s journal publications. Should you desire to develop Proceedings or a Publication out of your Symposium, the Society requests first right of refusal to publish this document. In fact, there are many things that would provide value should you use the Publications Department to support your efforts to turn a symposia or sessions into a Proceedings or publication.

Divisions are a critical organizing component of Annual Meeting programming. They play a role in developing, organizing, and unifying the content of the Annual Meetings.

CSSA Division Posters

Divisions have the opportunity to create a poster for display at the CSSA Annual Meeting. Division Chairs and Vice Chairs will prepare the information for the poster. Posters are located in the center of the Exhibit Hall all week on boards labeled with Division names. For information, contact Nate Ehresman, nehresman@sciencesocieties.org. Suggested topics for the poster:
- Business meeting time, day, location, and agenda
- Division information
- Join a Division by visiting “My CSSA Divisions”
- Schedule of sessions for the week
- Pictures and contact information for division officers
- Sign-up sheet for next year’s symposia, topical sessions, and tour proposals

Division Business Meeting

Division Business Meetings will be held at the CSSA Annual Meeting. The Division Business Meeting is chaired and conducted by the Division Chair with minutes kept by the Chair Elect. A report of the Division Business Meeting is submitted to CSSA headquarters as part of the Annual Report. Division Chairs can send notice of Division Business Meeting time and place to members through the Division listerv. The Division Business Meetings may follow this sample format:
- Message from one of the Presidents
- Board Representative Report: Division Board Reps will provide an update on Society activities (they will receive Talking Points in advance of the Annual Meeting). This may include: Annual Meeting report, budget and finance summary, membership update
- Review Division activity
- Open discussion for Division symposia ideas
- Explanation of Program Enhancement Fund Policy
- Election nominations: Division Chairs discuss and identify candidates for Chair Elect and Division Board Representative when the positions become vacant. Division Chairs to also discuss/identify candidates for CSSA President-Elect. Division Chairs will provide candidate names of Division Officers and CSSA President-Elect to their Division Board Rep during the Annual Meeting.

Funding Opportunities

The Society Program Enhancement Funds (PEF) exist to provide Divisions with funding support. Division Chairs will be allocated a flat rate of $1,000 annually along with a portion of funds from the prior year’s Annual Meeting papers submitted for the Division. These dollars can be accumulated, with no limit. Division Chairs can use this funding to support Division efforts or to enhance cross-collaborative efforts.

Other funding sources that could be pursued are the Annual Meeting Special Session Funds, and other societies, organizations, and companies that share a common interest in the Division activities programming. With respect to organizations and companies, they receive multiple requests for support. Before contacting an outside source about a financial contribution, discuss your needs with CSSA Headquarters. Individual requests need to be handled through CEO Ellen Bergfeld, ebergfeld@sciencesocieties.org or Eric Welsh, ewelsh@sciencesocieties.org, 608-273-8081.

Divisions may also consider submitting a proposal for ASA, CSSA, and SSSA Special Sessions Funds. Special session subjects are crosscutting. That is they integrate the interests of multiple Sections, Communities, and/or Divisions in ASA and SSSA. Special Session Funding is not necessarily for those activities that fall within the focus of a Division. Proposals are submitted online to the ACS732 Annual Meetings Planning Committee. The committee is responsible for reviewing proposals and awarding the session funds. For more information, visit the Annual Meetings website and the Sources of CSSA Division Funds in the Appendix.
A Note to Divisions: Don't Get in a Rut—Have Fun

CSSA has had a history associated with the Annual Meetings, and oftentimes history becomes the status quo. Division Chairs are encouraged to get out of this rut to develop a vibrant technical program.

To Do

Schedule an annual Division Business Meeting, which allows the opportunity for Division members to identify leadership and develop activities for the coming year. Divisions can meet at other times and venues during the year. Identify and schedule presiders or moderators for all symposia, sessions, panels, etc.

Attend Society program planning opportunities.

Announce your events on your Division website, listserv, or through a CSA News article.

Consider using your symposia or sessions as an opportunity for providing Continuing Education Units (CEUs).

See the Society’s website for requirements

Don’t forget Program Enhancement Funds (PEF) or other funding sources to meet your goals and objectives.

Communicate your events on your Division website, listserv, or through a CSA News article.

Communicate your events on your Division website, listserv, or through a CSA News article.

Communicate to your Division through the listserv and website; Communicate with your Program Planning officer; and Communicate to Headquarters.

To Consider

Schedule downtime during your sessions. Recent polls of members suggest the ability to have downtime to network with colleagues and potential partners is important. Consider a short session titled appropriately, i.e. Division Collaboration and Networking.

Consistent with downtime there is an opportunity to improve International collaboration. Ask each Division member to invite an international colleague to attend the meeting and consider a session to discuss common issues.

Encourage joint sessions between CSSA Divisions, ASA Communities and SSSA Divisions. Co-sponsorship is an excellent way to provide exposure and focus the intent of a Division.

Recommend Society speakers for opening and closing sessions. This would assist in marketing your program.

Communicate, be creative, and have fun!
Table of Contents & Contact List

Headquarters Office Contacts .................................................................................................................................................... 2
Annual Meeting Deadlines ......................................................................................................................................................... 3
Introduction .................................................................................................................................................................................. 4
Entering Sessions ......................................................................................................................................................................... 4
Symposia Sessions ....................................................................................................................................................................... 4
Invited Speakers........................................................................................................................................................................... 4
Abstract Submission .................................................................................................................................................................... 4
Scheduling Sessions................................................................................................................................................................. 4–5
Applying for Continuing Education Units .............................................................................................................................. 6
Promoting Sessions ...................................................................................................................................................................... 6
Program Enhancement Funds .................................................................................................................................................... 6
Food Functions ............................................................................................................................................................................. 7
Tour Policies and Procedures .................................................................................................................................................... 7
CSSA Division Posters................................................................................................................................................................. 7

Headquarters Office Contacts

**Staff Representative**

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Email: wmeixelsperger@sciencesocieties.org

**Jeanne Pluemer, Senior Meetings Manager**  
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Email: jpluemer@sciencesocieties.org

**Stacey Giesen, Meetings Manager**  
Phone: (608) 268-3975  
Email: sgiesen@sciencesocieties.org

**Nate Ehresman, Technical Program Manager**  
Phone: (608) 268-4942  
Email: nehresman@sciencesocieties.org

**Eric Welsh, Program Manager—Marketing & Business Relations**  
Phone: (608) 268-4918  
Email: ewelsh@sciencesocieties.org

**Function**

Meetings budget  
Committee liaison  
Oversee all meetings activities

Specialized meetings and Exhibits  
Annual Meeting Manager  
Committee liaison

Room assignments  
Tours and workshops  
Food and beverage functions

Abstract submissions  
Invited speakers  
Program enhancement funds

Advertising  
Sponsorships

General Meetings Questions: acsmeetings@sciencesocieties.org
ASA, CSSA, and SSSA Headquarters Office Front Desk: 608-273-8080; Fax: (608) 273-2021
## Annual Meeting Dates & Deadlines

**Enhancing Productivity in a Changing Climate**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. &amp; Dec.</td>
<td>Leaders/Chairs solicit symposia/topical session ideas from membership.</td>
</tr>
<tr>
<td>November 28</td>
<td>Deadline for 2017 program enhancement fund expenses.</td>
</tr>
<tr>
<td>December 6</td>
<td>Symposia/topical session submission site opens.</td>
</tr>
<tr>
<td>December 6</td>
<td>Special session, tour, and workshop proposals open online.</td>
</tr>
<tr>
<td>January</td>
<td>2018 Annual Meeting website goes live.</td>
</tr>
<tr>
<td>February 9</td>
<td>Deadline for submitting symposia/topical sessions.</td>
</tr>
<tr>
<td>February 9</td>
<td>Deadline for submitting grad student competition descriptions.</td>
</tr>
<tr>
<td>February 23</td>
<td>Deadline for special session, tour, and workshop proposals.</td>
</tr>
<tr>
<td>March 13</td>
<td>Abstract submission opens online at <a href="http://www.acsmeetings.org">www.acsmeetings.org</a>.</td>
</tr>
<tr>
<td>March 13</td>
<td>Committee meetings submission open online.</td>
</tr>
<tr>
<td>March 13</td>
<td>Early registration &amp; housing opens online.</td>
</tr>
<tr>
<td>late-April</td>
<td>Division Chairs receive access to Confex.</td>
</tr>
<tr>
<td>May 22</td>
<td>Early abstract deadline, 4:00 pm CDT.</td>
</tr>
<tr>
<td>June 5</td>
<td>Final abstract deadline, 4:00 pm CDT.</td>
</tr>
<tr>
<td>June 7</td>
<td>Scheduling webinar for Community Leaders, Section Chairs, and Division Chairs.</td>
</tr>
<tr>
<td>June 7</td>
<td>Begin scheduling sessions in Confex.</td>
</tr>
<tr>
<td>June 19</td>
<td><strong>Session scheduling deadline.</strong> Confex access closes for all Leaders and Chairs. Date, time, estimated attendance, invited speakers, and presiders must be submitted by this deadline. Audio visual, catering, &amp; room set requests must be submitted as well.</td>
</tr>
<tr>
<td>early-July</td>
<td>Nonmember invited symposia speakers are emailed waived registration instructions.</td>
</tr>
<tr>
<td>July - TBD</td>
<td>Annual Meeting Program Planning Meeting.</td>
</tr>
<tr>
<td>late-July</td>
<td>Presenters are emailed presentation time, date, and format.</td>
</tr>
<tr>
<td>late-July</td>
<td>Moderators notification email sent.</td>
</tr>
<tr>
<td>mid-August</td>
<td>Presenters are emailed presentation location, as well as time and date reminder.</td>
</tr>
<tr>
<td>August 23</td>
<td><strong>Final abstract editing deadline.</strong></td>
</tr>
<tr>
<td>August 23</td>
<td>All catering must be finalized.</td>
</tr>
<tr>
<td>August 27</td>
<td>Export program book from Confex to create abstract USB and printed program.</td>
</tr>
<tr>
<td>September 20</td>
<td>Early registration rate deadline.</td>
</tr>
<tr>
<td>October 10</td>
<td>Standard registration rate deadline.</td>
</tr>
<tr>
<td>November 4-7</td>
<td>Annual Meeting begins in Baltimore, MD.</td>
</tr>
<tr>
<td>December 11</td>
<td><strong>Deadline for 2018 program enhancement fund expense requests.</strong></td>
</tr>
</tbody>
</table>
Planning the Meeting in Confex

Introduction

This manual is designed to guide Program and Division Chairs smoothly through the process of assembling your programs for the upcoming Annual Meeting. Take the time to read through the manual and become familiar with the various sections.

The Headquarters Office is available to assist you as questions arise. Please contact us with your questions. Our goal is to make this busy year an enjoyable one as well. Comments about this manual as well as the overall program planning process are always welcome.

Entering Sessions in Confex

You will receive an email in early-December with a link to submit your sessions. The sessions you enter will be used for people to submit their papers. To submit a session you will need to enter the following information:

- Title of session
- Symposia/topical session
- Oral/poster session
- Invited/contributed papers or both
- Does it include a graduate student competition?
- Section/Division cosponsor
- Community cosponsor
- Session description (this will show online)
- Keywords
- Organizer

It is a good idea to enter “general” poster and oral sessions followed by your Division name for papers that don’t fit a specific session topic. If a session contains a graduate student competition, it is clearer for everyone if you include this in the session title. A business meeting will automatically be entered for every Division.

Symposia Sessions

A symposium is the major session of the week for a Division. It should focus on a key topic relevant to the Division and include invited speakers from outside the Societies. CSSA has a limit of two, two-hour symposia per Division. If a symposium will include only invited speakers, a public call for volunteer papers will not be published online.

Invited Symposia Speakers

Invited symposia speakers (member and nonmember) do not have to pay the abstract submission fee. The Division Chairs will receive a link to a special website with no payment when abstract submission opens. They must pass this link along to their invited speakers only. It is the Chair’s responsibility to ensure that abstracts are submitted by the abstract submission deadline.

Nonmember Invited Speakers

Invited speakers who are not Society members will be emailed a “discount code” in July that will allow them complimentary registration. It is the speaker’s responsibility to complete their registration online in order for the fee to be waived.

Member Invited Speakers

Invited speakers who are Society members do not qualify for waived registration fees. They will receive an email in July reminding them to complete their registration form as normal with the fee. It is important to inform member speakers of this on the front end, as many individuals assume if invited, they will not have to pay registration.

Volunteer Abstract Submissions

Authors may submit their abstracts by internet only.

- Go to www.acsmeetings.org.
- Roll over “Submit” tab (centered in the top menu).
- Click on “Oral Presentations” or “Poster Presentations” from the drop down menu.
- Click on “Submit Abstract” and follow directions.
- All abstracts require payment by credit card.
- Speakers will automatically receive an email confirmation of the submission.

Confex Session Scheduling

Please keep in mind these important scheduling dates:

- June 5 Final abstract submission deadline
- June 7 Scheduling webinar
- June 19 Scheduling deadline
- August 23 Abstract editing deadline (for print)

Review sessions across all societies. Look for similar content and themes that could be combined or should be scheduled on different days. In mid-July, the ACS732 Annual Meeting Planning Committee and Headquarters Office staff will meet for a final review of the program.

Scheduling in Confex

As Division Chairs, each of you will login to Confex with the email address and password you have on file with CSSA. Once logged in, you will be able to view all sessions you have created. Click on a session to view all the submitted abstracts it contains.

Shortly after abstract submission closes, a webinar will be presented on how to schedule sessions in Confex. This will be recorded and available to reference.
Planning the Meeting in Confex

Follow these six steps to schedule a session in Confex:
1. From your link, click on the title of the session you want to schedule. You will now see a list of the papers in that session.
2. Accept all papers by checking the boxes under the heading “Accept” (this is found just to the left of the abstract title). Click “Update” at the bottom to save.
3. Click “Non-paper Events” in the left control panel to add intro, breaks, discussions, adjourn, and freeform events (i.e., panel discussion).
4. Sort the abstracts and events with the numbering 1, 2, 3, etc. in the boxes under the “Order of Papers” heading.
5. Volunteer papers are 15 min. in length, so sessions will default to 15 min. Use the boxes under “Special duration” to enter times for other events (i.e., 5 min. intros or 60 min. business meetings).
6. Click “Schedule” in the left control panel to enter the date, time, expected attendance, and catering for the session.

Papers in Sessions
The meeting space available is often limited. Volunteer oral sessions must be scheduled to fill a room for the whole part of a day (i.e., morning from 8 am–12 pm or afternoon from 1:30–4 pm). Be sure to include one 15-minute break in each part of the day. You may include two short sessions as long as you schedule them back to back so they fill a whole morning or afternoon. If a session does not have enough papers, either transfer papers to that session or transfer papers from that session to other sessions.

You may have a paper that does not fit into any of your sessions. If this happens, contact other Section or Division Chairs to see if they can accept it. If so, transfer the paper to the accepting Section/Division, and be sure to let the author know.

Transferring Sessions/Changing Formats
To transfer a paper to a different Section or Division in Confex, go into the session and choose “Transfer” on the left column and select the new Section/Division. To transfer a paper to a different session in the same Section/Division, check the box under the “Transfer” header and select the new session from the drop down box on the bottom of the page.

You may change the format of presentations (oral/poster) if needed, but you must contact the presenter to inform them of the shift.

Scheduling Business Meetings
A business meeting will be automatically included as a session in Confex for every Division. You will be responsible for scheduling the time and date of the business meeting during the scheduling period. It is best if it follows your symposium or another popular oral session within your program.

Allow enough time for the Board Representative to brief members about significant Board items. The Division Chair will preside at the business meeting. The Headquarters Office will email the Chair regarding the submission of business meeting minutes.

Scheduling Moderators
A moderator must be assigned to each oral session in order to help keep it running smoothly at the Annual Meeting. To add the moderator, enter the session and click on “People” in the left column. Then click “Add a Person” and indicate that they are “Moderator”. Moderators must be an ASA, CSSA, or SSSA member. Some individuals may have schedule conflicts so make sure they can make the session time. Selecting younger members as moderators is an excellent way to involve these people in Society activities. Regional representation of moderators is strongly encouraged. Each moderator will receive an email with instructions before the meetings. Moderator training is also offered at the Annual Meeting.

Scheduling Advice
Poster sessions are generally scheduled on Monday and Tuesday from 4:00–6:00 pm and on Wednesday from 2:30–4:30 pm. If possible, do not schedule oral sessions during this time.

Balance your oral and poster sessions equally over all of the days to minimize conflict for your colleagues. Divisions should also be aware of their Society’s awards ceremony and daily plenary while scheduling.

Miscellaneous Sessions
When planning a special symposium or evening program, include these sessions in your program. For any questions on miscellaneous session scheduling, contact Nate Ehresman. If a miscellaneous session will be organized by someone else, the Division Chair must make sure that person is informed of all deadlines and that constant communication is kept.

Special Session, tour, and workshop proposals must be submitted online before the deadline. Information can be obtained from the website at www.acsmeetings.org/tours-and-workshops. These should not be entered as sessions in your Division.
CEUs, Session Promotion, & PEFs

Applying for CEUs

**Why apply for continuing education units (CEUs)?** Participants in ASA and SSSA Certification Programs maintain their certification through continuing education.

**Who are Certification participants?** Participants include Certified Professional Agronomists, Certified Professional Soil Scientists, Certified Professional Soil Classifiers, and Certified Crop Advisers (CCA).

**How do people apply for CCA Board Approved CEUs?** There are three steps you must follow:


2. Relate each talk to a CCA CEU Standard. The CCA CEU Standards Booklet PDF is located on the same website listed above.

3. Include the session agenda and provide a list of speaker names and biographies.

Your CEU application will be reviewed by the Maryland CCA Board.

Program Enhancement Funds

Program enhancement funds (PEFs) are provided for each Division to enhance the quality of their program, encourage the involvement of meetings participants, and recognize excellence during the current or previous Annual Meeting programs. Each Division Chair will receive an email in early-February indicating available funds for 2018.

Division PEFs

These funds are generally requested by symposia or topical session organizers. It is at the Division Chair’s discretion to approve the use of funds. Please remember to track your funding promises so that you do not exceed your PEF budget.

**Appropriate Uses for PEFs**

Appropriate uses for PEFs include, but are not limited to:

- Paying expenses and awarding honoraria to invited speakers (member and nonmember) of symposia.
- Monetary awards for outstanding accomplishments or graduate student awards.
- Funding food and drink events.
- Supporting professional tours or workshops.

Promoting Sessions

There are several ways to promote sessions to potential authors and/or attendees.

1. **Division listservs**—session organizers can develop an announcement for Division Chairs to send to members via email. Listserv discussion must focus on Division activities and business. Sending job announcements and promoting other Societies’ meetings is prohibited. When sending emails, please include the Society name, Annual Meeting website, and Annual Meeting dates. You can receive your listserv by emailing Ian Popkewitz (ipopkewitz@sciencesocieties.org).

2. **CSA News magazine**—highlight the topics, day, and time of the session to promote. Submit the article on the first of the month prior to the month of publication. For example, the deadline for the March issue is February 1. There is no charge for this service. When writing the call for papers, make sure to mention the lead Division and the full title so authors can choose it when submitting their abstract. Email your article to news@sciencesocieties.org.

3. **Division webpages**—post a symposium or session and link it directly to the Annual Meeting online program. Division Chairs will update their own web pages. For questions contact ipopkewitz@sciencesocieties.org.

Division Donation Links

“Donate Now” links are placed on Division web pages so sponsors can donate to program enhancement funds online. The Chair can also send the URL to their listserv to request donations.

Additional Funding

If a Division Chair has exhausted their funds, they can contact cosponsoring Communities/Sections/Divisions for financial assistance. They may also want to call on other societies, organizations, and companies that share a common interest in the program. Before contacting anyone about a financial contribution to your session, discuss your needs with Eric Welsh.

If the Division has a grant for the session, Headquarters will process the grant and distribute the funds according to the Chair’s directions. The Societies will retain up to 10% of the grant to cover administrative fees.

PEF Reimbursements

Please inform Nate Ehresman as you promise the use of funds to people. He will assist in managing PEF budgets throughout the year.

After the Annual Meeting, the Division Chair must submit all payment requests with original receipts to Nate Ehresman. Please submit all of your requests together and include a final amount to be paid to each speaker. Requests must be received no later than December 11. Payments will not be made after this date.
Food Functions

All catering requests are submitted while scheduling sessions. Requests must be entered into their appropriate sessions by June 19; to be finalized by August 23. This includes receptions, social hours, cash bars, etc. When submitting a food function, be sure to include session title, date, time, budget, number of people, and a description of what is envisioned. Entering a food function online does not ensure the function has been officially scheduled.

Tour Policies and Procedures

All tour proposals must be submitted online by the February 23 deadline. The tour organizer is responsible for planning, submitting, and organizing the tour.

Tour Organizer Responsibilities:

- Make arrangements for the tour program, tour guides, meals, snacks, or other activities during the tour. One tour guide per bus will be provided complimentary. Additional space must be submitted with costs.

- Inform Headquarters of the expected costs with all aspects of the tour (meals, handouts, entrance fees, etc.). Include arrangements the organizers make with outside groups and businesses.

- Prepare a promotional description of the tour. Headquarters will put this in CSA News, News Flash, the website, and the program.

Headquarters’ Responsibilities:

- Arrange transportation and housing (if applicable).

- Determine ticket price based on expected tour costs provided by tour organizer.

- Sell and distribute tickets and receipts.

- Provide advance payment or reimbursement of tour costs (invoices/original receipts required).

Refund requests must be submitted in writing to the Headquarters Office. Pending approval, refunds are processed after the Annual Meeting.

Division Posters at Annual Meeting

Division Chairs will create a poster that is 44.5” x 44.5” (slightly smaller than 4’x4’ to ensure they don’t overlap on the poster board). This poster will be displayed all four days of the meeting in the Exhibit Hall.

Suggestions on what to include in your poster:

- Business meeting time, day, location, and agenda.

- Division information.

- Schedule of sessions for the week.

- Pictures and contact information for Division Officers, including your Board Representative.

- Sign-up sheet for symposia, topical sessions, or tour proposals for 2019.

- General comments.

Thank you for your hard work in helping to create an excellent program. See you in Baltimore!

Photo courtesy of Visit Baltimore.
### CSSA Meeting Planning Process

#### 2017
- **Nov**
  - Solicit 2018 Session Ideas from Members throughout Nov. & Dec.
- **Dec**
  - Special Session, Tour & Workshop Proposals
  - Dec. 6 – Feb. 23
  - Symp/Topical Sessions Entered in Confex
  - Dec. 6 – Feb. 9

#### 2018
- **Jan**
  - Annual Meetings Planning Committee Meets to Finalize Program: July - TBD
- **Feb**
  - Abstract Submission Open
    - March 13 – June 5
    - Early Abstract Submission Deadline: May 22
  - Abstract Editing & Catering Finalized Deadline: Aug. 23
  - Session Scheduling in Confex for Communities & Sections: June 7 – June 19
  - Chairs look for session overlaps Feb-Mar
  - Scheduling Webinar: June 7, 1:00 pm Central time
  - Feb 27
  - Symp./Topical Sessions Announced Online
- **Mar**
  - Feb. 27
  - Symp./Topical Sessions Entered in Confex
    - Dec. 6 – Feb. 9
  - Solicit 2018 Session Ideas from Members throughout Nov. & Dec.
  - Nov. 28
  - 2017 Program Enhancement Exp. Receipts Deadline
  - Dec. 11
  - 2018 Program Enhancement Receipts Due
- **Apr**
  - Abstract Submission Open
    - March 13 – June 5
- **May**
  - Abstract Submission Open
    - March 13 – June 5
  - Abstract Editing & Catering Finalized Deadline: Aug. 23
  - Session Scheduling in Confex for Communities & Sections: June 7 – June 19
- **Jun**
  - Annual Meetings Planning Committee Meets to Finalize Program: July - TBD
  - Abstract Submission Open
    - March 13 – June 5
  - Abstract Editing & Catering Finalized Deadline: Aug. 23
  - Session Scheduling in Confex for Communities & Sections: June 7 – June 19
- **Jul**
  - Annual Meetings Planning Committee Meets to Finalize Program: July - TBD
  - Abstract Submission Open
    - March 13 – June 5
  - Abstract Editing & Catering Finalized Deadline: Aug. 23
  - Session Scheduling in Confex for Communities & Sections: June 7 – June 19
- **Aug**
  - Abstract Submission Open
    - March 13 – June 5
  - Abstract Editing & Catering Finalized Deadline: Aug. 23
  - Session Scheduling in Confex for Communities & Sections: June 7 – June 19
- **Sep**
  - Abstract Submission Open
    - March 13 – June 5
  - Abstract Editing & Catering Finalized Deadline: Aug. 23
  - Session Scheduling in Confex for Communities & Sections: June 7 – June 19
- **Oct**
  - Abstract Submission Open
    - March 13 – June 5
  - Abstract Editing & Catering Finalized Deadline: Aug. 23
  - Session Scheduling in Confex for Communities & Sections: June 7 – June 19
- **Nov**
  - Abstract Submission Open
    - March 13 – June 5
  - Abstract Editing & Catering Finalized Deadline: Aug. 23
  - Session Scheduling in Confex for Communities & Sections: June 7 – June 19
- **Dec**
  - Abstract Submission Open
    - March 13 – June 5
  - Abstract Editing & Catering Finalized Deadline: Aug. 23
  - Session Scheduling in Confex for Communities & Sections: June 7 – June 19
CSSA Board of Directors

The Purpose of the CSSA Board

1. To serve as the policy-making arm of the Society as directed by the CSSA Bylaws. Except for those matters which the Bylaws specify are under the direct authority of the membership of the Society or are specifically designated as responsibilities of stated Society officers. The Board of Directors establishes the policies and revises them when it deems advisable.

2. To have, hold, and administer all property and funds of the Society, in conformity with the Articles of Incorporation and Bylaws.

3. To engage the Chief Executive Officer and other employees as may be needed; however, instead of directly employing personnel, CSSA has an agreement with the Alliance of Crop, Soil, and Environmental Science Societies (ACSESS) to handle its operational activities on a cost-input basis.

4. To continually reassesses the current operations and the future role of the Society and of agronomy as a profession. This includes updating the strategic plan regularly and monitoring the plan’s progress.

5. To meet twice per year (traditionally in the Spring and at the annual meeting) and at other times as needed, or conduct telephone conference calls or electronic meetings, to conduct Society business. In a meeting of any format, 50% of the voting members of the Board shall constitute a quorum for voting. Official action by the Board is based on a majority vote of the voting members of the Board present in a meeting of any format. Board minutes will be posted online at www.crops.org/about-society/executive-committee-minutes

Fiscal Decisions

For fiscal decisions, the CSSA Board of Directors has a Budget and Finance Committee (B&F Committee) who reports financial results during monthly board meetings. The Board of Directors approves the annual operating budget that is recommended by the B&F Committee (prepared in collaboration with headquarters staff), generally at the Annual Meeting. To the extent the Society has special requests for funding not contemplated in the approved budget; the B&F Committee may review the request and make a recommendation for the board to approve the new funding requests. For more information, view the Budget and Finance Committee section later in this chapter.

Board Membership and Responsibilities

Individuals serving on the Board of Directors must hold the Active membership category or another category having the same privileges as active membership. The term of office for Directors begins on January 1 and ends on December 31. The CSSA Board of Directors consists of the following members, serving for the terms indicated:

Executive Board Members

The CSSA Executive Board members are the President, President-Elect, and immediate Past President of CSSA. The CSSA President serves as the presiding officer of the Board. For information on functions and responsibilities, view the guidelines online:

Division Board Members

One elected member representing each of the Divisions of CSSA, each serving for a term of three years. Division Nomination Committees prepare the slate of candidates. If a Division Board Representative is unable to attend a meeting, he or she may request that the Division Chair or Chair Elect represent the Division at the meeting and vote on all matters that come before the Board of Directors. Additional information on the responsibilities of the Division Board Representatives, are available in the Appendix: C012–C018 CSSA Division Officers

Other Board Members

One elected Industry Representative from the Corporate Membership category, serving for a term of three years. Nominees for this position are solicited from the Membership and Society Identity Committee.

Graduate Student Representative on the CSSA Board of Directors. One elected member representing Graduate Student Members, serving for a term of one year. If the Graduate Student Representative should resign or become unavailable to serve, the other candidate on the ballot shall automatically succeed to the office to complete the term.

Ex-Officio Board Members

The Editor-in-Chief serves as an ex-officio member, without vote, for the duration of his/her term in that position.

The Program Planning Officer serves as an ex-officio member, without vote, for the duration of his/her term in that position.

The Chair of the Agronomic Science Foundation serves as an ex-officio member, without vote, for the duration of his/her term in that position.

The Chief Executive Officer serves as an ex-officio member, without vote, for the term of employment in that position.

Special Board Committee Assignments

CSSA Organization, Policy, and Bylaws Committee

The C201 Organization, Policy, and Bylaws Committee consists of three members of the Board of Directors. The Organization, Policy, and Bylaws Committee's functions are:

1. To study suggestions and charges from members and officers of CSSA that pertains to organization, policy, and bylaws of the Society

2. To make recommendations for changes in the organization, and/or the policy, and/or the bylaws of the Society to the Executive Committee, Board of Directors, and the membership.

3. To make a periodic review of the bylaws of CSSA to assure that they are up-to-date with the functions, services, and governance of CSSA.

4. To work toward solutions of complex interrelated problems by cooperation with other CSSA, ASA, and SSSA Committees (such as Budget and Finance; Organization, Policy, and Bylaws; etc.) so that recommendations submitted to CSSA Officers and Board will constitute the combined judgment of all responsible Committees involved.

For additional information on the functions and responsibilities, view the guidelines online: www.crops.org/about-society/committees/get-file/C201/C201-guidelines.pdf

CSSA Budget and Finance Committee

The C211 Budget & Finance Committee consists of three members of the Board of Directors, plus additional Ex-officio members. The Finance Representative serves as Chair of the committee. The Budget & Finance Committee:

1. Advises the Board of Directors on appropriate policies and procedures associated with the generation of revenue and the expenditure and management of CSSA funds for executing and implementing Society programs and the strategic plan.

2. Reviews quarterly financial reports from headquarters staff. Compares expenditures with projected revenues and reports findings to the CSSA Board of Directors.

3. In collaboration with headquarters staff and the full committee, prepares and recommends an operating budget to the CSSA Board of Directors for the following year.

For additional information on the functions and responsibilities, view the guidelines: www.crops.org/about-society/committees/get-file/C211/C211-guidelines.pdf
CSSA Nominations Committee

The C101 Nominations Committee consists of the CSSA Executive Committee, the voting Board Members not represented through Divisions (Industry, Early Career, Graduate Student Reps), and the Presiding Chairs from each of the CSSA Sections. The CSSA Nominations Committee:

1. From the pool of nominated candidates, selects by majority vote, two candidates for the office of CSSA President-Elect.
2. Solicits nominees for the Board positions not represented through Divisions (Industry, Early Career, Graduate Student Reps) when the offices are to become vacant.

For more information on the functions and responsibilities, view the Appendix, or online at: www.crops.org/about-society/committees/get-file/C101/C101-guidelines.pdf

CSSA Science Policy Committee

The C537 Science Policy Committee consists of Board members, Society members, and several Ex-officio members. The committee shall serve as a resource to the Science Policy Office, providing counsel and advice on science policy matters and issues relevant to practitioners and:

1. Identifies key issue areas warranting the development of an CSSA white paper/position statement
2. Participates in annual Congressional/White House/Agency visits
3. At 3-year intervals, reviews and revises/updates CSSA Grand Challenges

For additional information on the functions and responsibilities, view the guidelines: www.crops.org/about-society/committees/get-file/C537/C537-guidelines.pdf

Other Leadership Service

Society Committees

Effective operation of the Crop Science Society of America is dependent largely on its committees. Most actions of the Society originate in and are evaluated and recommended by committees. Authority for conducting the Committee business of the Society is given in the CSSA Bylaws of the Crop Science Society of America. Standing Committees are those established by the CSSA Bylaws or by actions of the Board of Directors. Other Committees are established by actions of the CSSA Board of Directors or by the Executive Committee. These are usually called Special Committees. Persons appointed to Society Committees must be members of the Society. The President can make exceptions to the requirement for membership for service on Committees when special expertise or opinion from nonmembers is needed.

A list of CSSA Committees can be found online at: www.crops.org/about-society/committees. Society Committees follow an organized numbering system:

- Organization: 000-099
- Nominations: 100-199
- Operations & Finance: 200-299
- Publications: 300-399
- Awards: 400-499
- Profession Advancement: 500-599
- Collaboration: 600-699
- Meetings: 700-799
- Scientific Affairs: 800-899
- International Activities: 900-999

Committee Leadership Service

The vision and mission of the Society is advanced with the dedication and commitment of our member leaders. Together, Committees develop and recommend policy, provide advice on editorial issues, and assist in creating a rewarding and valuable member experience. Participating as a Society volunteer is truly a rewarding and enjoyable experience. Society Committees are filled by appointment by the respective Society President-Elect. To sign-up for Committee service, complete the form by choosing the Committees on which you would like to serve, online at: www.crops.org/about-society/committees/volunteer

The CSSA President-Elect has the responsibility for appointing new CSSA Committee members and Committee Chairs in advance of the CSSA Annual Meeting so they can begin to function during the Annual Meeting.

The Chair of the Committee during the calendar year in which the Annual Meeting is held should schedule a meeting of the Committee during the Annual Meeting. The new Chair and new Committee member(s) should be invited to attend and should be introduced at the meeting. The outgoing Chair should review the past year’s activity; assist the new Chair in developing an activity plan for the coming year; and turn over the Committee files to the new Chair. The new Chair may wish to call a meeting of the new Committee later in the week to make further plans and assignments for the coming year. Much of the Committee business and activity may be conducted by email, mail, and phone during the year.

All CSSA Committees are required to submit annual summary reports for consideration by the CSSA Board of Directors and/or the Executive Committee. The CSSA Headquarters Office sends instructions to the Chair. The reports should report the accomplishments during the year; and should list specific recommendations for consideration by the Board.

Task Forces

Special Committees may be appointed by the President as deemed desirable. These are usually called Ad Hoc Committees or may be called a Task Force. A Task Force may study an issue or topic, and on the basis of such study, prepares a report to recommend to the Board of Directors or Executive Committee what actions should be taken or changes made in Society structure, governance, activities, and services.
ACSESS

The Alliance of Crop, Soil, and Environmental Science Societies (ACSESS) is a nonprofit 501(c)(3) organization providing management and administrative support services to its founding members: the American Society of Agronomy (CSSA), Crop Science Society of America (CSSA), and Soil Science Society of America (SSSA). The headquarters office for these international Societies is based in Madison, Wisconsin.

Who is ACSESS?

ACSESS is the management and support staff responsible for providing an array of departmental services—both to, and for—members of the Societies:

Publications and Communications are the home of the CSSA, ASA, and SSSA scientific journals, magazines, an online-only publication, books and monographs, and a variety of indexes, glossaries, and educational aids. A new publishing agreement was reached with the American Society of Animal Science (CSSAS) in Spring 2012. The partnership will provide state-of-the-art publication processes, along with management and support to best advance the value, image, and marketing of CSSAS publications.

Meetings plans board, branch, committee, and several other meetings, along with co-sponsoring gatherings of similar interests. However, the Annual Meetings is a primary focus, bringing thousands of scientist-members together for the dissemination of new knowledge as it relates to agronomy, crops, and soils.

Certification and Education are an important professional enhancement for various members and includes the Certified Crop Adviser (CCA) program, with more than 13,000 participants in the United States, Canada, Mexico, and India. There is also the specialty certification of CCA, a Certified Professional Agronomist (CPAg). Both are offered through the American Society of Agronomy. The Soil Science Society of America supports the Certified Professional Soil Classifier and Certified Professional Soil Scientist programs.

Member Services offers support ranging from career services to corporate, community and divisions of interest development. Awards, scholarships, undergraduate and graduate student programs are also run via this department.

Science Policy Office, located in Washington DC, provides recommendations and responses on initiatives worthy of attention and supported by the Societies membership. It tracks all policy issues related to agricultural research, food and ag-systems, natural resources, and the environment, often providing written or oral science-based counsel, briefings, and analysis to Congress.

Why ACSESS?

The support organization, ACSESS, was created due to the restructuring of the CSSA Board of Directors in 2009. CSSA, CSSA, and SSSA voted to establish the support organization in order to provide operational efficiencies, as well as giving each of the Societies the flexibility to focus on specific programmatic activities. And while CSSA, ASA, and SSSA are the founders of ACSESS, the individual names remain unchanged and each retains its own 501(c)(3) status.

CSSA, ASA, and SSSA also envision continuing to add relevant organizations as part of the strategic plan for ACSESS to provide a full-spectrum of high quality management and administration services to nonprofit scientific societies. Membership in ACSESS is open to organizations interested in enhancing synergies within the broad categories of agronomic, crop, soil, food, environmental, and the natural resources sectors, while also coordinating and potentially consolidating professional activities such as the development of educational resources, public policy positions, industry standards, and/or information resources. For more information, visit www.myacess.org.
Appendix

Division Listserves
Web Editor Instructions
Statement of Ethics
CSSA 2017-2019 Strategic Plan
Division Officers Position Description
Committee on Nomination for CSSA President Elect Description
CSSA Bylaws
# CSSA Division Listserve Email Addresses*

<table>
<thead>
<tr>
<th>CSSA Division</th>
<th>List Serve Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>C01 Crop Breeding and Genetics Division</td>
<td><a href="mailto:c1@acs-net.crops.org">c1@acs-net.crops.org</a></td>
</tr>
<tr>
<td>C02 Crop Physiology and Metabolism Division</td>
<td><a href="mailto:c2@acs-net.crops.org">c2@acs-net.crops.org</a></td>
</tr>
<tr>
<td>C03 Crop Ecology, Management &amp; Quality Division</td>
<td><a href="mailto:c3@acs-net.crops.org">c3@acs-net.crops.org</a></td>
</tr>
<tr>
<td>C04 Seed Physiology, Production &amp; Technology Division</td>
<td><a href="mailto:c4@acs-net.crops.org">c4@acs-net.crops.org</a></td>
</tr>
<tr>
<td>C05 Turfgrass Science Division</td>
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</tr>
<tr>
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<td><a href="mailto:c6@acs-net.crops.org">c6@acs-net.crops.org</a></td>
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<tr>
<td>C07 Genomics, Molecular Genetics &amp; Biotechnology</td>
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</tr>
<tr>
<td>C08 Plant Genetic Resources Division</td>
<td><a href="mailto:c8@acs-net.crops.org">c8@acs-net.crops.org</a></td>
</tr>
<tr>
<td>C09 Biomedical, Health-Beneficial &amp; Nutritionally Enhanced Plants</td>
<td><a href="mailto:c9@acs-net.crops.org">c9@acs-net.crops.org</a></td>
</tr>
</tbody>
</table>

*CSSA Division Chairs and Chair Elects have the ability to use these for sending emails to their Divisions
CSSA Divisions – Web Editing Instructions

Navigate to your Divisions webpage: From crops.org, click on Membership, then Divisions in the drop down navigation, or select it from the list here: https://crops.org/membership/cssa-divisions - then select the appropriate Division.

Then log into the website using your username and password via My Account.
You will then see you have rights to edit this page, click on the **Edit** tab.

It will then open the editor to make changes/updates to your division pages.
To link to the image or document, once you upload it, you will see the file name below. Click on that file name and click OK. The document or URL has now been attached to the selected text on your page.

Important: When you are done editing the webpage, scroll to the bottom of the page and select Save. You may also select preview to see what you have done.
Note: Changes to pages will be approved by Headquarters before going live. Typically, changes are live on the system within 24 hours, during regular business days.

Additional Info:

When naming uploaded images or documents, use all lowercase and dashes instead of spaces. Do not use abbreviations in your file name or in your Division name. The file name should be readable, but not exceedingly long.

If you are having display/formatting issues check under 'Input Format' and make sure it is on 'ACS Full HTML'

If you have any questions, need additional pages made, or need assistance, please contact:

Rebecca Polk, Manager, Membership Programs, Marketing and Communications
rpolk@sciencesocieties.org
608-268-3972

Ian Popkewitz, Director of IT and Operations
ipopkewitz@sciencesocieties.org
608-268-4940
STATEMENT OF ETHICS

Crop Science Society of America

Members of the Crop Science Society of America acknowledge that they are scientifically and professionally involved with the interdependence of natural, social, and technological systems. They are dedicated to the acquisition and dissemination of knowledge that advances the sciences and professions involving plants, soils, and their environment.

In an effort to promote the highest quality of scientific and professional conduct among its members, the Crop Science Society of America endorses the following guiding principles, which represent basic scientific and professional values of our profession.

Members shall:

1. Uphold the highest standards of scientific investigation and professional comportment, and an uncompromising commitment to the advancement of knowledge.

2. Honor the rights and accomplishments of others and properly credit the work and ideas of others.

3. Strive to avoid conflicts of interest.

4. Demonstrate social responsibility in scientific and professional practice, by considering whom their scientific and professional activities benefit, and whom they neglect.

5. Provide honest and impartial advice on subjects about which they are informed and qualified.

6. As mentors of the next generation of scientific and professional leaders, strive to instill these ethical standards in students at all educational levels.

Adopted by the
CSSA Board of Directors
2 Nov. 1992
Crop Science Society of America
Strategic Plan 2017-2019

Vision: Improve the world through plant science.

Mission: Discover and apply plant science solutions to improve the human condition.

Science Frontiers: The Grand Challenge is to sustainably improve the human condition for a growing global population in a changing environment.

Values:
Excellence in Science and Scholarship
Science-based Decision Making Integrity
Service
Diversity
Environmental Stewardship
Quality Mentorship
Professionalism and Collaboration

Goal 1: Be the primary resource for leading edge publications, meetings, and knowledge of crop science. (Value Proposition)

Objective #1: Increase the value of the journals and the distribution of the Digital Library.
Objective #2: Enhance offerings at the Society meetings to better serve members.
Objective #3: Explore data stewardship and data aggregation policies.

Goal 2: Be a powerful advocate and unified voice for plant science. (External Influence)

Objective #1: Further develop collaborations with key stakeholders to advance the mission of CSSA.
Objective #2: Ensure policy makers recognize plant science research and funding priorities.

Goal 3: Engage the public to become aware of and literate in plant science. (External Engagement)

Objective #1: Create a forum for a more robust understanding of plant science information.
Objective #2: Develop K12 Educational resources for teachers and students.

Goal 4: Increase engagement opportunities across all member segments. (CSSA Engagement)

Objective #1: Provide relevant engagement opportunities to student members.
Objective #2: Provide relevant engagement opportunities to early career and established members.
Objective #3: Foster engagement of international members.
C011.01 - C011.09 CSSA DIVISION OFFICERS

A. **Status:** Officers of the CSSA Divisions

B. **Composition and Tenure:**

Officers are elected for each of the following CSSA Divisions:
- C011.01 Division C-1 Crop Breeding and Genetics
- C011.02 Division C-2 Crop Physiology and Metabolism
- C011.03 Division C-3 Crop Ecology, Management, and Quality
- C011.04 Division C-4 Seed Physiology, Production, and Technology
- C011.05 Division C-5 Turfgrass Science
- C011.06 Division C-6 Forage and Grazinglands
- C011.07 Division C-7 Genomics, Molecular Genetics, and Biotechnology
- C011.08 Division C-8 Plant Genetic Resources
- C011.09 Division C-9 Biomedical, Health-Beneficial, and Nutritionally Enhanced Plants

The officers of each CSSA Division are elected CSSA members as follows:
- The Chair of the Division
- The Chair-Elect of the Division
- The most recent Past Chairs of the Division
- The Divisional Representative to the Board of Directors

Divisional officers must hold the Active membership category or another category having the same privileges of Active membership (Emeritus, Corporate).

Terms are based on a calendar year (January 1 through December 31). The Chair-Elect serves a 1-year term; the Chair serves a 1-year term; the Past Chair serves a 1-year term, the Past-Past Chair serves a 1-year term (total of 4 years). The Divisional Representative to the Board of Directors serves a 3-year term.

If the Chair should resign or become unable or unavailable to serve out the term of office, the Chair-Elect shall succeed to the position of Chair.

If the Chair-Elect should resign or become unable or unavailable to serve out the term of office, the person shall be replaced by the other nominee on the ballot for Chair-Elect.

If the immediate Past Chair should resign or become unable or unavailable to serve out the term of office, the person shall be replaced by the next available most recent Past Chair.

If a Divisional Board Representative is unable to attend a Board meeting, the Division Chair, Chair-Elect, or immediate Past Chair may serve as a substitute. An alternate substituting for the Divisional Board Representative shall serve as a voting member of the Board.

If the Divisional Representative to the Board of Directors should resign or become unable or unavailable to serve out the term of office, the other nominee on the ballot for Divisional Representative shall automatically succeed to the office to complete the term. In the event that both the elected representative and the alternate are unable to serve, then the Divisional Chair shall serve as the Divisional Representative to the Board of Directors.

C. **Functions:**

The officers of each Division shall be responsible for the policies of the Division, subject to the approval of the CSSA Board of Directors.

**Nominations:**

The officers of each Division shall nominate candidates (with their permission) for the office of Chair-Elect of the Division and two candidates (with their permission) for the office of Divisional Representative to the CSSA Board of Directors, when that office is to become vacant. To share with the candidates a list of responsibilities for each office.

To report the names of the nominated candidates to the CSSA President through the appropriate Divisional Representative on the CSSA Board of Directors. The Divisional Representative reports the names of the candidates to the Board of Directors. Biographical information will be collected by Headquarters staff.
Chair-Elect:
1. Assists the Chair of the Division in any appropriate way, including organization of the Division’s technical program and business meeting at the annual meeting.
2. Assists the Chair of the Division with long-term program planning, including development of symposia one year hence and beyond.
3. Succeeds as Chair of the Division in the event the current Chair should resign or become unable or unavailable to serve out the term of office.
4. Other activities as dictated by individual Divisions.

Chair:
1. Schedules the time, arranges the agenda, and conducts the annual business meeting of the Division.
2. Serves as Division program chair with the assistance of the Chair-Elect. Organizes the program of technical sessions for the annual Division meetings; arranges papers in a coordinated program; arranges symposia and field trips when these are deemed desirable.
3. Serves as a member of the C711 Program Planning Committee.
4. Serves to help nominate the Division Chair-Elect candidates and Divisional Representatives to the CSSA Board of Directors.
5. Serves as a member of the C101 Committee on Nominations for CSSA President-Elect
6. Develops plans that maintain or enhance the viability of the Division and supports the needs of Division members.
7. Implements actions approved by Division members.
8. Communicates and reports information to and from Division members in a time efficient manner as needed to conduct business of the Division and CSSA.
9. Responds in a timely manner to requests for Division action from the CSSA President, Executive Committee, or Board of Directors.
10. Submits an annual summary report of Division activities to the CSSA Board of Directors, as requested.
11. Other activities as dictated by individual Divisions.

Past Chair:
Coordinates the process to help nominate Divisional Representatives to the CSSA Board of Directors and the Division Chair-Elect candidates.
Other activities as dictated by individual Divisions.

Past-Past Chair
Serves to help nominate the Division Chair-Elect candidates

Divisional Representative to the CSSA Board of Directors:
1. Serves the Division on the CSSA Board of Directors. Minutes from Executive Committee and Board of Directors meetings are posted at www.crops.org/about-society/executive-committee-minutes
2. Reports pending Board of Directors activity and actions at annual Division business meeting. Collects Division consensus on issues pending Board of Directors action.
3. As appropriate, reports Division discussions, actions, and resolutions to the CSSA Board of Directors.
4. At the Board of Directors meeting during the annual meeting, provides the names of nominees for the upcoming ballot for Division Chair-Elect and, when appropriate, Division Representative to the Board of Directors.
5. Serves on the C211 Budget and Finance Committee; C201 Organization, Policy, and Bylaws Committee; or C537 Science Policy Committee.
6. In conjunction with Division officers, develops procedures to ensure that Divisional web pages are kept up-to-date.
7. Other activities as directed by the Division, Board of Directors, or Executive Committee.

D. Presidential Responsibilities:
The CSSA President cooperates with the officers of each Division in any way to promote harmony and better functioning of the Society.
Aided by the Headquarters staff, conducts the election and reports the results.
Aided by the Headquarters staff, writes congratulatory letters to the successful candidates and notifies the unsuccessful candidates of the election results.
C101 COMMITTEE ON NOMINATION FOR CSSA PRESIDENT-ELECT

A. **Status:** Standing Committee

B. **Composition and Tenure:**
   The Committee consists of the Chair from each of the CSSA Divisions. The CSSA President serves as Chair of the committee. The term of service is one year for committee members and the Chair.

C. **Functions:**
   1. To nominate two candidates (with their permission) for the office of President-Elect of CSSA, and shares with the candidates a list of responsibilities for the offices of President-Elect, President, and Past President. The Chair conducts the process via conference call and/or email.

   All communications to the committee will come from the committee Chair, with a copy to the Division Board Representatives. Board Representatives in turn will communicate with their Division Chairs to reiterate the process and timeline.

   Approximately two months prior to the Annual Meeting, the committee Chair contacts the committee regarding their charge, including a specific timeline and detailed instructions for submitting names of potential nominees to run on the ballot.

   Although nominees will be primarily solicited through the Division Chairs, the C101 committee Chair will also call for nominations through a general email to all members in early September of each year, with a similar notice published in the September issue of *CSA News*. CSSA members are to submit nominations of willing candidates to their Division Chair with a copy to the C101 committee Chair. In addition, other viable candidates may be included in the mix by the committee Chair to ensure a robust pool of qualified nominees. Nominees are responsible for completing the Abbreviated Bio Form as part of the nomination process.

   In alternate years there will not be a candidate from the Division that won the prior year.

   **Selection to Two Candidates.** Two candidates from the pool of nominees will be selected to run in the CSSA general election held in the first quarter of the year. The nominee selection process is as follows:

   • The Abbreviated Bio Form for each candidate will be made available to the C101 committee members.

   • The Chair will schedule a conference call with the C101 committee members to discuss the candidates. If the committee is not able to narrow the pool of candidates to two during the conference call, the Chair may schedule further conference calls or conduct an email balloting process to select the two candidates.

   2. The committee Chair reports the names of the candidates to the Chief Executive Officer in accordance with the election schedule.

D. **Presidential Responsibilities:**
   1. Aided by the Headquarters staff, conducts the election and reports the results.

   2. Aided by the Headquarters staff, writes congratulatory letters to the successful candidate and notifies the unsuccessful candidate of the election results.
Revised Bylaws of the Crop Science Society of America, Inc.
2017

Article I. Name
The name of this organization shall be the Crop Science Society of America, Inc., hereinafter referred to as CSSA.

Article II. Objectives
The objectives of CSSA shall be generally those of an educational and scientific corporation qualified for exemption under Section 501(c)(3) of the Internal Revenue Code of 1954 as amended or a comparable section of subsequent legislation.

The CSSA shall strive to promote human welfare through advancing the acquisition and dissemination of scientific knowledge concerning the production and quality of food, feed, and fiber and other enhancements of quality of life, through the wise use, improvement, preservation and/or conservation of biological, land, water, and air resources. To this end the CSSA shall (1) promote effective research, (2) facilitate dissemination of scientific information, (3) foster high standards of education, (4) strive for high standards of professional ethics among members, (5) promote advancements in this profession, and (6) cooperate with other organizations having similar objectives.

Article III. Composition of the Society
SECTION 1. The CSSA shall be composed of members as described in Article IV.
SECTION 2. CSSA shall have a board of directors, committees, and such officers and employees as are necessary to fulfill its objectives.
SECTION 3. The professional groups within CSSA shall be called divisions, as specified in Article VII.
SECTION 4. The geographical organizations of members of CSSA may consist of regional groups, to be known as regional branches and/or state and other area groups, known as state, territorial, provincial or local chapters.

Article IV. Membership
The membership of CSSA shall consist of individuals, corporate members as noted in Section 3, and subscribers, as noted in Section 8. There shall be nine classes of members: (1) active, (2) emeritus, (3) corporate, (4) affiliate, (5) graduate student, (6) undergraduate student, (7) undergraduate student affiliate, (8) subscriber, and (9) certification.

SECTION 1. Active members: Active members are individuals who have an active interest in the objectives of CSSA and who pay dues, as provided in Article XI. Active members may attend all CSSA meetings, present and participate in all paper sessions, hold office, vote, present relevant papers on programs, and publish in the CSSA journals, subject to the editorial policies and practices of the journals. Active members may subscribe to society journals at rates designated by the board of directors.

SECTION 2. Emeritus members: Individuals who have held active membership in CSSA for at least 25 years and pay dues as provided in Article XI, upon their application to the chief executive officer, will be granted emeritus status during their retirement from professional employment. It is the responsibility of the emeritus members to notify the chief executive officer if they resume professional employment, thereby temporarily invalidating their emeritus status. Emeritus members shall have all the privileges of active membership and may subscribe to society journals at rates established by the board of directors.

SECTION 3. Corporate Members: Corporations who pay annual dues specified by the board of directors. Corporate members shall receive benefits authorized by the board of directors. An individual designated by a corporate member firm as its representative shall be accorded normal privileges of an active member.

SECTION 4. Affiliate members: Individuals who hold membership in the regional branches or in state, territorial, provincial, or local chapters. Affiliate members may attend all CSSA meetings, including paper sessions, and may participate in discussions at paper sessions. They may not vote or hold office as a divisional chair, representative on the board of directors, or president.

SECTION 5. Graduate student members: Graduate students in crops, agronomy, soils, or another closely related science shall be eligible for graduate student membership. Membership is limited to a maximum of seven membership years and shall cease on completion or termination of graduate study, whichever comes first. One year of graduate student membership will be allowed while transitioning full time into the profession, provided that seven years of eligibility have not been completed. CSSA may request evidence of graduate student status. Graduate student members shall have the same privileges as active members, except that they may not hold office as a divisional chair, or president. Full-time staff members and active members on leave for study are not eligible. Dues will be determined by the board of directors as provided in Article XI.

SECTION 6. Undergraduate student members: Undergraduate student members are undergraduate students who pay dues as provided in Article XI. Undergraduate student members have the obligations and privileges of active members except that they may not vote or hold office as a divisional chair, representative on the board of directors, or president. Membership is limited to five membership years and shall cease at the end of the fifth membership year or in the year when the bachelor's degree is received, whichever comes first. CSSA may request evidence of undergraduate student status. Membership in this category does not affect the length of eligibility as a graduate student member.
SECTION 7. Undergraduate student affiliates: Eligibility is open to undergraduate students who are members of student chapters in an accredited college or university authorized to grant degrees in crops, agronomy, soils, or another closely related science. Undergraduate student affiliates may attend all CSSA meetings and participate in discussions at paper sessions. They may not vote, hold office as a divisional chair, representative on the board of directors, or president, or present papers in the technical sessions at annual meetings.

SECTION 8. Subscriber members: A membership category specifically offered by CSSA to any library, corporation, firm, agency, or institution which subscribes to one or more of the journals published by CSSA. An individual who does not wish to participate in CSSA activities made possible by other classes of membership but who wishes to subscribe to one or more of the CSSA publications may become a subscriber member. A subscriber member may designate an individual who shall receive the journal(s) subscribed to and other benefits as determined by the board of directors.

SECTION 9. Certification members: Certification members are registrants in any professional certification program recognized by CSSA who pay dues as provided in Article XI. Certification members have rights and privileges of active members.

Article V. Officers

SECTION 1. The officers of CSSA shall be a president, president-elect, immediate past president, and chief executive officer. Officers must hold the active membership category or another category having the same privileges as active membership as specified in Article IV.

SECTION 2. The CSSA president-elect shall be elected annually by ballot provided to all voting members. The committee on coordination of nominations for CSSA president-elect shall select two capable nominees, who have indicated a willingness to serve, if elected.

SECTION 3. The president, president-elect, and past president shall serve for approximately one year, with their terms of office ending at the time designated by the board of directors. The president-elect shall succeed to the presidency automatically.

SECTION 4. The duties of the president, president-elect, and past president shall be the usual duties of those offices held and those prescribed by these bylaws. The president shall plan and preside at all general CSSA events, and shall make all appointments, either directly or through delegated authority, usually to the president-elect in the case of annual committee appointments. The president shall have authority to call meetings of the board of directors, the executive committee, and other committees as deemed necessary.

The president-elect, in consultation with the president, shall chair the technical program committee for the annual meetings.

SECTION 5. The chief executive officer shall be in charge of the headquarters office and shall have such additional duties as usually pertain to the position, including those duties normally assigned to an executive secretary and treasurer and those duties as are prescribed by the bylaws and the CSSA board of directors.

SECTION 6. If during the term of office, the president should become unable to serve, the immediate past president shall assume the office of president for as long as is necessary up to the remainder of that term. The person then would automatically become past president again when the president-elect becomes president. The most recent available past past president shall assume the duties of the immediate past president in the interim.

If the immediate past president should become unable to serve, the person shall be replaced by the most recent available past past president.

If the president-elect should become unable to serve the term of office before being installed as president, the executive committee shall designate a president-elect for as long as is necessary up to the remainder of that term and shall inform the board of directors. Special consideration shall be given to candidates for president-elect in recent elections. If the person originally elected again assumes the office of president-elect before the end of that term, the person shall automatically succeed to the presidency in the normal manner. If the alternate designated by the executive committee serves until the end of that term, the alternate shall succeed to the presidency in the normal manner.

The executive committee shall have the authority to decide when and if an officer is unable to serve. Any member of the executive committee may call a caucus of all remaining members to determine the succession of officers in accordance with the bylaws. An officer whose term has been affected by a decision of the executive committee may appeal the decision to the board of directors.

Article VI. Board of Directors

SECTION 1. The board of directors of CSSA shall consist of the CSSA president; president-elect; immediate past president; divisional board representatives; industry board representative (from the Corporate Membership category); a graduate student member representative elected for a term of 2 years (from the Graduate Student Membership category); chief executive officer, ex-officio, without vote; editor-in-chief, ex-officio, without vote; budget and finance committee chair, ex-officio, without vote; CSSA program planning officer, ex-officio, without vote; and chair of the agronomic science foundation, ex-officio, without vote. If a divisional board representative is unable to attend a board meeting, the division chair, chair-elect, or immediate past chair may serve as a substitute. An alternate substituting for the divisional board representative shall serve as a voting member of the board of directors. Individuals serving on the board of directors must hold the active membership category or another category having the same privileges as active
membership as specified in Article IV, excluding the
gradient student representative, who must be a graduate
student member of CSSA.

SECTION 2. The board of directors is the governing
body of CSSA. As such, the board shall have, hold, and
administer all property and funds of CSSA in conformity
with the articles of incorporation and bylaws.

SECTION 3. The CSSA executive committee of the
board of directors shall be composed of the president,
president-elect, and immediate past president. This CSSA
standing committee shall have power to act for the board
of directors on matters that arise between meetings of the
board of directors.

SECTION 4. An officer or director may be removed
from office for cause by a two-thirds majority vote of the
voting members of the board.

SECTION 5. The board of directors shall meet as
needed or conduct telephone conference calls or
electronic meetings to conduct society business. In a
meeting of any format, the executive committee or fifty
percent of the voting members of the board of directors
shall constitute a quorum for transaction of business.
Unless otherwise specified in these bylaws (Article VI
Sections 4 and 6; Article VII Section 2; Article XIII
Sections 4 and 5; Article XIV Section 2) official action by
the board of directors is based on a majority vote of the
voting members of the board present in a meeting of any
format.

SECTION 6. Meetings of the CSSA board of
directors, executive committee and such other committees
as the board of directors designate may hold closed
sessions by a two-thirds majority vote of the voting
members attending.

SECTION 7. All records of the CSSA governing
bodies shall be open for inspection by any member of
CSSA with the exception of personnel files, minutes of
closed meetings, and such other records the CSSA
president and chief executive officer shall determine as
confidential based on advice of legal counsel. Decisions
on the confidentiality of records made by the president
and chief executive officer are subject to appeal to the
executive committee and subsequently to the board of
directors.

SECTION 8. The membership of the society shall be
kept apprised of society affairs and business via the
society’s newsletter, journal of record as designated by
the board of directors, or by other means as deemed
appropriate by the board of directors.

SECTION 9. Robert’s Rules of Order will be used as
a guide for conducting meetings of CSSA, the board of
directors, the executive committee, and other standing and
ad hoc committees where CSSA business is transacted.

Article VII. Divisions

SECTION 1. The professional interest groups
constituting CSSA shall be designated as divisions. The
following are recognized as divisions:
Division C-1 Crop Breeding and Genetics
Division C-2 Crop Physiology and Metabolism
Division C-3 Crop Ecology, Management, and
Quality
Division C-4 Seed Physiology, Production, and
Technology
Division C-5 Turfgrass Science
Division C-6 Forage and Grazinglands
Division C-7 Genomics, Molecular Genetics, and
Biotechnology
Division C-8 Plant Genetic Resources
Division C-9 Biomedical, Health-Beneficial, and
Nutritionally Enhanced Plants

SECTION 2. New divisions may be organized by
members with a common interest in a particular field
upon approval of the CSSA board of directors for a 2-year
trial period. Divisions may be established or terminated
by a two-thirds affirmative vote of the voting members of
the CSSA board of directors and an affirmative majority
vote of the valid ballots returned by the voting
membership to CSSA headquarters.

SECTION 3. The divisions may provide in their
organization for subdivisions dealing with specialized
issues, upon approval of the CSSA board of directors.

SECTION 4. A division may make bylaws for its
own governance, provided they are consistent with the
articles of incorporation and bylaws of the Society and
provided they do not involve assessment of dues.

SECTION 5. A division may raise or collect funds to
be expended for its own purposes in harmony with the
provisions of the articles of incorporation and bylaws of
the society.

SECTION 6. The officers of each division shall be a
chair, chair-elect, immediate past chair, and CSSA
divisional board representative. The term of office will be
one year, except for the CSSA divisional representative
on the board of directors who will be elected for a three-
year term. Division officers must hold the active
membership category or another category having the
same privileges as active membership as specified in
Article IV. For newly established divisions, the chair-
elect, chair, past chair, and board representative shall be
appointed by the president to serve until officers are
elected.

SECTION 7. The officers of each division shall be
responsible for the policies of their respective divisions,
subject to the approval of the CSSA board of directors.

SECTION 8. The chair shall arrange and conduct the
annual business meeting of the division and shall serve as
division program chair. The chair and chair-elect, in
cooperation, may designate themselves or another
member to preside at other sessions of the division. If the
chair should resign or become unable to serve out the
term of office, the chair-elect shall succeed to the position
of chair.

SECTION 9. The chair-elect shall assist the chair
with duties, including organization of the annual program.

SECTION 10. The chair-elect shall succeed
automatically to the chair at the time designated by the
Board of Directors. If the chair-elect should resign or
become unable to serve out the term of office, the person shall be replaced by the other nominee on the ballot for chair-elect.

SECTION 11. If the immediate past chair should resign or become unable to serve out the term of office, the person shall be replaced by the next available most recent past chair.

SECTION 12. The three most recent past chairs of each division, with the immediate past chair the year the election is held, as the chair, shall constitute the nomination committee for the division. The chair-elect (each year) and the divisional representative on the CSSA board of directors (every third year) shall be elected by ballot. The individual nominations committee, as charged by the president, shall select two nominees for each office, who are willing to serve if elected, and shall submit their names to the past president. For a newly established division, the president shall appoint the nominating committee from among the CSSA members who represent the area of expertise of the division.

SECTION 13. If a CSSA divisional representative on the board of directors should resign or become unable to serve the term of office, the other nominee on the ballot for CSSA divisional representative shall automatically succeed to the office to complete the term. In the event that both the elected representative and the alternate are unable to serve, then the divisional chair shall serve as the CSSA divisional representative on the board of directors. An alternate substituting for the CSSA divisional representative, shall serve as a voting member of the board of directors.

Article VIII. Committees

SECTION 1. Appointments for all committees are made by the president, who may delegate this responsibility to the president-elect, unless otherwise provided in these bylaws or specified by the board of directors. Persons appointed to society committees must be members of the society unless exception is approved by the President. Persons who terminate their CSSA membership while on appointment to a committee shall be replaced by a member as soon as the termination becomes known.

SECTION 2. The standing committees of CSSA shall be those authorized in the bylaws. The composition of the standing committees shall be determined by the executive committee in consultation with the board of directors. Where not described in the bylaws, the composition, membership, function, and activities of committees will be publicly available in the Manual on Committees which will be maintained at CSSA headquarters. The standing committees of CSSA shall consist of the following:
  a. CSSA executive committee.
  b. Committees on the coordination of nominations for CSSA president-elect and divisional officers.
  c. Committee on organization, policy, and bylaws.
  d. Committee on budget and finance.
  e. Crop Science editorial board.
  f. Committee on CSSA annual program planning.
  g. Committee on science policy

SECTION 3. Special and temporary (ad hoc) committees may also be established as needed by the CSSA board of directors, the executive committee, or the president of CSSA. The special committees normally are assigned long term charges and responsibilities; whereas the temporary committees are of a short term nature, charged with addressing a specific issue.

SECTION 4. CSSA liaisons may be established by the CSSA board of directors or executive committee. The role of a liaison is to ensure proper communications between the CSSA and another professional society, council, or similar organization. The establishment of a liaison relationship should be formally recognized by both organizations. The CSSA member appointed as liaison shall be a member of both organizations and shall attend the meetings of both organizations, whenever possible. The liaison is not authorized to speak officially on behalf of the CSSA.

SECTION 5. CSSA representatives may be established as needed by the CSSA board of directors. The representative is authorized to speak and vote officially on behalf of the CSSA, preferably after consultation with the CSSA executive committee or president.

Article IX. Headquarters Office

SECTION 1. The CSSA shall enter into an agreement with the Alliance of Crop, Soil and Environmental Science Societies (ACSESS) to have the business operations of CSSA handled through the headquarters office operated by ACSESS. The chief executive officer is in charge of the headquarters office and is responsible in this capacity to the ACSESS board of directors for its operations. In matters of concern only to CSSA, the chief executive officer, in the office as chief executive officer of CSSA, shall be responsible to the CSSA board of directors.

Article X. Geographical Affiliates

SECTION 1. Branches of CSSA may be organized to represent regions of the U.S. (e.g., southern, western, north central, northeastern) or other countries or groups of countries.

SECTION 2. Chapters may be organized nationally or within states, territories, provinces or local parts thereof.

SECTION 3. Branches and chapters may determine their own membership requirements, dues, officers, and number and kind of meetings. They shall transmit to the chief executive officer of CSSA the names of their officers and committees within 30 days after their selection and they shall also provide the chief executive officer with a list of members annually.

SECTION 4. Each branch and chapter may adopt its own constitution and bylaws, provided these do not
conflict with the articles of incorporation, bylaws, and objectives of CSSA. The branches and chapters are enjoined from attempting to influence national, state, and local legislation and regulations to the extent that the educational and scientific corporation tax exemption granted CSSA by the Internal Revenue Service may be threatened. Each branch and chapter shall file with the chief executive officer of CSSA a copy of the constitution and/or bylaws under which it operates.

Article XI. Dues

SECTION 1. The dues for each membership class shall be determined by the CSSA board of directors, with the advice of the budget and finance committee.

SECTION 2. Notice of any action that proposes to change the dues or options from those currently in force shall be submitted to the board of directors. Dues changes voted on shall be effective beginning as soon as administratively feasible or at a later time as specified by the board of directors.

Article XII. Meetings

SECTION 1. Annual meetings shall normally be held for presentation of papers in society and division programs.

SECTION 2. The time and place of the annual meetings shall be determined by the board of directors.

SECTION 3. Presentation of papers at the annual meetings shall be according to the guidelines prescribed by the CSSA board of directors.

SECTION 4. Conferences, special symposia, and joint cosponsored meetings with societies, organizations, and other groups may be arranged by the CSSA board of directors and may be held separately from, or in conjunction with, the CSSA annual meetings. Special meetings of a portion of CSSA, either alone or jointly with other groups, must be approved by the board of directors before sponsorship by CSSA will be extended. Any request for CSSA to underwrite obligations in connection with a proposed special meeting shall be submitted to the CSSA president.

Article XIII. Publications

SECTION 1. The CSSA board of directors shall determine the general nature, the number, and the editorial policy, standards, and practices of publications of the society and shall solicit recommendations on these matters from persons in editorial positions. Maintenance of editorial standards of the society shall be under the direction of the editor-in-chief through the editorial board(s) and committees of CSSA.

SECTION 2. The CSSA shall publish an official technical journal which carries papers, official notices, committee reports, and other items of society business. This journal shall be known as Crop Science. The Crop Science editorial board shall be responsible for the content and quality of the journal under the policies established by the board of directors.

SECTION 3. Publications other than Crop Science may be authorized by the CSSA board of directors. The CSSA may cooperate with other educational and scientific societies in the publication of journals, upon approval of the board of directors.

SECTION 4. The editor-in-chief shall be nominated by the CSSA president and ratified by the board of directors. The term of office for the editor-in-chief shall be for three years with eligibility for reappointment for a second three-year period, but not a third term without an intervening three-year period. The appointment may be terminated at any time by a two-thirds majority vote of the voting members of the board of directors. The editor-in-chief serves as an ex officio, without-vote member of the CSSA board of directors, as an ex-officio member of all CSSA editorial committees, and as a member of the editorial policy coordinating committee. The editor-in-chief shall coordinate the editorial policies and practices approved by the board of directors for all CSSA publications and carry out such functions as designated by the board of directors.

SECTION 5. Editorial boards shall be responsible for the content and quality of the Society’s journals. Each journal editorial board shall consist of the editor-in-chief, editor, and such other persons as are necessary to accomplish editorial responsibility promptly. Journal editors shall be nominated by the CSSA president and ratified by the board of directors. The appointment of an editor may be terminated at any time by a two-thirds majority vote of the voting members of the board of directors.

Article XIV. Awards

SECTION 1. Fellows are members who have been elected to fellowship because their professional records and services to the society and the profession warrant special recognition. To be eligible for nomination to fellowship, an individual must hold the active membership category or another membership category having the same privileges as active membership as specified in Article IV and must have been a member in one of those membership categories, for a minimum of seven years. Nominations to fellowship may be made only by active CSSA members or those holding membership categories with the same privileges as active membership as specified in article IV. Up to 0.3% of the active CSSA members may be elected to fellowship in a given year.

SECTION 2. Honorary membership is conferred upon individuals who are not members of CSSA but who have made outstanding contributions and/or service to crop science. Selection for honorary membership requires a two-thirds affirmative vote of the voting members of the board of directors.

SECTION 3. Additional awards may be established by CSSA as desired to provide appropriate recognition for
the accomplishments of deserving CSSA members. Such special recognition awards are recommended by the general awards committee and approved by the CSSA board of directors.

The CSSA executive committee will determine the method, time, and circumstances for presentation of CSSA awards.

**Article XV. Public Service Responsibilities**

The CSSA, through its members, shall make available intellectual resources for the betterment of the laws and regulations of governing bodies operating within the U.S. Constitution. The CSSA shall maintain membership in and encourage its members to participate in public service activities of the appropriate service organizations. The CSSA shall not participate in political campaigns.

**Article XVI. Election Procedures**

SECTION 1. Election of society and divisional officers shall be by ballot provided by the chief executive officer to all voting members in accordance to the timeframe outlined in Article XVII Section 3.

SECTION 2. The general procedure for all elections involving the election of nominees for society and division officers shall be as follows:

a. The CSSA nominations committees, as charged by the president, shall select two nominees for each office to become open, who have indicated a willingness to serve if elected.

b. Specific procedures for selecting nominees for divisional offices are described in Article VII, Section 12.

c. The list of nominees shall be made available to the chair of the CSSA nominations committee.

d. The chair of the CSSA nominations committee shall compile a complete list of all nominees for offices for the year in question and shall submit this list to the president for certification.

e. The chief executive officer shall receive the certified list of candidates in sufficient time to conduct the election in accordance to the timeframe outlined in Article XVII Section 3.

SECTION 3. Election of the industry representative on the board of directors shall be accomplished according to the following procedure:

a. Nominees shall be solicited from the Corporate Membership list.

b. The final two nominees shall be received from the membership and society identity committee.

c. The chair of the society nominations committee shall send the names of the nominees to the chief executive officer.

SECTION 4. Election of the graduate student representative on the board of directors shall be accomplished according to the following procedure:

a. Two nominees shall be selected by the ACS238 Graduate Student Committee with input from each division.

b. Divisions may submit one candidate (and their CV) to the ACS238 Graduate Student Committee and that committee will select 2 nominees.

c. Graduate student representatives shall be elected every 2 years by a ballot provided to all voting members of CSSA.

d. If the graduate student member representative should resign or become unavailable to serve, the other candidate on the ballot shall automatically succeed to the office to complete the term.

**Article XVII. Balloting Procedures**

SECTION 1. Election ballots originate as described in Article XVI. Ballots to decide other issues originate with the CSSA board of directors or the executive committee.

SECTION 2. The CSSA president shall certify the content of the ballots and the outcome of the balloting.

SECTION 3. Ballots which have been received in the headquarters office by the chief executive officer within 60 days after the date of issuing the ballots, or some other length of time as set by the CSSA board of directors but not less than 30 days, shall be counted by the chief executive officer. Ballots shall be counted within two weeks of the final date set for their receipt, unless an extension is approved by the president.

SECTION 4. In CSSA elections, the winning candidate shall be the one who receives the greatest number of votes on valid ballots without regard to the number of ballots returned. In the event of a tie, the President shall determine the winning candidate through negotiation with the two candidates. Other issues shall be decided by majority affirmative vote of the valid ballots returned to the headquarters office by CSSA voting membership.

**Article XVIII. Amendments**

SECTION 1. The board of directors or a minimum of 100 voting members of CSSA may propose, in writing, amendments to these bylaws. Such amendments shall be referred to the organization, policy, and bylaws committee for analysis and recommendation.

SECTION 2. After reviewing the analyses and recommendations of the organization, policy, and bylaws committee, the CSSA board of directors may approve the proposed amendments, and shall authorize the chief executive officer to provide the proposed amendments, shown in relation to any existing bylaws that are affected, and a ballot to all voting members.

SECTION 3. Adoption of a proposed amendment shall require an affirmative majority vote of the valid ballots returned to the headquarters office by the CSSA voting membership.
Article XIX. Nonliability and Indemnification

SECTION 1. Nonliability. A director, officer, employee, member, or other volunteer of the Society is not liable for the Society's debts or obligations and a director, officer, employee, member, or other volunteer is not personally liable in that capacity, for a claim based upon an act or omission of the person performed in the discharge of the person's duties, except for a breach of the duty of loyalty to the Society, for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law, or for a transaction from which the person derives an improper personal benefit. The directors, officers, employees, members, or other volunteers of this Society have agreed to serve in their respective capacities in reliance upon the provisions of this Article.

SECTION 2. Indemnification. This Society shall indemnify directors, officers, employees, members, or other volunteers of this Society, and each director, officer, employee, member, or other volunteer of this Society who is serving or who has served, at the request of this Society, as a director, officer, partner, trustee, employee, or agent of another corporation, partnership, joint venture, trust, other enterprise or employee benefit plan to the fullest extent possible against expenses, including attorneys’ fees, judgments, penalties, fines, settlements, and reasonable expenses, actually incurred, by such director, officer, employee, member, or other volunteer relating to such person’s conduct as a director, officer, employee, member, or other volunteer of this Society or as a director, officer, partner, trustee, employee, or agent of another corporation, partnership, joint venture, trust, other enterprise, or employee benefit plan, except that the mandatory indemnification required by this sentence shall not apply (i) to a breach of such director's, officer's, employee's, member's, or other volunteer's duty of loyalty to the Society, (ii) for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law, (iii) for a transaction from which such director, officer, employee, member, or other volunteer derived an improper personal benefit or against judgments, penalties, fines, and settlements arising from any proceeding by or in the right of the Society, or against expenses in any such case where such director, officer, employee, member, or other volunteer shall be adjudged liable to the Society.