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For updates to ASA Communities and the ASA Leadership Handbook, visit: www.agronomy.org/membership/communities

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Introduction and Overview

Introduction

Welcome to the American Society of Agronomy's Leadership Handbook! Whether you are a new ASA member, or you have been around for awhile, this handbook is designed to provide some basic information about your Society. If you are not currently in an ASA leadership role, this handbook will help you understand the structure, programs, and opportunities available to you as you become involved in your professional Society. For those on the leadership path, this manual is designed to help you negotiate that path and use your time more effectively so your term as a Community Leader, Section Chair, or Board member will be worthwhile and successful.

The American Society of Agronomy is a nonprofit 501(c)(3) scientific society that was founded on Dec. 31, 1907. In addition to traditional science activities, ASA also supports important activities in Education, Extension, Outreach, and provides science-based support for public policy decision makers. ASA has a long tradition of volunteer leadership that sustains the vitality of the science and the economic viability of the Society. These two important goals need to be met in order to serve ASA members needs and extend the memberships' collective knowledge of agronomy to the world. The role of members in leadership positions cannot be undervalued, as the Society needs strong leaders to retain ASA's world-wide influence. At the same time, there are structures in place that are documented in bylaws, policies, and guidelines that need to be followed. The objectives of this manual are to provide an organized reference of the system and define the leadership responsibilities and opportunities for new leaders at the Community, Section, and Board levels. This will enable you to be a better informed leader and help you provide meaningful service during your term of leadership.

This ASA Leadership Handbook is a revised and updated version of the Handbook distributed in 2011 and 2012. As part of the transformation from the Tri-Societies to three stand-alone Societies, ASA reorganized from Divisions (pre 2011) into Communities and Sections, causing leadership roles, functions, and responsibilities to change and evolve. The leadership of past-presidents Fran Pierce and Newell Kitchen and others on the reorganization team moved ASA from nine Divisions to more than 40 active Communities! The addition of the Community structure allows mem-

bers the opportunity to self-organize and respond quickly as issues and ideas change and new issues arise. It also provides members, especially new members, the opportunity to join a group of active researchers and practitioners that are as excited about a topic area as they are. And if that group doesn't currently exist, to create a new Community to fill that void.

Section names are written into the bylaws along with the language describing formation and termination of Sections, following the former bylaw criteria written for Division changes. However, with Communities now being the organization level from which most programs and services evolve, Sections should remain relatively unchanged over time. Community names are not written into the bylaws.

Along with the Community/Section structure came more need for new leaders, many new questions, new challenges, and we hope, better solutions to some of the traditional limits and problems created by a limited number of divisions. Some of the policies, procedures, and bylaws of ASA have been updated to reflect and better serve the new structure. This 2014 version of the Leadership Handbook has been revised to help all ASA members successfully navigate the new organizational format. The current policies, procedures, and bylaws are compiled in this handbook. For example, there is a policy for ASA Program Enhancement Funds (PEF) that is explained. These funds are available to Communities and Sections to sponsor symposia, workshops, tours, webinars, and other exciting venues to enhance the science and participation of members. These funds can also now be carried over from year to year to accumulate funds needed for "bigger" programs. Also described are other sources of funding available to Communities and Sections so leaders and members can improve their Annual Meeting program and experience. In addition, a new formula has been put in place to help Communities and Sections get support dollars for activities at meetings to fund future projects. New tools are also in place to ensure collaboration and communication and improve planning. Examples of these are the monthly Community Connections conference calls and the enhanced access of Section and Community leadership to the Annual Meeting planning and scheduling system.

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. Their upbeat can-do attitude enhances ASA progress, sustains the day-to-day tasks, and heightens ASA image. This handbook is a compilation of material that is as current as we can make it. When questions arise, we hope this manual will hold the answers. In addition, online versions of the newest information are just keystrokes away. The staff, who work daily with these issues, can be called upon to provide guidance as well.

Organizational Overview

ASA Leadership & Organization

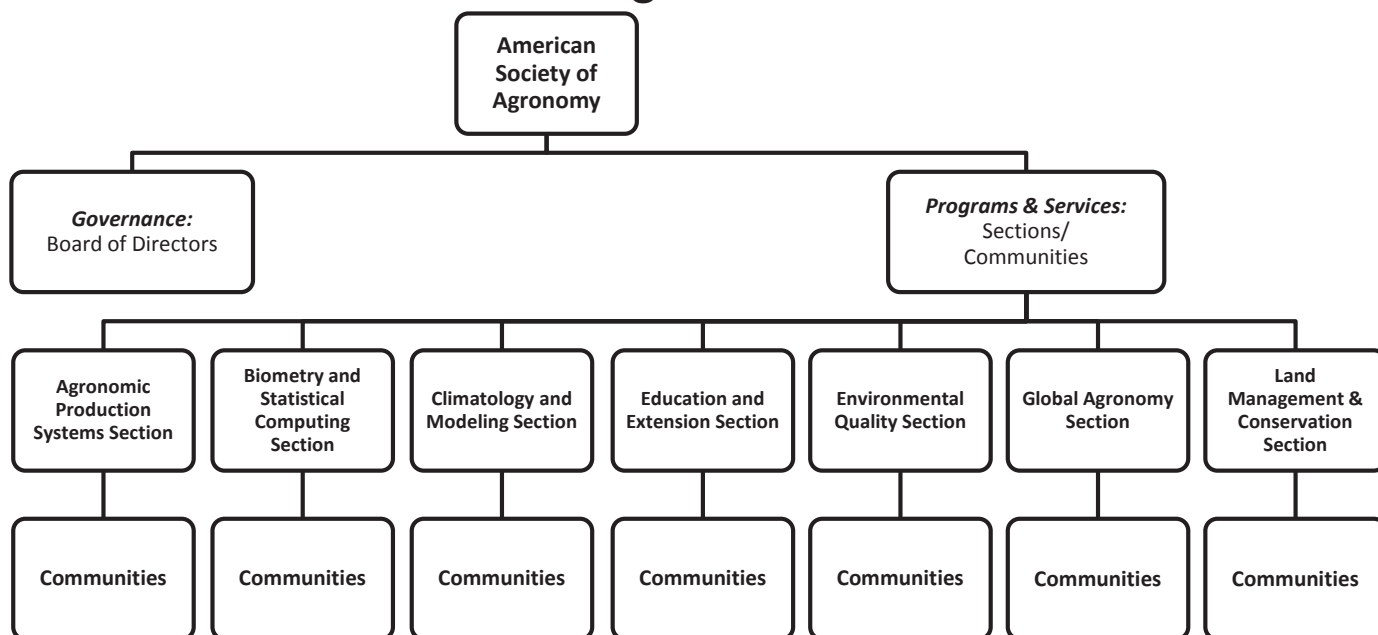
ASA is governed by a 14-member Board of Directors (14 voting members and four ex-officio members) who are guided by a Strategic Plan and adhere to the organizational bylaws. ASA, together with the Crop Science Society of America (CSSA), and Soil Science Society of America (SSSA), are the charter member organizations of the Alli-

ance 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 Headquarters staff numbers 49 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 ASA website for a list of staff, titles, and contact information: www.agronomy.org/contact.

ASA Organization



ASA Community Poster



Bioenergy Systems Community Agronomic Productions Systems Section

Community Chair: Emily Heaton heaton@iastate.edu (Iowa State Univ. Ames, IA)

Vice-Chair: Bill Anderson bill.anderson@ars.usda.gov (USDA-ARS, Tifton, GA)

Community Theme:

The pipeline for producing energy from biomass feedstock involves three main activities, each of which represent components of the Science of Agronomy:

1. Feedstock development involves germplasm exploration, collection, evaluation, and maintenance; selection and breeding of improved populations and cultivars; genetic analysis of plant traits, inheritance patterns, and reproduction; & genomic analysis of plant DNA, RNA, and proteins.

2. Feedstock production involves species and cultivar selection, deployment, and use; development of best management practices for various feedstock conversion systems; the logistics of harvesting, storage, and transportation of feedstocks; regulating factors such as incentives, energy balance, and economics of production; & environmental risk assessments, modeling, and life-cycle analysis.

3. Feedstock conversion involves development of novel enzymes, microorganisms, and methodologies to convert biomass to energy; development and improvement of rapid and high throughput methods for analyzing biomass composition and quality; identification of biomass quality factors that limit conversion efficiency and development of solutions to improve conversion efficiency; & integration of consumers, producers, environmental representatives, policy makers, and industry to develop sustainable bioenergy feedstock systems. This community serves as a focal point for people with diverse interests in sustainable bioenergy feedstock systems to meet, organize, communicate, and collaborate on a wide range of projects and activities.

Current Membership: 206



Community Meeting Time and Place: Wednesday Oct. 24, 11:15 – 12:15
Convention Center Room 250

Meeting Sessions:

Oral Session: Tuesday Oct. 23, 7:55 – 12 noon, Room 208

Poster Session: Tuesday Oct 23, 4 – 6 PM

Symposium: Matching Research with Industry Needs to Meet Bioenergy

Targets: Wednesday Oct 24, 7:55 – 10:45, Room 250

Want to join our Community? (see My ASA Communities page at:
www.agronomy.org/account/communities/asa)





Chapter 1: ASA Communities

Agronomic Production Systems Section

- Adaptive Nutrient Management**
- Applied Soybean Research**
- Bioenergy Systems**
- Crop Irrigation Strategies and Management**
- Organic Management Systems**
- Precision Agriculture Systems**
- Professional Applied Agronomists**
- Semi-Arid Dryland Cropping Systems**
- Sensor-Based Nutrient Management**
- Solar Corridor Crop System**
- Weedy and Invasive Plant Species**

Biometry and Statistical Computing Section

- Bioinformatics in Crops and Soils**
- Statistical Education/Training for Researchers**
- Spatial Statistics Application**

Climatology and Modeling Section

- Agroclimatology and Agronomic Modeling**
- Airborne and Satellite Remote Sensing**
- Biophysical Measurements and Sensors**
- Evapotranspiration, Measurement, and Modeling**
- Global Climate Change**
- Model Applications in Field Research**
- Sensor-Based Water Management**
- Soil-Plant-Water Relations**

Education and Extension Section

- Advancing Agronomy via Public-Private Collaboration**
- Advisors Developing Undergraduate Student Activities**
- Extension Education**
- K-12 Outreach and Activities**
- Social Media in Education/Extension**
- Undergraduate Education**

Environmental Quality Section

- Animal Agriculture and the Environment**
- Biochar: Agronomic and Environmental Uses**
- By-product Gypsum Uses in Agriculture**
- Managing Denitrification in Agronomic Systems**
- Nutrients and Environmental Quality**
- Soil Carbon and Greenhouse Gas Emissions**

Global Agronomy Section

- Field Diagnosis for Smallholder Agriculture**
- Gaining Access to Agronomic Inputs**
- Global Digital Soil Map**
- Perennial Grain Development**
- U.S.-Sino Agricultural Research Forum**

Land Management and Conservation Section

- Agricultural Experiment Station Management**
- Military Land Use and Management**

Purpose of ASA Communities

The Community/Section structure was created to enable ASA to have both the necessary structure for stable Society governance, and the flexibility and responsiveness to develop programs and services for its members. This structure is intended to give members opportunity to more quickly find and interact with others with similar interests.

The primary purpose of Communities and Sections 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 Communities, with Sections providing a coordinating and management role. The broad areas of Sections also provides a governance voice for the Society, with each of the seven Sections represented on the ASA Board. View the Chapter on ASA Sections later in this Handbook.

Beginning a Community

A potential new Community starts by completing an ASA Community Creation Request Form. The form details what constitutes a Community, the requirements of a Community, and the responsibilities of the Community Leaders. Completed forms are to be sent to CEO Ellen Bergfeld, ebergfeld@sciencesocieties.org. This petition is examined by the ASA Board of Directors. The new Community Leader will often be asked to join by conference call on the next immediate Board meeting to answer any questions. The ASA President and Board of Directors will then vote on the Community creation request and notice of approval or disapproval provided to the submitters within three months of submission. For more information, view:

- Community Creation Request Form Appendix and online): www.agronomy.org/files/membership/communities/asa-community-request-form.docx
- Approval Guidelines for ASA Community Forms (Appendix)

Ending a Community

Communities will be dissolved if inactive for two consecutive years. Inactive is defined as not having fulfilled any of the five minimum activities listed in Maintaining a Community. The ASA Stewardship and Review Committee annually reviews the health of each current ASA Community by evaluating Community activities and recommends continuance/or dissolution of the community. The Committee will share the results of their evaluation with the Board as well as Section and Community Leadership. The intent is to help the Leadership understand the strengths

and weaknesses of communities and facilitate better member service.

Maintaining a Community

Communities organize and remain a recognized Community within ASA with the following minimum activities:

1. Hold an Annual Community Meeting (either at the ASA Annual Meeting, a virtual meeting, or other as arranged by Community Leaders)
2. Conduct an election of Community Leadership at this Annual Community Meeting.
3. Have a minimum of 10 ASA members at the end of the calendar year.
4. Maintain a webpage with current information on the ASA site.
5. Organize a minimum of one symposium, oral session, tour or workshop at the ASA Annual Meeting or other scientific venues every two years.

Community Membership and Recruiting

As a benefit of membership, members may join any/all ASA Communities. Community membership is easily modified online through a member's account by visiting the My Account feature online: www.agronomy.org/account/communities/asa.

Community Leaders are encouraged to review their list of members on their Community webpage (View the "Members" link in the upper right corner) and invite others to join their Community, especially ASA undergraduate and graduate student members and early career members. They should also encourage them to participate in leadership. The number of Communities 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 Community Membership List on each Community webpage: www.agronomy.org/membership/communities.

Services to ASA Communities

ASA is committed to creating, developing, and growing the opportunities for Communities. As such, services will be provided to the Community Leaders and the Communities. These will generally be managed through ASA staff. They include:

- Support to meet at the Annual Meeting (meeting space for Business Meetings, as requested)
- Program Enhancement Funds
- Community webpage development (with ongoing updates by a Community Leader or member)
- Listserv of Community members set up and maintained for each Community
- Promotion of new Communities to encourage participation
- Promotion of Community activities, as requested
- Conference Call Services: Communities can arrange use of the Society's conference call number to facilitate discussions and collaboration
- Other services as approved by the ASA Board

For information on services available to ASA Communities, contact Sara Uttech, 608-268-4948, suttech@sciencesocieties.org.

Community Leaders

Community Leaders must be members of ASA and members of the ASA Community that they wish to represent. Community Leaders will serve two-year terms, with the first year as Community Vice-Leader and the second year as Community Leader.

Roles of Community Leaders

The leaders of each Community shall be responsible for the operations of the Community. Jointly, the Community-Leaders will do the following:

1. Provide leadership for Communities. This includes directing the Annual Community Meeting. The Community Leader schedules the time, notifies members, and conducts the meeting.
2. Community Leaders 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 Section Chair.
3. Provide nominees for Section Chair and Board of Director Representative.
4. Develop and implement plans that maintain or enhance the viability of the Community and support the needs of Community members.
5. Implement actions approved by Community members.
6. Communicate and report information to the Section Chair in an efficient manner as needed to conduct the

business of the Section and ASA and in order that the Section Chair can make their annual report to the ASA Board of Directors.

Elections of Community Leaders

While Section Chairs will be elected as part of the general election by the full ASA membership, Community Leaders are elected by Community members only. Elections are held each year for a new Vice-Leader at the Annual Community Business Meeting, either at the ASA Annual Meeting, or an alternative venue as selected by the Community Leaders. Alternatively, elections can be held online either prior to, or after the Annual Meetings.

Community leaders will communicate about all meetings and elections through the Community listserv. For more information, view the Appendix.

Annual Community Business Meeting

There are several options for holding an Annual Community Meeting:

1. During the ASA Annual Meetings
 - After the Section Business Meeting
 - After a Community symposia or session
 - Another time during the ASA Annual Meeting
2. Other event throughout the year (e.g., at another conference or event)
3. Virtual (e.g., conference call)

If at the ASA Annual Meeting, Community Leaders schedule their annual Community Business Meeting in the scheduling software program, and notify both the Section Chair and Sara Uttech at Headquarters. Community Leaders promote their annual Community Business Meeting with members via their webpage and listserv. Community Leaders forward a written report from the Community Business Meeting minutes to the Section Chair, to be included with Section Annual Report to the Society, and the Vice Leader election results to Sara Uttech at headquarters.

Community Business Meeting Agenda

1. Review past year's activity of the Community.
2. Discuss ideas for future activity, develop sessions and symposia for the ASA Annual Meeting, prioritize, plan, and organize.

3. Elect a new Vice Leader, who after one year, moves into the Community Leader role.

ASA Annual Meeting

Communities: Annual Meetings and Beyond

Community activities focus on members' program and service needs. Activities may include ASA Annual Meeting activities, such as symposia, oral sessions, meetings, workshops, tours, and social functions. Communities may conduct or sponsor activities that go beyond the ASA 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.

In recent years, members also have expressed a need for the Society to develop a mechanism for identifying and organizing single-topic conferences that would promote the science of agronomy and build the ASA brand. Such a conference would be in addition to participation in the Annual Meeting and could be sponsored by ASA alone or in cooperation with other scientific societies, institutions, organizations, or funded grants. An A733 Agronomy Conference Meeting Committee was established to invite topic conference proposals from members and make recommendations for funding a potential conference to the Board. Organizers of a proposed conference are asked to contact the A733 Committee Chair or the Headquarters Meetings Department at 608-273-8080, to initiate exploration of a specific topic conference.

Annual Meeting Programming

Communities are an important part of the Annual Meeting programming. A major portion of meeting content and networking is provided through Communities. 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. Community Leaders:

1. Solicit program ideas from Community members.
2. Communicate those ideas, as well as other activities, to your Section 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 Community 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 Community to display at the ASA Annual Meeting in the Exhibit Hall. View the Community poster example in this Handbook.

Annual Meeting Program Planning Manual

For programming purposes, the Meetings Department publishes an ASA Program Planning Manual, designed to guide Leaders and Chairs through the process of assembling the Community and Section programs at the Annual Meetings. It is an 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 an ASA Meeting Planning Process schedule for the Annual Meeting year.

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

Symposia. As Communities are organized along topical areas, they are an excellent vehicle for development of symposia. Symposia should be relevant to the Community. 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. For Communities, a good mix would include invited speakers and Community members providing the Community 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. ASA has a limit of one, half-day symposia per Community.

Volunteer Oral and Poster Sessions. Community Leaders are responsible for organizing or supporting others within the Community in efforts to organize volunteer oral and poster sessions. Session topics can be identified during the annual Community Business Meeting, solicited through the Community's listserv, and/or by Community members. Community Leaders and Section Chairs have access

A Note to Communities: Don't Get in a Rut—Have Fun

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

To Do

- Schedule an annual Community Business Meeting, either at the Annual Meeting or as convenient for the Community members. The Business Meeting allows the opportunity for Community members to nominate leadership and identify actions and activities for the coming year. Communities 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 Community website, listserv, and *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. See the Appendix for a description of the various sources available.
- Communicate to your Community through the listserv and website; Communicate to your Section Chair; 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. Community Collaboration and Networking.
- Consistent with downtime there is an opportunity to improve International collaboration. Ask each Community member to invite an international colleague to attend the meeting and consider a session to discuss common issues.
- Encourage joint sessions between Communities and CSSA and SSSA Divisions or other ASA Communities. Co-sponsorship is an excellent way to provide exposure and focus the intent of a Community.
- Recommend Society speakers for opening and closing sessions. This would assist in marketing your program.
- Communicate, be creative, and have fun!

to the online programming system, in order to organize oral and poster sessions for their Community and Sections. As with symposia, it is important that Community Leaders communicate with the Section Chair on sessions. ip/communities

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 Cassie Mescher, cmescher@sciencesocieties.org, 608-268-4942.

Remote Presentations. The Societies understand that travel has become harder to obtain for some as budgets grow tighter and costs increase. Based on member feedback, there is now a way to present research remotely in either an oral or poster format. A paper is submitted to a regular session in the same manner as a traditional paper. During the submission process, the author will have the option to select that they will present their poster/oral either in person or remotely. Please note that remote presenter are still required to register for the Annual Meetings. For more information, visit the Remote Presentation page of the Annual Meetings website: www.acsmeetings.org.

Activities and Competitions. Communities are encouraged to work with their Sections 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 Cassie Mescher, cmescher@sciencesocieties.org, 608-268-4942.

Proceedings and Publications. Communities and Sections, 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 Symposia, 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 session into a Proceedings or publication.

Funding Opportunities

To support Community and Section Annual Meeting programming needs, a revised Society Program Enhancement Fund Policy was adopted in 2013. This funding is allocated

annually based on registration projections for the Annual Meetings. Communities are allocated a prorated amount based on the numbers of papers and posters presented at the past year's Annual Meetings in symposia or sessions sponsored by that respective Community. These funds are allowed to accumulate up to \$6,000.

Communities can also seek program enhancement funding from their Section Chair and/or apply for ASA Competitive Program Enhancement Funds from the A711 Program Planning Committee.

Other funding sources that could be pursued are the Reinvest ASA Program, other societies and organizations, and companies that share a common interest in the Community's programming. These organizations and companies receive multiple requests for support. Before contacting an outside source about a financial contribution, discuss your needs with ASA Headquarters. Individual requests need to be handled through CEO Ellen Bergfeld, ebergfeld@sciencesocieties.org or Alexander Barton, abarton@sciencesocieties.org, 608-273-8095. For more information, view the Appendix for the ASA Competitive Program Enhancement Fund Proposal and Sources of ASA Section and Community Funds.

To extend funding opportunities for Communities, a Society-wide Reinvest ASA proposal for \$25,000 was accepted by the ASA Board for use in 2014 and 2015. A request process for these funds is being established. This will involve a request and reporting of the use of the funds. The express Community purposes for these funds are "marketing their Community and its focus" and highlighting and celebrating the "value of identifying with their ASA Community". These funds can be in addition to but separate from their PEF funds and are to be specifically used for those purposes above. These funds are to be managed by the A711 Program Planning Committee and will be distributed through a request process requiring a not one page synopsis of their proposed use of the funds. These funds can be used both at and outside of the Annual Meeting. Watch for additional information on these funds through the Societies HQ staff or contact Sara Uttech, suttech@sciencesocieties.org, 608-268-4948 for more information. Also refer to the Appendix for further description of options for the use of these funds .

Communities may also consider submitting a proposal for ASA, CSSA, and SSSA Special Sessions Funds. Special session subjects are crosscutting. They integrate the interests of multiple Sections, Communities, and Divisions in CSSA

and SSSA. Special session funding is not for those activities that fall specifically within the focus of a Section or Community. Proposals are submitted online to the ACS732 Annual Meetings Planning Committee. The committee is responsible for reviewing all proposals and awarding the session funds. For information, visit the Annual Meetings website and the Sources of ASA Section and Community Funds (Appendix).

Communication Options for Communities

Community Connection Email

An informative monthly email, *Community Connections*, is sent to Community Leaders, Section Chairs and Section Board Reps. To submit an item for consideration, contact Sara Uttech, suttech@sciencesocieties.org, 608-268-4948.

Leadership Conference Calls

Theme-based monthly Conference Calls are held with Community Leaders, Section Chairs, and Section Board Reps, moderated by the ASA President. To submit a question or theme for consideration, contact Sara Uttech, suttech@sciencesocieties.org, 608-268-4948.

Community Webpages

As webpages are the primary information source, Communities are encouraged to promote the activities of their Communities on their webpage. Community Leaders and Vice Leaders have editing rights to their pages. View the Appendix for the web editing instructions. They can also contact Headquarters to designate someone within their Community to edit the webpages.

Community Listserv

Listserv emails are established for each Community Section. Community Leaders and Vice Leaders have exclusive access to send Listserv emails to their respective Communities. View the Appendix or contact Headquarters for your Community listserv address.

Conference Calls

Communities can arrange to use the Society's conference call number to facilitate discussions and collaboration. To schedule this, contact Sara Uttech, suttech@sciencesocieties.org, 608-268-4948.



Chapter 2: ASA Sections

Agronomic Production Systems Section

Biometry and Statistical Computing Section

Climatology and Modeling Section

Education and Extension Section

Environmental Quality Section

Global Agronomy Section

Land Management and Conservation Section

Purpose of ASA Sections

Sections are defined by broad disciplinary and functional areas within agronomic science. Sections are the unifying organizational framework for Community activities and replaced the former Division structure. ASA Communities align with one of the seven ASA Sections. The primary purpose of Sections and Communities is to better assemble members of common interest, and facilitate planning, communication, and coordination of programs and services. Most programs and service activities are initiated within Communities, with Sections provide more of a coordinating management role. The Sections provide the governance, with the seven Sections represented on the ASA Board.

Section Officers

Roles of Section Officers

Each of the Section Officers: Vice Chair, Section Chair, and Section Board Representative have responsibilities according to their role.

Vice Chair:

- Assists Section Chair in their role as Section Program Chair.
- Serves as a member of the Nomination Committee for Section Vice Chair and Section Representative to the Board of Directors.
- Rotates to Section Chair after first year of service as Vice Chair
- Succeeds to Section Chair in the event the current Section Chair should resign or become unable to serve out the term of office.

Section Chair:

- Serves as a member of the A711 Program Planning Committee. With input from the Vice Chair, serves as Section Program Chair, including overseeing the distribution of program enhancement funds. Provides guidance to Community Leaders on organizing the program of technical sessions for the annual meeting; arranging papers in a coordinated program; arranging symposia and field trips when these are deemed desirable. For over-arching Section topics and activities, may also organize symposia, oral or poster sessions, field trips, graduate student awards, etc., as deemed desirable.
- Schedules the time, develops the agenda, and conducts the annual business meeting of the Section. This includes allowing time for Communities, if they so desire, to meet in breakout sessions at the annual business meeting.

- Communicates and reports information to and from Communities within the Section in a time efficient manner as needed to conduct business of the Section and ASA.
- Chairs the Nomination Committee for the Section Vice Chair and Section Representative to the Board of Directors. The Nomination Committee is composed of the Section Chair and Vice Chair. Nominations will be solicited from Community members through Community Leaders of the Section.
- Serves as a member of the A101 Nominations Committee. The ASA Executive Committee with the current President serving as Chair, and the voting members of the Board of Directors not represented through Sections (Early Career, Finance, Industry, ICCA Representatives) also serve on the A101 committee.
- Submits an annual summary report of Section and Community activities to the Board of Directors, as requested.
- Responds in a timely manner to requests for Section action from the ASA President, Executive Committee, or Board of Directors.

Section Chair and Vice Chair:

- Identifies and invites individuals to be Community Leaders only when Communities do not select their own Leader. Works with the A213 Community Stewardship and Review Committee to determine the viability of Communities, based on established criteria. If after two years a Community has become inactive, the Chairs will ask for approval from the Board of Directors for the Community to be discontinued.
- Develops plans that maintain or enhance the viability of the Section and supports the needs of the Communities within the Section.
- Assists in implementing actions approved by Communities within the Section.

Section Representative to the ASA Board of Directors:

- Serves on the ASA Board of Directors.
- Reports pending and actions of the ASA Board of Directors at the annual Section Business Meeting. Collects Section consensus on issues pending Board of Directors action.
- As appropriate, reports Section discussions, actions, and resolutions to the ASA Board of Directors.
- At the Board of Directors meeting during the Annual Meeting, provides the names of nominees for the upcoming

ing ballot for Section Vice Chair and, when appropriate, Section Representative to the Board of Directors.

- May serve on the Budget and Finance Committee; Organization, Policy, and Bylaws Committee; Reinvest ASA Committee; or Science Policy Committee.
- In conjunction with Section Chair and Vice Chair, develops procedure to ensure Section web pages are up-to-date.
- Other activities as directed by the Section, Board of Directors, or Executive Committee. See Chapter 3 for more details on Board of Directors.

Section Elections

Officers for each of the seven Sections are elected by the general ASA membership. Section officers must hold Active membership or another category having the same privileges of Active membership. Terms are based on a calendar year (January 1–December 31). Section Officers serve the following terms:

- Section Chair and Vice Chair—two-year term each; staggered so they overlap 1 year
- The Section representative to the Board of Directors – 3-year term

Candidates for Section Office are discussed and identified at the annual Section Business Meeting with Section Chairs reporting the names of the candidates to the Section Board Representative. The Section Board Representative reports the names of the candidates at the ASA Board of Directors Meeting held during the ASA Annual Meeting. For more information, view the Appendix and online:

- A012-A018 ASA Section Officers
- A112–A118 Committees on Nominations for ASA Section Vice Chairs And Section Representatives on the Board Of Directors
- A101 Nominations Committee

ASA Annual Meeting

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

ASA Section Posters

Sections have the opportunity to create a poster for display at the ASA Annual Meeting. Section Chairs and Vice Chairs will prepare the information for the poster. Section

posters are located in the center of the Exhibit Hall all week on boards labeled with Section names. For information, contact Cassie Mescher, cmescher@sciencesocieties.org. Suggested topics for the poster:

- Business meeting time, day, location, and agenda
- Section and Community information
- Join a Community by visiting “My ASA Communities” at: www.agronomy.org/account/
- Schedule of sessions for the week
- Pictures and contact information for section officers
- Sign-up sheet for next year’s symposia, topical sessions, and tour proposals

Section Business Meeting

Section Business Meetings will be held at the ASA Annual Meeting. The Section Business Meeting is chaired and conducted by the Section Chair with minutes kept by the Vice Chair. A report of the Section Business Meeting, including Annual Community Meetings, is submitted to ASA headquarters (prompted by an email). Section Chairs can send notice of Section Business Meeting time and place to members through the Section listserv. The Section Business Meetings may follow this sample format:

- Message from one of the Presidents
- Board Representative Report:
Section 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 Section activity
- Open discussion for Section-wide symposia ideas
- Explanation of Program Enhancement Fund Policy
- Election nominations: Section Chairs discuss and identify candidates for Vice Chair and Section Board Representative when the positions become vacant. Section Chairs to also discuss/identify candidates for ASA President-Elect. Section Chairs will provide candidate names of Section Officers and ASA President-Elect to their Section Board Rep during the Annual Meeting. Section Board Reps will announce names of candidates at the ASA Board meeting at the end of the ASA Annual Meeting

Community Business Meetings can be held as a break-out group following the Section Business Meeting, though Communities can use other options (see the Community

Chapter). Section Chairs should coordinate with Community Leaders when scheduling their Section Business Meeting.

Annual Meeting Programming

Section Chairs are the organizing force to ensure coordination and communication, that Communities empower themselves and that annual program planning is focused and on time. For the ASA Annual Meeting Program, Section Chairs:

1. Identify appropriate input and solicit program ideas of colleagues and Community Leaders.
2. Guide Community Leaders in organizing and focusing efforts for the annual meeting.
3. Serve on the A711 ASA Program Planning Committee.

As a part of the organizational structure, Section Chairs can organize oral and poster sessions, symposia, student activities and contests, workshops, tours and more at the Annual Meetings. These elements of the Annual Meetings can capture the broader science and discovery elements of one, more, or hopefully the combined Communities within the Section.

Program Planning Manual

For programming purposes, the Meetings Department publishes an ASA Program Planning Manual. The Program Planning Manual is designed to guide Leaders and Chairs through the process of assembling the Community and Section programs at the Annual Meetings. The manual 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 the online abstract scheduling program and scheduling advice, as well as select policies and procedures for symposium and oral/poster session functions. The Meetings Department also generates an ASA Meeting Planning Process schedule. View the most recent version of the Program Planning Manual for detailed instructions and deadlines for the ASA Annual Meeting in the Appendix.

Leadership and Coordination. Communities are organized along topical areas of interest. These can be fluid and change. Section Chairs must ensure coordination and communication among Communities. This is both a leadership and, as appropriate, a technical role to focus the content of the Annual Meetings.

Section-wide Symposia. Section-wide symposia and sessions are good vehicles for promoting Communities within a Section. They also provide a means to highlight those cross-cutting issues that are relevant to Communities within the Section. Current policy for symposia indicates that a symposia must include one invited speaker(s) from outside the Societies and can include multiple invited speakers, both from outside and within the Societies. ASA has a limit of one, half-day symposium per Section. Please refer to the section in this handbook on Community Annual Meeting Programming for additional hints and tips for symposia development and certain requirements to support Communities within the Section.

Volunteer Oral and Poster Sessions. As with symposia, Sections can organize volunteer oral and poster sessions. These can be devoted to cross-cutting issues within the Section. They might also be used for those volunteered papers that just don't seem to fit within a particular Community. Session topics can be identified during the Section Business Meeting, solicited through the Section's listserv, and by Community members.

Section Chairs and Community Leaders have access to our online abstract scheduling program in order to organize and schedule oral and poster sessions for their Community and Sections. This is intended to allow both Section Chairs and Community Leaders flexibility to meet the interests of their Communities and Sections. Section Chairs still have the responsibility to assure organization and focus. Refer to the area in this handbook on Community Annual Meeting Programming to review additional requirements to support Communities within the Section.

Awards and Contests. Sections are also encouraged to have contest and award programs. This might be at the Section-wide level, but may also be in support of one or more Community initiatives.

Proceedings and Publications. Communities and Sections, 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 Symposia, 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 session into a Proceedings or publication.

A Note to Sections: Don't Get in a Rut—Communicate

ASA has a long history associated with the Annual Meetings—and oftentimes history becomes the status quo. Along with Community Leaders, Section Chairs are encouraged to get out of this rut and be creative.

To Do

- Schedule a Section Business Meeting, ideally at the end of a symposia or session. This allows the opportunity for Community and Section members to nominate leadership, identify actions and activities for the coming year, and for the Section Board Representative to discuss ASA Board items.
- Ensure that Community Leaders identified and scheduled presiders or moderators for all symposia, sessions, panels, etc.
- Attend Society program planning meetings at the Annual Meetings.
- Promote events for the upcoming meeting on your Section website, listserv, or write a *CSA News* article.
- Consider using your symposia or sessions as an opportunity for providing Continuing Education Units (CEUs). See the Program Planning Manual for details.
- Communicate ... Communicate ... Communicate!

To Consider

- Schedule downtime during your program. Recent polls of members and leadership support the ability to have downtime to network with colleagues and potential partners is important. When reviewing your Section's program, consider a short session titled appropriately, i.e. Section Collaboration and Networking Downtime. Don't, however, overload your Section program with downtime if the Communities have similar sessions. Be creative!
- Improve international collaboration. Ask Section and Community members to invite an international colleague to the meeting and consider a session to discuss common issues.
- Encourage joint sessions between Communities and between CSSA and SSSA Divisions and other ASA Communities. Co-sponsorship is an excellent way to provide exposure and focus the intent of a Community.
- Recommend Society speakers for opening and closing sessions. This would assist in marketing your program.

Funding Opportunities

To support Section and Community programming needs, a revised Society Program Enhancement Fund (PEF) Policy was adopted in 2013. Section Chairs will be allocated a flat rate of \$1,800 annually. These dollars can be accumulated, up to a limit of \$6,000. Section Chairs can use this funding to support Section-wide efforts or to enhance Community efforts.

Communities can request Program Enhancement Funds from their Section Chair. Section Chairs can also apply for ASA Competitive Program Enhancement Funds from the A711 Program Planning Committee. Section Chairs make up the A711 Committee for decisions relative to Competitive Program Enhancement Funds. Section Chairs are expected to participate in the decision process for these funds, but will be requested to recuse themselves in decisions pertaining to their Section.

Other funding sources that could be pursued are the Annual Meeting Special Session Funds, the Reinvest ASA Program, and other societies, organizations, and companies that share a common interest in the Section activities or Community programming within the Section. When available, Sections and Communities can request Reinvest ASA funding through the process announced annually.

For 2014 and 2015, a Reinvest ASA proposal was accepted to provide \$25,000 in funds to Communities through a request process. The A711 Program Planning Committee will be making decisions on these requests. Section Chairs will be asked to recuse themselves in certain instance, but the Chairs should insure that the Communities are aware of this potential funding. 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 ASA Headquarters. Individual requests need to be handled through CEO Ellen Bergfeld, ebergfeld@sciencesocieties.org or Alexander Barton, abarton@sciencesocieties.org, 608-273-8095. For more information, view the Appendix for the ASA Competitive Program Enhancement Fund Proposal and Sources of ASA Section and Community Funds.

Sections and Communities 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 CSSA and SSSA. Special Session Funding is not necessarily for those activities that fall within the focus of a Section. However, the ASA Sections, with their multiple Communities, are probably suited to apply for Special

Session funds that cross Communities, and especially if they can garner CSSA and SSSA collaboration and support. 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 ASA Section and Community Funds in the Appendix

Communication Options for Sections

Section Annual Report

The Section Chair will submit an annual report, summarizing Section and Community activities to the Board of Directors. Following the Annual Meeting, a call for annual reports is emailed to all Chairs by Headquarters. 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 ASA Board or Executive Committee meeting. Community Leaders will submit their Annual Community Meeting minutes/notes to their Section Chair to be included in the Section Annual Report.

Community Connection Email

An informative monthly email, *Community Connections*, is sent to Section Chairs, Community Leaders, and Section Board Reps. To submit an item for inclusion, contact Sara Uttech, suttech@sciencesocieties.org, 608-268-4948.

Leadership Conference Calls

Informational, theme-based Conference Calls are held monthly with Community Leaders, Section Chairs, and Section Board Reps, moderated by the ASA President. Sections and Communities can arrange to use the Society's conference call number to facilitate discussions and collaboration. For more information, contact Sara Uttech, suttech@sciencesocieties.org, 608-268-4948.

Section and Community Webpages

Sections are encouraged to promote the activities of their Section on their webpages. Section Chairs, Vice Chairs, and Board Reps have editing rights to their pages upon log in. They can contact Headquarters to designate someone else to edit the webpage. Community Leaders are also encouraged to promote the activities of their Communities on their webpages.

Section Listserv

Listsers are established for each Section and Community. Section Chairs and Vice Chairs have access to send Listsers to all Community members within their respective Sections. View the Appendix or contact Headquarters for your Community listserv address.



Chapter 3: ASA Board of Directors and Other Leadership Service

ASA Board of Directors

ASA Committees

ASA Editorial Boards

Alliance of Crop, Soil, and Environmental Science Societies (ACSESS)

ASA Governance

ASA Board of Directors

The Board of Directors is the governing body of the American Society of Agronomy.

The Purpose of the ASA Board

1. To serve as the policy-making arm of the Society as directed by the ASA 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, ASA 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 reassess 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. Agendas and board materials will be posted to the board webpage (only accessible to current ASA Board members upon log-in): www.agronomy.org/about-society/committees/boards/a003/.

Fiscal Decisions

For fiscal decisions, the ASA 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 (pre-

pared 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 ASA Board of Directors consists of the following members, serving for the terms indicated:

Executive Board Members

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

- ASA Executive Committee: www.agronomy.org/about-society/committees/get-file/A002/A002-guidelines.pdf
- ASA President: www.agronomy.org/about-society/committees/get-file/A001.1/A001.1-guidelines.pdf
- ASA President-Elect: www.agronomy.org/about-society/committees/get-file/A001.2/A001.2-guidelines.pdf
- ASA Past President: www.agronomy.org/about-society/committees/get-file/A001.3/A001.3-guidelines.pdf

Section Board Members

One elected member representing each of the Sections of ASA, each serving for a term of three years. Section Nomination Committees prepare the slate of candidates. If a Section Board Representative is unable to attend a meeting, he or she may request that the Section Presiding Chair or Vice Chair represent the Section at the meeting and vote on all matters that come before the Board of Directors. For additional information, view Chapter 2 on Sections in the Handbook. In addition, information on the responsibilities of the Section Board Representatives, are available in the Appendix: A012–A018 ASA Section Officers

Other Board Members

- One elected member representing ASA's International Certified Crop Advisers Program, serving for a term of

three years. Nominees for this position are solicited from the ICCA Executive Committee, acting on behalf of the ICCA Board.

- One elected Finance Representative, serving for a term of three years. Nominees for this position are solicited from the Section Presiding Chairs and Vice Chairs. The Finance Representative will serve as Chair of the Budget and Finance Committee.
- 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.
- One elected Early Career representative, within 5 years of degree completion, serving for a term of three years. Nominees for this position are solicited from the Early Career Committee.

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

ASA Organization, Policy, and Bylaws Committee

The A201 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 ASA 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 ASA to assure that they are up-to-date with the functions, services, and governance of ASA.
4. To work toward solutions of complex interrelated problems by cooperation with other ASA, CSSA, and SSSA Committees (such as Budget and Finance; Organization, Policy, and Bylaws; etc.) so that recommendations submitted to ASA 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.agronomy.org/about-society/committees/get-file/A201/A201-guidelines.pdf

ASA Budget and Finance Committee

The A211 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 ASA 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 ASA Board of Directors.
3. In collaboration with headquarters staff and the full committee, prepares and recommends an operating budget to the ASA Board of Directors for the following year.

For additional information on the functions and responsibilities, view the guidelines: www.agronomy.org/about-society/committees/get-file/A211/A211-guidelines.pdf

ASA Nominations Committee

The A101 Nominations Committee consists of the ASA Executive Committee, the voting Board Members not represented through Sections (Early Career, Finance, Industry, and ICCA Reps), and the Presiding Chairs from each of the ASA Sections. The ASA Nominations Committee:

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

For more information on the functions and responsibilities, view the Appendix, or online at: www.agronomy.org/about-society/committees/get-file/A101/A101-guidelines.pdf

ASA Science Policy Committee

The A537 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 ASA white paper/position statement
2. Participates in annual Congressional/White House/ Agency visits
3. At 3-year intervals, reviews and revises/updates ASA Grand Challenges

For additional information on the functions and responsibilities, view the guidelines: www.agronomy.org/about-society/committees/get-file/A537/A537-guidelines.pdf

Reinvest ASA Committee

The A212 Reinvest ASA Committee consists of the ASA President, President-Elect, the B&F Committee Chair, and one other Board member. The CEO serves as an ex-officio member. The committee ranks full proposals and present their recommendations to the ASA Board for approval at their Board meeting normally held in late May. Funding for approved proposals will be made available immediately after the ASA Board decision. For more information on the functions and responsibilities, view the Reinvest ASA Procedures document in the Appendix, or the committee guidelines: www.agronomy.org/about-society/committees/get-file/A212/A212-guidelines.pdf

Other Leadership Service

Society Committees

Effective operation of the American Society of Agronomy is dependent to a large extent 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 ASA Bylaws of the American Society of Agronomy. Standing Committees are those established by the ASA Bylaws or by actions of the Board of Directors. Other Committees are established by actions of the ASA 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. Exceptions to the requirement for membership for service on Committees can be made by the President when special expertise or opinion from nonmembers is needed.

A list of ASA Committees can be found online at: www.agronomy.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 over 1,700 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.agronomy.org/about-society/committees/volunteer

The ASA President-Elect has the responsibility for appointing new ASA Committee members and Committee Chairs

in advance of the ASA 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 ASA Committees are required to submit annual summary reports for consideration by the ASA Board of Directors and/or the Executive Committee. The ASA Headquarters Office sends the required forms and 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.

ASA Editorial Boards

There are three ASA Editorial Boards:

- A302 – *Agronomy Journal* Editorial Board
- A335.1 – *Natural Sciences Education* Editorial Board
- ACS324.1 – *Journal of Environmental Quality* Editorial Board

The functions and responsibilities of the Editorial Boards are detailed in the ASA Bylaws, Article X. Publications:

SECTION 1. The board of directors shall determine the general nature, number, and editorial policy 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 various editorial boards and committees of the society.

SECTION 2. The society 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 *Agronomy Journal*.

SECTION 4. The editor-in-chief shall be nominated by the president and confirmed by the board of directors. The term of office for the editor-in-chief shall be for 3 years. 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 shall provide leadership and coordinate the approved editorial policies and practices of all publications of the ASA.

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. 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. The position of editor of a journal, and the appointee, shall be separate from that of editor-in-chief.

For more information on the Editorial Boards, view the guidelines for each journal:

- *Agronomy Journal*: www.agronomy.org/about-society/committees/get-file/A302/A302-guidelines.pdf
- *Natural Sciences Education*: www.agronomy.org/about-society/committees/get-file/A335.1/A335.1-guidelines.pdf
- *Journal of Environmental Quality*: www.agronomy.org/about-society/committees/get-file/ACS324.1/ACS324.1-guidelines.pdf

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 (ASA), 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 currently the home of seven ASA, CSSA, and SSSA scientific journals, two 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 (ASAS) 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 ASAS publications.

Meetings plans board, branch, committee, and several others, along with co-sponsoring gatherings of similar interests. But the international 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. A recent survey indicated more than

40% of the Societies membership is part of academia, 27% is agri-business related, and 18% is part of the government's workforce.

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?

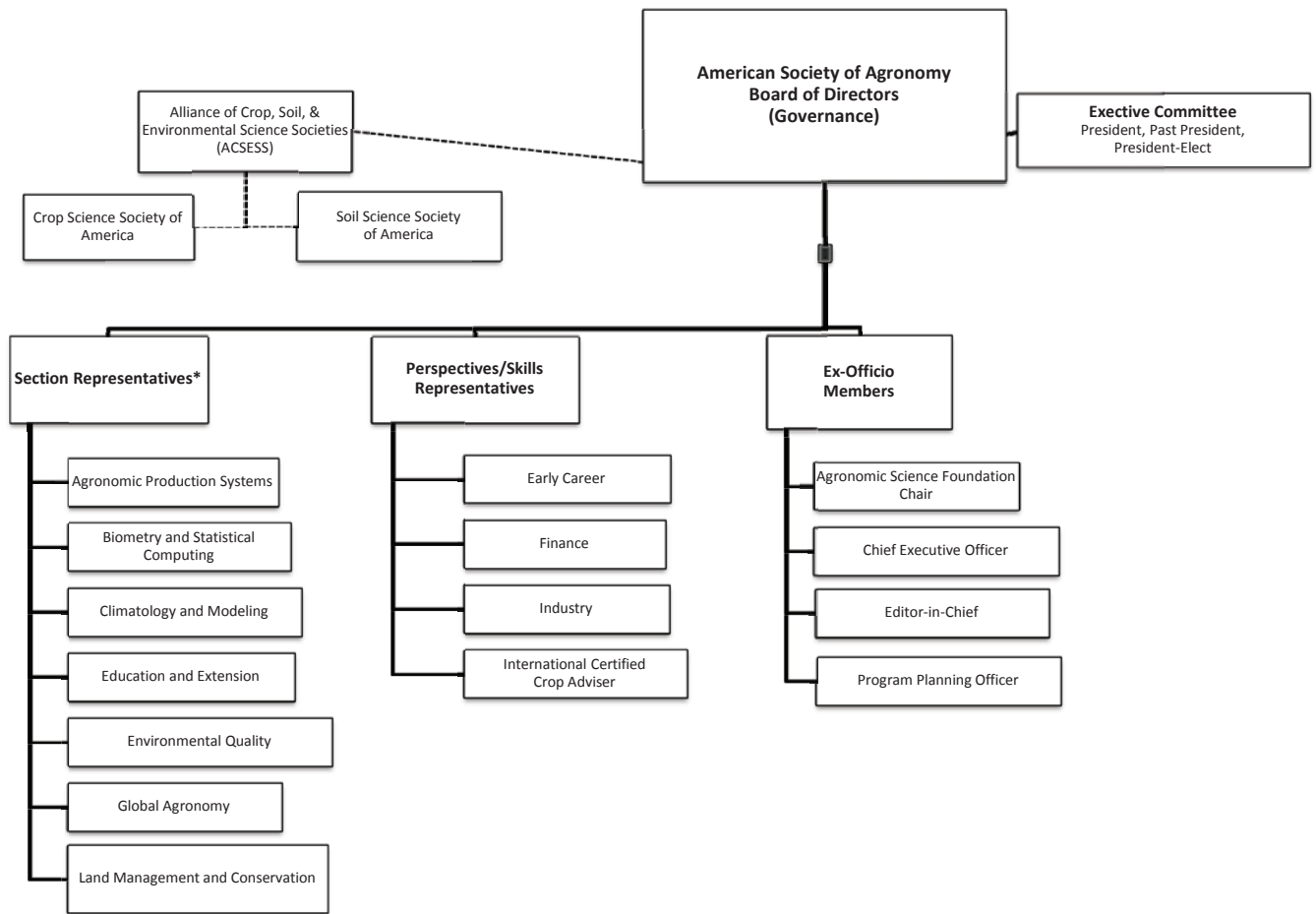
The support organization, ACSESS, was created due to the restructuring of the ASA Board of Directors in 2009. ASA, CSSA, and SSSA voted to establish the support organization in order to provide operational efficiencies, as well as giving each of the Societies the flexibility to focus on specific programmatic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

ASA, CSSA, 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.

The logo for ACSESS features the word "ACSESS" in a bold, black, serif font. A red, stylized graphic element, resembling a ribbon or a curved line, loops around the letter "C" and extends slightly to the left and right.

ASA Governance



* View "Purpose of ASA Sections" for Community/Section relationship

Conclusion

Leadership

The American Society of Agronomy has a long and distinguished history that has been perpetually focused on its core purpose, “Food, Feed, Fiber and Fuel for Everyone, Everywhere.” Achieving this purpose and the Society’s Grand Challenge to itself, “Agronomy Feeds the World,” requires leadership, demonstrated through the responsibilities of the Communities, Sections, Boards, and Committees.

Communities 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. They also provide flexibility to the Society and allow it to quickly organize to address scientific discovery associated with the Society’s core purpose and challenge. Community Leaders provide the immediate interaction of the membership of the Society and should drive it toward the future. Communities play a critical role in the success of the Society.

Sections provide the organizing framework for the Society. They facilitate planning, communication and coordination among the programs and services of the Society, but more importantly among the membership of the Society. It might be said that Sections are the heartbeat of the Society as they represent the convergence of the broad disciplines of the Society and provide representation to the governance.

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

As described in the book, *The American Society of Agronomy: 100 Years of History*, developed for the Society’s 100th Anniversary in 2007, the Society has undergone a variety of changes and developments, to include two other Societies (CSSA and SSSA), the Agronomic Science Foundation, and professional certification programs for agronomic, crop, and international professionals. In 2011, the Society changed from the former Division Structure to the current Community/Section structure, designed to provide the membership with the flexibility and opportunity to determine and direct their Society in the future. Established in less than two years, 41 Communities reflect the desire of the membership to accept this opportunity.

Consistent with the dynamics of this structure change, 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 its 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.





Appendix

ASA Community Request Form

Community and Section Listservs

Web Editor Instructions

Sources of ASA Section and Community Funds

ASA Competitive Program Enhancement Fund Procedures

Reinvest ASA Procedures

ASA Community Leaders Position Description

ASA Section Officers Position Description

ASA Committees on Nominations for Sections Description

ASA Committees on Nominations

ASA 2013 Strategic Plan

ASA Bylaws

ASA 2014 Program Planning Manual

ASA Community Creation Request Form

This form can be downloaded at: www.agronomy.org/membership/communities/transition

Once completed, submit electronically to the CEO – Ellen Bergfeld – ebergfeld@agronomy.org

Communities are the organizations of ASA Society members into groups showing common professional interests. Communities organize around topical areas. They are self-named. They must also select which ASA Section they will align to. The purposes of communities are to gather members, encourage scientific exchanges and sharing of information, facilitate planning, enhance communication, and provide coordination of programs and services. Communities will be represented on the Board of Directors through Sections.

This form is the petition for members to form a new ASA Community. This petition will be examined by the ASA Board of Directors and notice of approval received within three months of submission.

Communities organize and remain a recognized Community within ASA with the following minimum activities:

- hold an annual meeting (either at the ASA Annual Meeting, a virtual meeting, or other as arranged by the Community leaders)
- conduct an election of Community leadership at this annual meeting
- have a minimum of 10 ASA members at the end of the calendar year
- maintain a webpage with current information on the ASA website
- organize a minimum of one symposium or oral session at the ASA Annual Meeting or other scientific venues every two years.

Communities will be dissolved if inactive for two consecutive years. Inactive is defined as not having fulfilled any of the five items listed in the previous paragraph.

Community Leaders will be elected by Community members. Two Community Co-Leaders will each serve a two-year term but their terms are staggered so that they only overlap one year. First year Co-Leader will be identified as Vice-Leader and second year Co-Leader will be identified as Presiding Leader. Elections are held each year for a new Vice-Leader at the annual ASA meeting, or an alternative venue selected by the Community Leaders. All meetings and elections, other than as a breakout meeting following the Section meeting of the annual meeting, will require e-mail notification through a Community list serve. Community leaders and members must be ASA members.

Community Leaders Duties:

1. Provide leadership for Communities. This includes directing the Community meeting after the Section annual business meeting, or at another agreed time. The Presiding Leader schedules the time, notifies members, and conducts the meeting.
2. Identify oral and poster sessions, develop symposia, plan field trips, or develop other such activities as deemed desirable. Details of these activities will be forwarded to the Section Co-Chairs.
3. Nominates individuals for Section Co-Chairs and Board Representative to the Section nominating committee.
4. Develops and implements plans that maintain or enhance the viability of the Community and supports the needs of Community members.
5. Implements actions approved by Community members.
6. Reports information to the Section Co-Chairs in a time efficient manner in order for Section Co-Chairs to make their annual report to the ASA Board of Directors.

**Detailed requirements and information is available at:
www.agronomy.org/membership/communities**

ASA Community Creation Request Form

1. Proposed Community Name (5 or less words with no abbreviations):
2. What Section will this community align with (one only):
 Agronomic Production Systems Biometry and Statistical Computing
 Climatology and Modeling Environmental Quality
 Education and Extension Global Agronomy
 Land Management & Conservation
3. Provide a short justification statement for why this Community is requesting formation.
4. Provide a 5-8 sentence description of this Community's interests. (To be used on the Community's website) If the community has previously developed a website, note the URL in this section.
5. Provide a list of activities/functions the Community initially expects to do [e.g., symposia, oral sessions, workshops, meetings (face-to-face or virtual), web services, publications, awards, leadership development].
6. After reviewing the current Communities, what Community is this proposed Community most similar to and how is this proposed Community different?
7. List the names of at least 10 ASA members who support the formation of this Community.
8. Do you anticipate this Community's to hold its annual meeting at the ASA Annual Meeting?
If "no" provide a description of when/how this Community will meet.
9. List the names and contact information of the initial Community leader(s). Note that both must be current ASA members and both names must be provided. Provide the following information for both the Presiding Leader and the Vice Leader – Name, Organization, Address, City, State/Province, Zip/Postal Code, Country, Email, Phone.
10. Provide photos of illustrations that can be used to illustrate this community.
11. Date of Formation Request _____
12. ASA Board Decision and Date _____

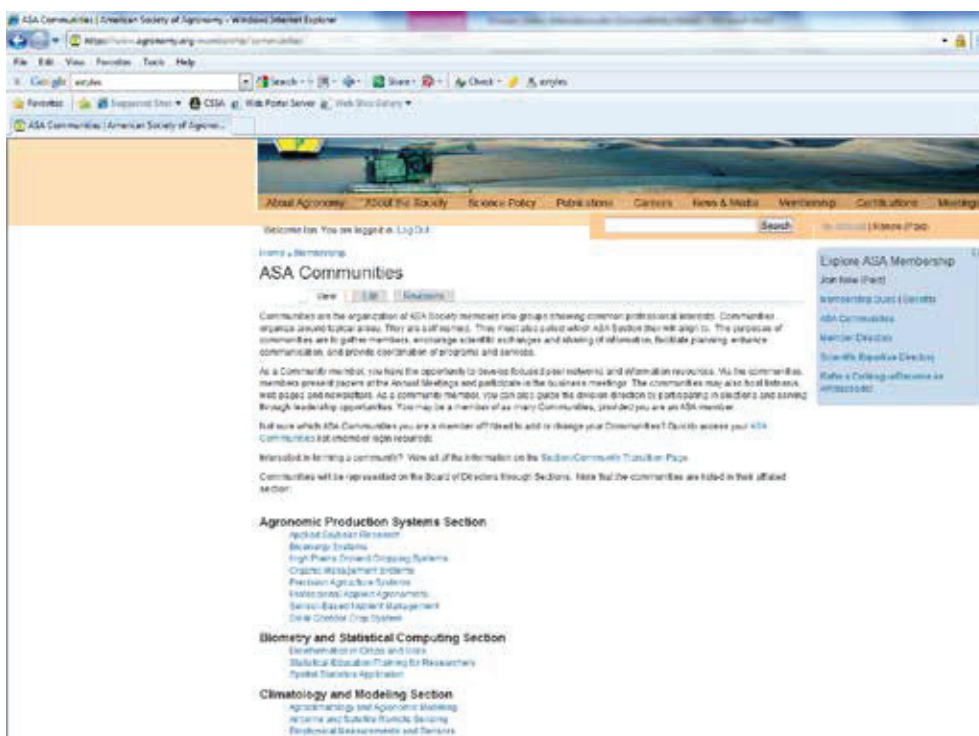
List Serv Addresses

Send emails to all members in your Community or Section (only Leaders/Vice and Chairs/Elect have the ability to send)

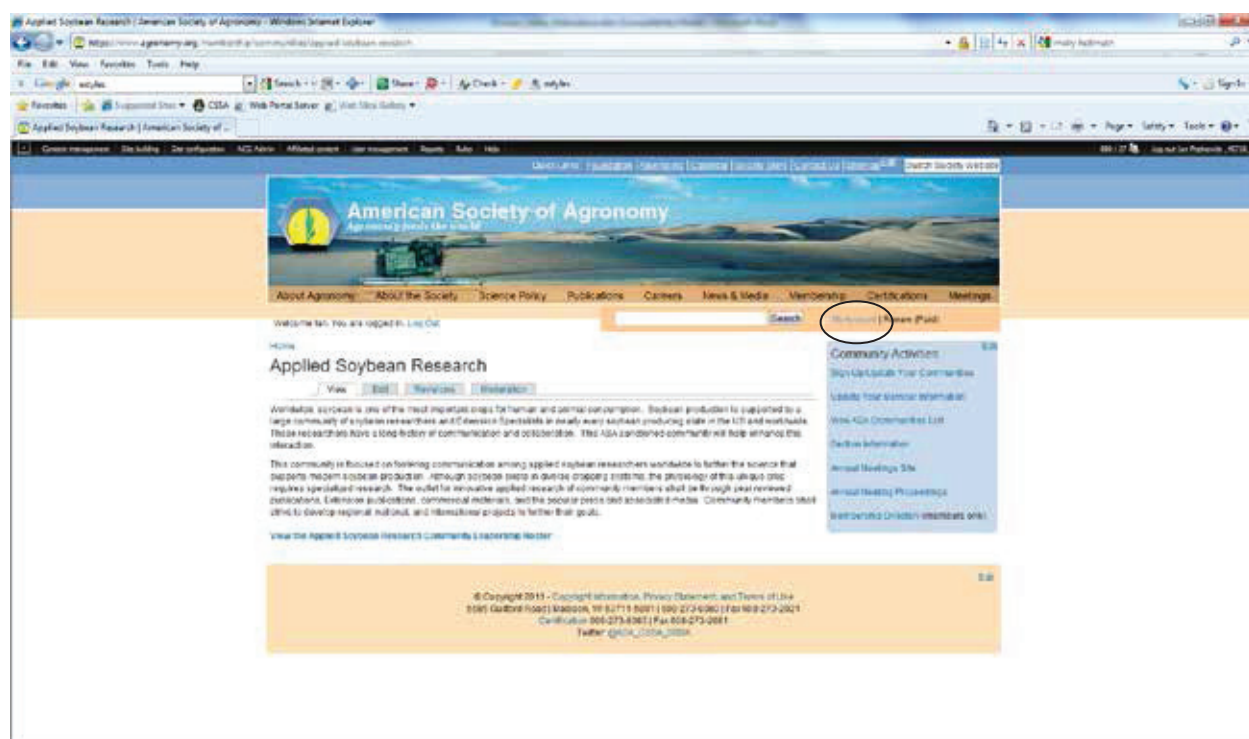
adaptive_nutrient_management@acs-net.agronomy.org
advancing_agronomy_via_public_private_collaboration@acs-net.agronomy.org
advisors_developing_undergraduate_student_activities@acs-net.agronomy.org
agricultural_experiment_station_management@acs-net.agronomy.org
agroclimatology_and_agronomic_modeling@acs-net.agronomy.org
agronomic_production_systems@acs-net.agronomy.org
airborne_and_satellite_remote_sensing@acs-net.agronomy.org
animal_agriculture_and_the_environment@acs-net.agronomy.org
applied_soybean_research@acs-net.agronomy.org
biochar_agronomic_and_environmental_uses@acs-net.agronomy.org
bioenergy_systems@acs-net.agronomy.org
bioinformatics_in_crops_and_soils@acs-net.agronomy.org
biometry_and_statistical_computing_section@acs-net.agronomy.org
biophysical_measurements_and_sensors@acs-net.agronomy.org
by_product_gypsum_uses_in_agriculture@acs-net.agronomy.org
climatology_modeling@acs-net.agronomy.org
crop_irrigation_strat_mgmt@acs-net.agronomy.org
education_and_extension_section@acs-net.agronomy.org
environmental_quality@acs-net.agronomy.org
evapotranspiration_measurement_modeling@acs-net.agronomy.org
extension_education@acs-net.agronomy.org
field_diagnosis_for_smallholder_agriculture@acs-net.agronomy.org
gaining_access_to_agronomic_inputs@acs-net.agronomy.org
global_agronomy@acs-net.agronomy.org
global_climate_change@acs-net.agronomy.org
global_digital_soil_map@acs-net.agronomy.org
k12_outreach_and_activities@acs-net.agronomy.org
land_management_and_conservation_section@acs-net.agronomy.org
managing_denitrification_in_agronomic_systems@acs-net.agronomy.org
military_land_use_and_management@acs-net.agronomy.org
model_applications_in_field_research@acs-net.agronomy.org
nutrients_and_environmental_quality@acs-net.agronomy.org
organic_management_systems@acs-net.agronomy.org
perennial_grain_development@acs-net.agronomy.org
precision_agricultural_systems@acs-net.agronomy.org
professional_applied_agronomists@acs-net.agronomy.org
semi_arid_dryland_cropping_systems@acs-net.agronomy.org
sensor_based_nutrient_mgmt@acs-net.agronomy.org
sensor_based_water_mgmt@acs-net.agronomy.org
social_media_in_education_extension@acs-net.agronomy.org
soil_carbon_and_greenhouse_gas_emissions@acs-net.agronomy.org
soil_plant_water_relations@acs-net.agronomy.org
solar_corridor_crop_systems@acs-net.agronomy.org
spatial_statistics_applications@acs-net.agronomy.org
statistical_education_training_for_researchers@acs-net.agronomy.org
undergraduate_education@acs-net.agronomy.org
us_sino_agricultural_research_forum@acs-net.agronomy.org
weedy_and_invasive_plant_species@acs-net.agronomy.org

ASA Communities & Sections – Web Editing Instructions

Navigate to your Community or Section webpage: From agronomy.org, click on **Membership**, then **ASA Communities**, or select it from the list here: www.agronomy.org/membership/communities



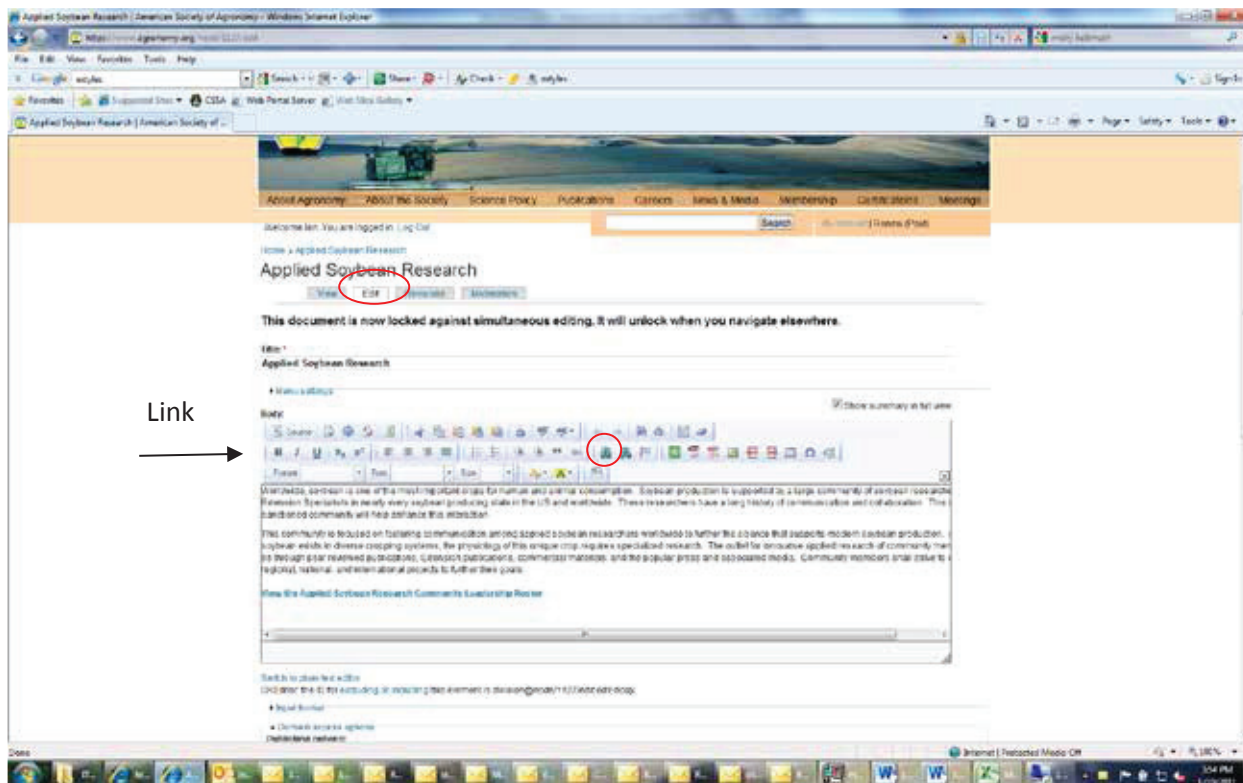
Then log into the website using your username and password via **My Account**



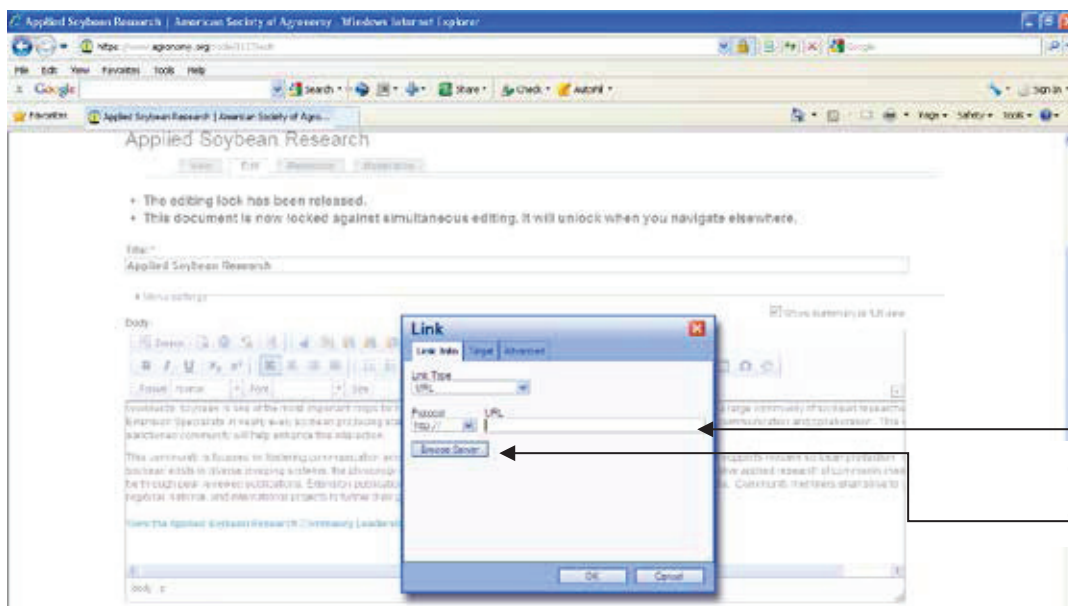
You will then see you have rights to edit this page, click on the **Edit** tab. It will then open the editor to make changes/updates to your community pages.

To copy and paste text from Word, use the **Eraser** button (upper-right icon in the editor) to remove the formatting. Then, highlight your text and use the **Formatting drop-down menu** to select from our standard font and sizes for **Headings, Text**, etc. **Do not use the Font or Size drop-down menus.**

To add links to URLs that are posted on other sites or to PDFs that you upload, **highlight the text to link** and **select the Link icon**. To insert an **Image**, click the **Image icon**. It's the same process for both.

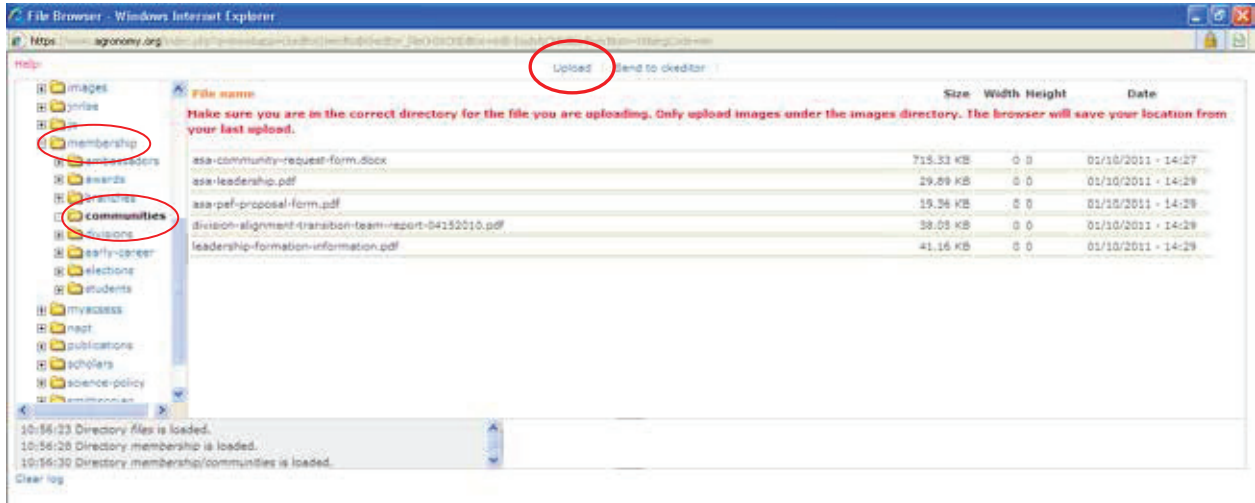


This Link screen will appear:

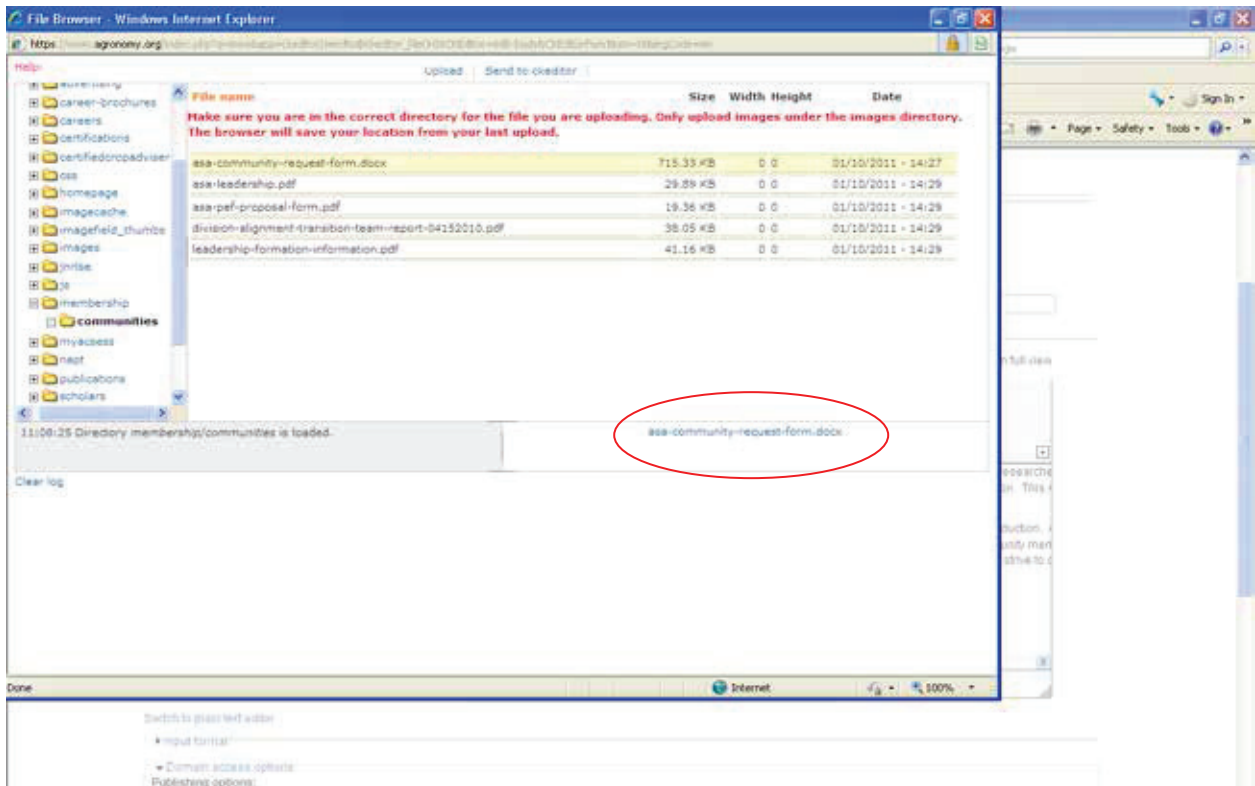


Select **“Upload”** to browse for files or images you wish to upload (see below).

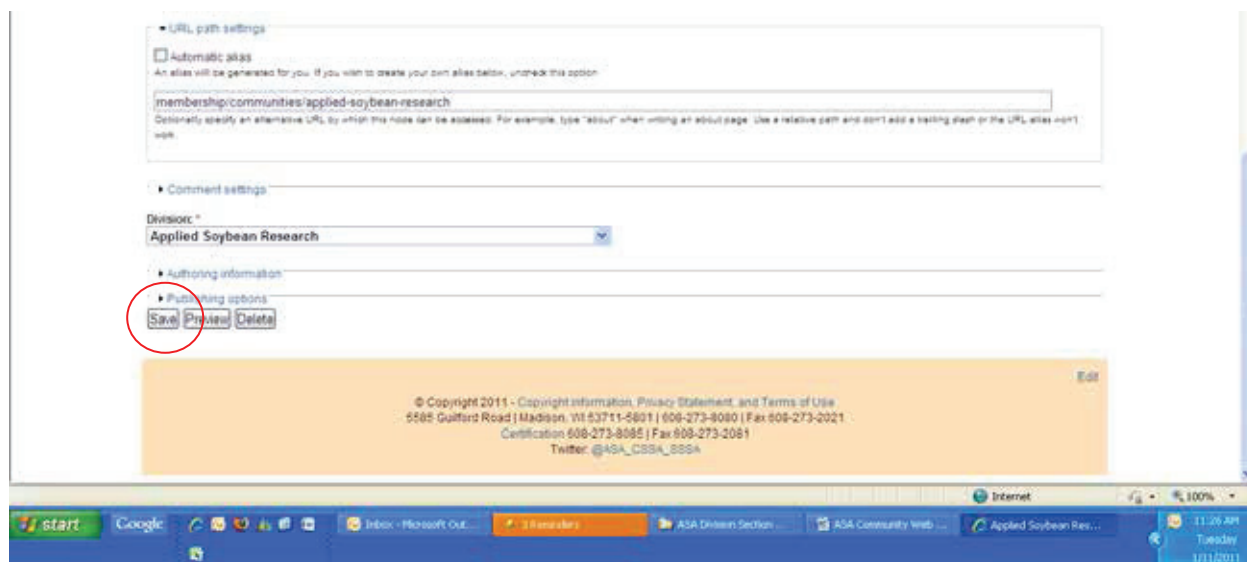
When you upload images or files, navigate to the correct folder under **membership**, **communities**, and your community or section folder to add your files (see below). For images, navigate first to the images folder, then your folder under membership, communities. Only graphical images (such as jpgs) and pdfs can be uploaded.



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 Community/Section 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 or need assistance, please contact:

Sara Uttech, Member Communications Manager – Awards & Communities
suttech@sciencesocieties.org
608-268-4948

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

Sources of ASA Section and Community Funds (September 2013)

Introduction: To sustain themselves, ASA Sections and Communities need certain operational funds to support meetings and activities. There are several sources and options for obtaining and using funds to support Section and Community activities. Some have limits, some do not - some are for specific purposes, some are not. This document outlines many of the resources that are available. This is a living document since policies can change. This information is not comprehensive in terms of guidance for each of these sources. Additional details are found in the ASA Leadership Handbook and other materials found on the Society's website. Section Chairs, Community Leaders and Society members are encouraged to consult with Society Officers and Headquarters staff for further clarification on these sources.

Reinvest ASA Funds: Reinvest ASA funds are resources available in excess of ASA's strategic net worth as determined annually. Funds are targeted to specific needs for ASA operations beyond the annual operating budget. The funds should facilitate the ASA strategic plan, increase membership in ASA, provide alternative revenues for ASA, add value to ASA programs and activities, and enable ASA to engage in innovative and important issues consistent to its mission. These funds can be used at the Annual Meetings or otherwise to meet the spirit of Reinvest ASA.

To extend opportunities for Communities, a 2013 Reinvest ASA proposal for \$25,000 was accepted by the ASA Board for use in 2014 and 2015. New however, is the process for distribution and the reporting of these funds. The funds will be the express purpose of "marketing their Community and its focus" and highlighting and celebrating the "value of identifying with their ASA Community." These funds can be in addition to but separate from their Program Enhancement Funds. These funds are to be managed by the A711 Program Planning Committee and will be distributed through a request process. To request funds, Community leadership will prepare a not to exceed one page synopsis of their proposed use of the funds. This will be provided to Sara Uttech, suttech@sciencesocieties.org, 608-268-4948. This is to ensure that any ASA HQ person is engaged in the effort. Ms. Uttech will provide this synopsis to the Chair of A711 for approval of the Committee. The funds can be used exclusively at the Annual Meetings or they may be used outside of this venue. They can be used for public relations material, food functions, website updates, guest speakers, news items, etc. In essence these funds can be used as the Communities wish given that they address one or both of the two specific shortfalls in the reasons that members do not belong or engage in Community activities. At the conclusion of the expenditure of the funds the Community leadership will report on the results of the use of the funds. Watch for additional information on these funds to be announced in CSA News, the News Flash, and the Community Connection email.

Special Session Funds: The ASA, CSSA, and SSSA annually allocate funding to the ACS Annual Program Planning Committee. This Committee includes your ASA President-Elect and the Program Planning Officer. The funds are for special sessions that address cross-cutting issues that would appeal to a multi-organizational audience. Funds are intended to enhance the Annual Meetings and are available through a competitive process.

Requests for Special Session funds are submitted through the Societies' online program scheduling system. Special Session fund proposals are generally submitted from early January through early February. Please review the guidelines for these funds.

Program Enhancement Funds (PEF): Annual PEF are based on numbers of Society members registered and attending the last Annual Meeting and are distributed out of a Society program line. PEFs will only be used in support of Annual Meeting activities. Examples of appropriate expenditures for program enhancement include but are not limited to:

- Paying expenses and awarding honoraria to invited speakers (member or nonmember) of symposia

- Monetary awards to any member for outstanding accomplishments
 - Food and drink events that improve the communication and/or promote the activity of membership in professional activities such as poster session discussions or graduate student meet and greet events with ASA members
 - Underwriting costs of field trips and workshops
- a. **Section Funds.** Starting in 2013, each Section receives \$1,800 annually for use at the Annual Meeting. Distribution of these funds is at the discretion of the applicable Section Chair but should be consistent with expenditures noted above. Requests for Section funds can be made to the current Section Chair at any time but as early as possible is best. These funds accumulate annually up to a carryover limit of \$6,000. Any unspent balance over \$6,000 will revert to the general A711 Program Planning Committee for redistribution for future meetings.
 - b. **Community Funds.** 50% of the remaining funds after allocation to Sections are provided to Communities (or Sections) based on the numbers of past meeting presentations and posters. Requests for Community funds can be made to the current Community Leader and is distributed at the discretion of the Community Leader. These funds accumulate annually up to a carryover limit of \$6,000. Any unspent balance over \$6,000 will revert to the general A711 Program Planning Committee for redistribution for future meetings.
 - c. **ASA Society Program Enhancement Funds.** The other 50% of the remaining funds after allocation to Sections are held by the Society Program Planning Committee. These funds are distributed for the Annual Meeting based on a competitive process that occurs annually after symposiums and topical sessions are announced. These funds accumulate for the Planning Committee. Applying for ASA PEF funds is outlined on the Society website and in the Request Form included in the Appendices to this handbook. Request for Section and Community funds can be made at any time to the appropriate Section or Community Leader but early in the planning process is best. Applications for competitive Society program enhancement funds are generally requested for not later than early February. The A711 Committee will be reviewing these proposals and determine funding. All requests for Section, Community or Society funds should be sent to ASAPEFproposal@agronomy.org.

Leveraging Meeting Funds: Another source of funds, or at least to make funds go farther, is to share resources with other Communities and Sections within ASA or other Divisions of CSSA or SSSA. All organizational elements of the membership of the Societies receive limited funds for the Annual Meetings. It is suggested that you work with colleagues and counterparts within the Societies. This will provide more resources and a larger audience for meeting activities.

When jointly using funds among the Societies, Divisions, Sections and Communities, please contact Cassie Mescher, Technical Program Manager, 608-268-4942, cmescher@sciencesocieties.org.

Associations, Organizations, and Companies: Other sources of funding are contributions from outside societies, associations, organizations, and companies that share a common interest with the Community, Section, or ASA. While you are encouraged to seek this outside funding it is requested that you contact Headquarters before proceeding.

These organizations and companies receive multiple requests for support and oftentimes individual requests are best handled through the ASA, CSSA, SSSA Chief Executive Officer, Ellen Bergfeld, ebergfeld@sciencesocieties.org, or Alexander Barton, Director of Business Development, 608-273-8095, abarton@sciencesocieties.org.

ASA Competitive Program Enhancement Fund Procedures and Proposal Form

Approved for 2013

Introduction

Policy for the American Society of Agronomy Program Enhancement Fund (PEF) establishes a competitive process for PEFs to be administered by the A711 Program Planning Committee. These funds will be used to fund activities at the Society's Annual Meeting. This document provides guidance and the proposal format for proposals submitted to the Committee. It is envisioned that a similar approach will be used by Sections and Communities in the execution of their normally or competitively allocated PEFs.

General Guidelines

Allocation amounts are anticipated to be in the range of \$500-\$2500, with a maximum request of \$5,000 (this will likely be smaller amounts for Section and Community competitive allocations). PEFs will only be used in support of Annual Meeting activities. Examples of appropriate expenditures for program enhancement include but are not limited to:

- Paying expenses and awarding honoraria to invited speakers (member or nonmember) of symposia
- Monetary awards to any member for outstanding accomplishments
- Food and drink events that improve the communication and/or promote the activity of membership in professional activities such as poster session discussions or graduate student meet and greet events with ASA members
- Underwriting costs of field trips and workshops

Submitting Proposals

Proposals must be submitted to ASAPEFproposal@agronomy.org by **Thursday, February 14**. Proposals will be no longer than two pages, no smaller than 11-point font and be presented in the following format. After the Annual Meeting, funding reports will be provided to Cassie Mescher, to include a breakdown of all expenditures, a final amount, and original receipts.

Proposal Form (copy and paste these questions to turn in as your proposal)

1. Proposal Title: (Descriptive and not to exceed 10 words.)
2. Name of Activity: (Name of symposia, session, award, workshop, tour, or activity to be funded.)
3. Purpose of Activity: (Concise, one paragraph description of the purpose of the activity and its benefits to the Community, Section, or Society.)
4. Description and Size of Audience: (The intended size and make-up of the audience.)
5. Description of Activity: (Outline the agenda or schedule of events for the activity as proposed.)
6. Sponsors: (Identify sponsors of the activity to include internal, ASA sponsors and full or co-sponsors outside of ASA.)
7. Length of Activity: (Funds only support activities at the Society's Annual Meeting. Identify the length of your activity as proposed to be posted in the Annual Meeting Program. Provide preferred dates and times.)
8. Budget: (Provide essential details of both the funding request and any leveraged or outside funding that will be used to support this activity.)
9. Contact Person: (Name, e-mail addresses, and phone numbers of a principle and alternate contact person.)

Reinvest ASA Call for Proposals

Reinvest ASA is a unique program, designed to fund ASA programs, activities, and innovative projects that enhance ASA's value to members and the agronomic profession. Based on the criteria to calculate Reinvest ASA funding levels (2010 ASA board action), ASA will solicit a call for proposals (up to \$150,000 was available in 2013).

The A212 Reinvest ASA Committee will rank proposals and present their recommendations to the ASA Board for approval. Notification will be made following the meeting and funding will be made available immediately. Funding will be available for programs at the Annual meeting (if appropriate).

Evaluation Criteria

1. The extent to which the proposal meets the Reinvest ASA guidelines relative to its value to:
 - facilitate the ASA Strategic Plan
 - increase membership in ASA
 - provide alternative revenues for ASA
 - add value to ASA programs and activities
 - enable ASA to engage in innovative and important issues consistent to its mission
2. The potential for success of the proposed effort.
3. The appropriateness of the budget to the stated goals and objectives.

Reinvest ASA Proposal Format

Proposals must be submitted online through the ASA Awards Program at:
www.agronomy.org/awards.

A012– A018 ASA COMMUNITY LEADERS

Note: The following is the status, composition/tenure, functions, and ASA President responsibilities for all communities.

Communities organize along topical areas of members' interests, which allows for fluidity of these Communities, as they are not part of the governance structure. All Communities are associated with one Section. Community names are not included in the Bylaws. A complete list of Communities can be found here - <https://www.agronomy.org/membership/communities>

A. Status: Leaders (Presiding Leaders, Vice Leaders) of the ASA Communities

B. Composition and Tenure:

Whereas Section Co-Chairs will be voted for by the general ASA membership, Community Leaders will be elected by Community members only. Community Co-Leaders (2) will each serve a two-year term but their terms are staggered so that they only overlap one year. First year Co-Leader will be identified as Vice-Leader and second year Co-Leader will be identified as Presiding Leader. Elections are held each year for a new Vice-Leader at the annual ASA meeting, or an alternative venue selected by the Community Leaders. All meetings and elections other than as a breakout meeting following the Section meeting of the annual meeting will require e-mail notification through a Community listserv. Community leaders must be members of ASA.

C. Functions:

The officers of each Community shall be responsible for the operations of the Community, subject to the approval of the ASA Board of Directors. Jointly, the Community co-leaders will do the following:

1. Provides leadership for Communities. This includes directing the Community meeting after the Section annual business meeting, or at another agreed time. The Presiding Leader schedules the time, notifies members, and conducts the meeting.
2. Community Leaders will within their respective Communities identify oral and poster sessions, develop symposia, plan field trips, or develop other such activities as deemed desirable. Details of all activities will be forwarded to the Section Co-Chairs.
3. Provides names for Section Co-Chairs and Board Representative to the nominating committee.
4. Develops and implements plans that maintain or enhance the viability of the Community and supports the needs of Community members.
5. Implements actions approved by Community members.
6. Communicates and reports information to the Section Co-Chairs in a time efficient manner as needed to conduct business of the Section and ASA and in order that the Section Co-Chairs can make their annual report to the ASA Board of Directors.
7. In order to ensure that the Communities are valuable and valued by the membership, they must remain active. Communities will be disbanded if the Community is inactive for two consecutive years. Communities will be considered active if they do all of the following:
 - hold an annual meeting (either at the ASA Annual Meeting, a virtual meeting, or other as arranged by the co-leaders);
 - conduct an election of Community leadership at this annual meeting;
 - have a minimum of 10 members at the end of the calendar year;
 - maintain an updated webpage on the ASA website (serviced at least biannually); *and*
 - organize a minimum of one symposium or oral session at the ASA annual meeting or other scientific venues every two years (could include an online symposium in the form of an online seminar).

D. Presidential Responsibilities:

The ASA President cooperates with the officers of each Committee in any way to promote harmony and better functioning of the Society.

A012 – A018 ASA SECTION OFFICERS

Sections are defined by broad disciplinary and functional areas within agronomic science. Sections are the unifying organizational framework for Community activities. The primary purpose of Sections and Communities will be to better assemble members of common interest, facilitate planning, communication, and coordination of programs and services. Most programs and service activities will be initiated within Communities, with Sections providing more of a coordinating management role. The broad areas of Sections will also provide a governance voice for the Society, with the 7 Sections represented on the ASA Board (See Table below).

Section names are included in the Bylaws. Communities are the organization level from which most programs and services evolve, thus Sections should remain relatively unchanged over time. Community names are not included in the Bylaws. A complete list of Communities can be found here - <https://www.agronomy.org/membership/communities>

A. Status: Officers (Presiding Chairs, Vice Chairs and Board Reps.) of the ASA Sections

B. Composition and Tenure:

Officers are elected for each of the following Sections:

- A012 Agronomic Production Systems
- A013 Biometry and Statistical Computing
- A014 Climatology and Modeling
- A015 Education and Extension
- A016 Environmental Quality
- A017 Global Agronomy
- A018 Land Management and Conservation

The officers of each Section are elected ASA members as follows:

Presiding Chair and Vice Chair (Co-Chairs) – 2-year term each; staggered so they overlap 1 year

The Section representative to the Board of Directors – 3-year term

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

Terms are based on a calendar year (January 1 through December 31). In practice, at the close of the annual business meeting of the Section, the Vice Chair succeeds to the position of Presiding Chair.

If a Presiding Chair should resign or become unable to serve out the term of office, the Vice Chair shall move into the position of Presiding Chair and the other nominee on the ballot for Vice Chair shall be requested to move into the position of Vice Chair.

The term for the Section Representative to the Board of Directors shall begin and end at the time designated by the Board of Directors - currently on a calendar year basis, January 1 through December 31. If a Section Board Representative is unable to attend a Board

meeting, the Section Presiding Chair or Vice Chair may represent the Section at the meeting and vote on all matters that come before the Board of Directors.

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

C. Functions:

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

Vice Chair (1st year):

- Assists Presiding Chair in their role as Section Program Chair.
- Serves as a member of the Nomination Committee for Section Vice Chair and Section Representative to the Board of Directors.
- Rotates to Presiding Chair of the Section after first year of service as Vice Chair
- Succeeds to Presiding Chair of the Section in the event the current Presiding Chair should resign or become unable to serve out the term of office.

Presiding Chair (2nd year):

- Serves as a member of the A711 Program Planning Committee. With input from the Vice Chair, serves as Section Program Chair, including overseeing the distribution of program enhancement funds. Provides guidance to Community Leaders on organizing the program of technical sessions for the annual meeting; arranging papers in a coordinated program; arranging symposia and field trips when these are deemed desirable. For overarching Section topics and activities, may also organize symposia, oral or poster sessions, field trips, graduate student awards, etc., as deemed desirable.
- Schedules the time, arranges the agenda, and conducts the annual business meeting of the Section. This includes allowing time for Communities to meet in breakout sessions at the annual business meeting.
- Communicates and reports information to and from Communities within the Section in a time efficient manner as needed to conduct business of the Section and ASA.
- Chairs the Nomination Committee for the Section Vice Chair and Section Representative to the Board of Directors. The Nomination Committee is composed of the Section Presiding Chair and Vice Chair. Nominations will be solicited from Community members through Community Leaders of the Section.
- Serves as a member of the A101 Nominations Committee. The ASA Executive Committee with the current President serving as Chair, and the voting members of the Board of Directors not represented through Sections (Early Career, Finance, Industry, ICCA Reps.) also serve on the A101 committee.
- Submits an annual summary report of Section and Community activities to the Board of Directors, as requested.
- Responds in a timely manner to requests for Section action from the ASA President, Executive Committee, or Board of Directors.

Section Co-Chairs (Presiding Chairs and Vice Chairs):

- Identifies and invites individuals to be Community Leaders only when Communities do not select their own Leader. Determines the viability of Communities, based on established criteria. If after two years a Community has become inactive, the Co-Chairs will ask for approval from the Board of Directors for the Community to be discontinued.
- Develops plans that maintain or enhance the viability of the Section and supports the needs of the Communities within the Section.
- Assists in implementing actions approved by Communities within the Section.

Section Representative to the ASA Board of Directors:

- Serves the Section on the ASA Board of Directors.
- Reports pending Board of Directors activity and actions at annual Section business meeting. Collects Section consensus on issues pending Board of Directors action.
- As appropriate, reports Section discussions, actions, and resolutions to the ASA Board of Directors.
- At the Board of Directors meeting during the Annual Meeting, provides the names of nominees for the upcoming ballot for Section Vice Chair and, when appropriate, Section Representative to the Board of Directors.
- May serve on the Budget and Finance Committee; Organization, Policy, and Bylaws Committee; Reinvest ASA Committee; or Science Policy Committee.
- In conjunction with Section Presiding Chair and Vice Chair, develops procedure to ensure Section web pages are up-to-date.
- Other activities as directed by the Section, Board of Directors, or Executive Committee.

D. Presidential Responsibilities:

The ASA President cooperates with the officers of each Section in any way to promote harmony and better functioning of the Society.

A112 - A118 COMMITTEES ON NOMINATIONS FOR ASA SECTION VICE CHAIRS AND SECTION REPRESENTATIVES ON THE BOARD OF DIRECTORS

A. Status: Special Committees

- A112 Nominations for Agronomic Production Systems Section
- A113 Nominations for Biometry and Statistical Computing Section
- A114 Nominations for Climatology and Modeling Section
- A115 Nominations for Education and Extension Section
- A116 Nominations for Environmental Quality Section
- A117 Nominations for Global Agronomy Section
- A118 Nominations for Land Management and Conservation Section

Procedures for all these Committees are the same.

B. Composition: The Nomination Committee for each Section is composed of the Section Presiding Chair and Vice Chair. The Presiding Chair serves as Chair of committee.

C. Tenure: Committee members serve for two years – first year (Vice Chair) as a committee member; second year (Presiding Chair) as Chair.

D. Functions:

1. To nominate two candidates (with their permission) for the office of Vice Chair of the Section and two candidates (with their permission) for the office of Section Representative to the ASA Board of Directors, when that office is to become vacant. To share with the candidates a list of responsibilities for each office.

Community leaders are to provide names for Section Vice Chair and Board Representative to their respective nominations committee.

2. To report the names of the candidates to the ASA President through the appropriate Section Representative on the ASA Board of Directors. The Section Representative reports the names of the candidates at the meeting of the Board of Directors held during the Annual Meeting. Biographical information will be collected by Headquarters staff.

E. 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 candidates and notifies the unsuccessful candidates of the election results.

A101 NOMINATIONS COMMITTEE

A. Status: Standing Committee

tg

B. Composition and Tenure:

The Committee consists of the ASA Executive Committee with the current President serving as Chair (3), the voting Board Members not represented through Sections (Early Career, Finance, Industry, and ICCA Reps) (4), and the Presiding Chairs from each of the ASA Sections (7), for a total of 14. The term of service for the committee Chair and Section Presiding Chairs is one year. The term of service for Board members serving on the committee will coincide with their term on the Board of Directors.

C. Functions:

1. The committee nominates two candidates (with their permission) for the office of ASA President-Elect, and shares with the candidates a list of responsibilities for the offices of ASA President-Elect, President, and Past President. The Chair conducts the process via email and if needed, by conference call.

All communications to the A101 Committee will come from the committee Chair.

Nominations. 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. Nominees will be primarily solicited through the Section Presiding Chairs. The Chair will also call for nominations for ASA President-Elect 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*. ASA members are to submit nominations of willing candidates to ASA Section Presiding Chairs. If a member is not affiliated with a Section, they can submit nominations to the Nominations Committee Chair (current President). The A101 Committee may seek additional nominations prior to the deadline to ensure a robust pool of qualified nominees. Nominees are responsible for completing the Abbreviated Bio Form prior to the nomination deadline. Nominations will be received up through December 1.

Selection to Two Candidates. Two candidates from the pool of nominees will be selected to run in the ASA 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 A101 Committee members within a few days of nomination closing.
- From early December through December 20th the Chair will direct the committee through an email balloting process to narrow the pool of candidates to two. At any time during the balloting process, the Chair may schedule a committee conference call to discuss the candidates. The email balloting process is as follows:

- The Chair will distribute an initial ballot with the full slate of nominees to the members of the committee requesting their vote for the top 2 candidates.
 - A second ballot will be distributed to the committee consisting of the top 3-5 nominees determined in the first ballot requesting their vote for the top 2 candidates.
 - If the second ballot is not conclusive, a final ballot listing the top 3 candidates from the second ballot will immediately be distributed to the committee.
 - The 2 highest ranking candidates will run for ASA President-Elect in the following ASA general election.
2. The committee solicits nominees for the following Board positions when the offices are to become vacant. If more than two candidates are forwarded to the A101 Nominations Committee, the process of narrowing to two candidates will follow the same procedure as described above for President.
- ICCA Representative on the ASA Board of Directors. Two nominees shall be solicited from the ICCA Executive Committee, acting on behalf of the ICCA Board.
 - Finance Representative on the ASA Board of Directors. Two nominees shall be solicited from the Section Presiding Chairs and Vice Chairs.
 - Industry Representative on the ASA Board of Directors. Two nominees shall be solicited from the ACS237 Membership and Society Identity Committee. Per ASA Bylaws, the Industry Rep is to come from the Corporate Membership category. (Interpretation: Although the nominees come from companies represented in the Corporate Membership category, it doesn't have to be the official rep from that company – it can be any ASA member from a company that holds a Corporate Membership.)
 - Early Career Representative on the ASA Board of Directors. Two nominees shall be solicited from the ACS530 Early Career Members Committee. Per ASA Bylaws, the Early Career Rep is to be within 5 years of degree completion. (Intent: to be within 5 years of degree completion when taking office.)
3. 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.

American Society of Agronomy

Strategic Plan

June 2013



5585 Guilford Road | Madison, WI 535711-5585
608.273.8080 | agronomy.org

The American Society of Agronomy

Core Purpose

Knowledge to Feed and Sustain the World

Vision

ASA members will integrate and apply science to sustainably double agronomic production.

Core Values

We believe in:

- Scientific inquiry and innovation
- Integrity
- Accountability/transparency
- Inclusiveness
- Service to society
- Sustainability/stewardship
- Global perspective

Five-Year Goals

- Goal A.** ASA will have highly valued programs and services that produce a strong and more diversified non-dues revenue stream. (Value Proposition)
- Goal B.** The integrated science of agronomy will be recognized by key audiences. (Awareness)
- Goal C.** ASA members will be engaged in the society. (Involvement)
- Goal D.** ASA will be more collaborative. (Partnerships)

Goal A | ASA will have valued programs/services and more diversified revenue. (*Value Proposition*)

Strategies

1. Work with other Societies on joint memberships (eg. join the Australian Society of Agronomy, then join ASA for \$50.00) *High Priority*
2. Work on developing and producing meetings/conferences in addition to the Annual Meeting (prefer 25% profit). *High Priority*
3. Develop Emerging Issue Webinars *High Priority*
4. Develop an education membership package for certified professionals – like a Journal subscription. *Medium Priority*
5. Setup K-12 Curriculum to integrate with School Systems. Seek Government grants to fund. Use membership base to develop materials, leveraging grant funding. *Medium Priority*
6. Implement a Remember us in your Will Program for the Agronomic Science Foundation. *Medium Priority*
7. Develop Accrediting/Certification programs for university agronomy programs. *Low Priority*
8. Develop a magazine for the general public that translates our science (could bring in other disciplines to contribute as well, i.e.: Animal Science, urban). *Low Priority*
9. Increase involvement with Scientists without Borders, the Peace Corp, AAAPD etc. Run a list of participants against member database to see who is participating. *Low Priority*

Goal B | The integrated science of agronomy will be recognized by key audiences. (*Awareness*)

Strategies

1. Develop a marketing strategy for ASA – maintain the tagline “Agronomy Feeds the World.” (General public) *High Priority*
2. Develop integrated products (journals, small topic focused meetings, etc.) with other societies or professional organizations. *High Priority*
3. Enhance ASA influence on policy by expanding and promoting ASA’s Congressional Visits Day. *High Priority*
4. Create educational materials for K-12 (e.g. STEM) that bridges to teachers with specific learning objectives. *Medium Priority*
5. Expand availability of educational materials for professionals at both the national and international levels (webinars, Facebook, print, etc.). *Medium Priority*
6. Market a general interest magazine that is targeted at the 8-12 grade level to educate and make money for the society. *Low Priority*

Goal C | ASA Members will be engaged in the society. (Involvement)

Strategies

1. Develop a process during membership renewal that makes members make an active choice for which community (ies) they would like to identify with. *High Priority*
2. Develop a fully integrated Membership Communications Plan that actively highlights and encourages engagement. Development of the plan should include use of multimedia strategies using the ASA tools already available. *High Priority*
 - Use more advertisement beyond the Annual Meeting Highlights community activities.
 - Involve/engage members in these activities. It does not all have to be the full responsibility of leaders only.
 - Develop Pro/Con Presentations at Annual Meetings.
 - Create more round the year open forums for ad hoc member discussions.
 - Increase greater integration of social media into ASA communications.
 - Develop YouTube videos of ASA member involvement events.
3. Review and implement new technologies for connecting communities and their members. *High Priority*
4. Develop mentoring program for early-career professionals (2-year post-terminal degree). *Medium Priority*
 - Ask mentors to help recruit members into ASA volunteer committees.
 - Create graduate student board representative position on the ASA Board.

Goal D | ASA will be more collaborative. (Partnerships)

Strategies

1. Develop a list of allied scientific associations. (Examples, WSSA, ESA, APS, etc.) *High Priority*
2. Develop a list of allied commodity groups and trade organization. (e.g., National Corn Growers Association, American Soybean Association, etc.) *High Priority*
3. Develop a list of New Collaborators (out-of-the-box -- examples, Independent Petroleum Association of America, National Science Teachers Association, etc.) *High Priority*
4. Investigate the opportunities to build upon existing relationships. (Example, Indian Council for Agriculture Research, CGIAR, etc.) *High Priority*
5. Identify areas for each of the identified groups where collaborations (meetings, efforts, policy) would be beneficial to our membership. For example, develop agronomic curriculum and activities in partnership with the National Science Teachers Association. *Medium Priority*
6. Investigate more collaborative science policy efforts with allied scientific association, commodity groups, and trade organizations. (Examples, partnerships with office space as well as cross-communications with policy groups across associations). Indicators of collaborations would include the development of joint letters, joint white papers, joint visit days, and/or shared office space). *Medium Priority*
7. Optimize collaborations with industry and allied associations on workforce development. Did we increase the number of CSAW members? Did we develop a workforce needs assessment to share with legislatures? *Medium Priority*
8. Pursue co-sponsorship of an international agronomy meeting outside the U.S. *Low Priority*

Revised Bylaws of the American Society of Agronomy, Inc.

2010

Article I. Name

The name of this organization shall be the American Society of Agronomy, Inc., otherwise referred to as ASA.

Article II. Objectives

The objectives of the society 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 society shall strive to promote human welfare through advancing the acquisition and dissemination of scientific knowledge concerning the nature, use, improvement, and interrelationships of plants, soils, water, and environment.

ASA shall maintain a close working relationship with the Crop Science Society of America (CSSA) and the Soil Science Society of America (SSSA), otherwise referred to as the associated societies, and the Alliance of Crop, Soil, and Environmental Science Societies (ACSESS).

Article III. Composition of the Society

SECTION 1. The society shall be composed of members as described in Article IV.

SECTION 2. The society 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 the society shall be called Sections and Communities as specified by Article XI.

SECTION 4. The geographical organizations of members of the society shall consist of groups, to be known as branches; state and other area groups, known as state, territorial, provincial or local chapters; and student groups, known as student chapters, as specified by Article XII.

Article IV. Membership

The membership of the society shall consist of individuals, corporate member firms as noted in Section 3, and subscribers as noted in Section 8, who are actively interested in the objectives of the society and the profession. There shall be 9 classes of members: 1) Active, 2) Emeritus, 3) Corporate, 4) Affiliate, 5) Graduate, 6) Undergraduate, 7) Undergraduate Student Affiliate, 8) Subscriber, and 9) Certification Member.

SECTION 1. Active members are individuals actively interested in the objectives of the society and who pay dues as provided in Article XIII. Active members may attend and participate in all paper sessions,

meetings, participate in discussions in paper-reading sessions sponsored by the society, hold office, vote, present relevant papers on programs sponsored by the society, and publish in the society's journals, subject to the editorial policy and practices of the journals. Active members may subscribe to the journals and receive other publications as authorized by the board of directors.

SECTION 2. Emeritus members are individuals who pay dues as provided in Article XIII, have held active membership for a total of 25 years or more, ceased professional employment, and made application to the chief executive officer for emeritus membership. It is the responsibility of an emeritus member to notify the chief executive officer if professional employment is resumed thereby temporarily invalidating the emeritus status. An emeritus member 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 are 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 are individuals who hold membership in the branches, or state, territorial, provincial, or local chapters, but who do not pay dues to the ASA. Affiliate members may attend all paper sessions, meetings and participate in discussions in paper sessions sponsored by the society. They may not vote, hold office as a Section officer, representative on the board of directors, or president, nor present papers in the technical sessions at annual meetings.

SECTION 5. Graduate student members are graduate students who pay dues as provided in Article XIII. Membership is limited to 7 membership years and shall cease at the end of the 7th membership year or upon completion or termination of graduate study, whichever comes first. The society may request evidence of graduate student status. One year of graduate student membership will be allowed while transitioning full time into the profession, provided 7 years of eligibility have not been completed. Graduate student members have the obligations and privileges of active membership, except that they may not hold office as a Section officer, representative on the board of directors, or president. Full-time staff members and active members on leave for study are not eligible.

SECTION 6. Undergraduate student members are undergraduate students who pay dues as provided in Article XIII. Membership is limited to 5 membership years and shall cease at the end of the 5th membership year or in the year in which the bachelor's degree is received, whichever comes first. The society may request

evidence of undergraduate student status. Undergraduate student members have the obligations and privileges of active members except that they may not vote or hold office as a Section officer, representative on the board of directors, or president. Membership in this category does not affect the length of eligibility for graduate student membership.

SECTION 7. Undergraduate student affiliate members are members of student chapters (as specified in Article XII, Section 5) who do not pay dues to the ASA. Undergraduate student affiliates may attend all meetings sponsored by the society and participate in discussions in paper sessions. They may not vote, hold office as a Section officer, representative on the board of directors, or president, or present papers in the technical sessions at annual meetings except by invitation.

SECTION 8. Subscriber members are libraries, corporations, firms, agencies, institutions or individuals which subscribe to journals published by the ASA. An individual who does not wish to participate in society activities made possible by other classes of membership but who wishes to subscribe to one or more of the ASA 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. The individual designated may attend national and other meetings held by the society and participate in discussions in paper sessions.

SECTION 9. Certification members are registrants in any professional certification program conducted or recognized by ASA who pay certification fees and dues as provided in Article XIII. Certification members have rights and privileges of active members.

Article V. Special Recognitions

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 total of at least 7 years.

Nominations to fellowship may be made only by active members or those holding membership categories with the same privileges as active membership as specified in Article IV. Not more than 0.3% of the active members may be elected to fellowship in any one year.

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

Article VI. Officers

SECTION 1. The officers of the society shall be the president, a president-elect, the immediate past president, and a chief executive officer.

SECTION 2. The president-elect shall be elected annually by ballot provided to all voting members. Two candidates shall be chosen by the ASA nominations committee.

SECTION 3. The president, president-elect, and immediate past president shall serve for 1 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. The president automatically assumes the office of immediate past president at the completion of the presidential term.

SECTION 4. The duties of the president, president-elect, and immediate past president shall be those which usually pertain to the offices held or which are specifically prescribed by these bylaws.

The president-elect shall coordinate the technical and special sessions by serving as ASA program chair for the annual meeting.

The president shall make all committee appointments either directly or through delegated authority. The president shall have authority to call meetings of the board of directors, the executive committee, and other committees as deemed necessary.

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 other duties as are prescribed by these bylaws and 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 would then automatically become past president again when the president-elect becomes president. The most recent available past-past president shall assume the duties of the past president in the interim.

If the immediate past president should become unable to serve, the person shall be replaced by the most recent past-past president who is available for service in this capacity.

If the president-elect should become unable to serve the term of office before being installed as president, upon ratification by the board of directors, the executive committee will designate someone to serve as president-elect for as long as is necessary up to the remainder of that term. Special consideration will be given to other candidates for president-elect in recent elections. If the person originally elected resumes 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 authority to decide when and if the officers are 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 these 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 VII. Board of Directors

SECTION 1. The board of directors shall consist of the president, president-elect, and immediate past president of ASA; one member representing each section; one member representing ASA's International Certified Crop Adviser program; one finance representative (who would serve as chair of the budget and finance committee); one industry representative (from the Corporate Membership category); one early career representative (within 5 years of degree completion); the chief executive officer, ex officio, without vote; the editor-in-chief, ex officio, without vote; the program planning officer, ex officio, without vote; and the Chair of the Agronomic Science Foundation, ex officio, without vote. If a section board representative is unable to attend a meeting, another section officer may represent the section at the meeting and vote on all matters that come before the board of directors. The term of office for voting members of the Board shall be 3 years and shall end at the time designated by 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.

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

SECTION 3. The executive committee of the board of directors shall be the president, president-elect, and immediate past president of ASA. Between meetings of the board of directors, the executive committee shall have power to act for the board of directors.

SECTION 4. An officer or director may be removed from office for cause prior to the expiration of his/her term 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. Roberts Rules of Order will be used as a guide for conducting meetings. In a meeting of any format, two-thirds of the executive committee or fifty percent of the voting members of the board of directors shall constitute a quorum for voting. Unless otherwise specified in these bylaws (Article VII Section 4; Article X Sections 4 and 5; Article XI 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 board of directors, executive committee and such other committees as the board of directors may designate may hold closed sessions by majority vote of the voting members attending.

SECTION 7. All records of the ASA governing bodies shall be open for inspection by any member of the ASA with the exceptions of personnel files, minutes of closed meetings and such other records as the 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.

Article VIII. Headquarters

The ASA shall enter into an agreement with the Alliance of Crop, Soil, and Environmental Science Societies (ACSESS) to have the business operations of ASA 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 ASA, the chief executive officer, in the office as chief executive officer of ASA, shall be responsible to the ASA board of directors.

Article IX. Meetings

SECTION 1. An annual meeting shall normally be held for presentation of papers and for such other events of general interest as may be arranged.

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

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

SECTION 3. Conferences, special symposia, and joint cosponsored meetings with societies, organizations, and other groups may be arranged by the board of directors and may be held separately from, or in conjunction with, the annual meeting.

Article X. Publications

SECTION 1. The board of directors shall determine the general nature, number, and editorial policy 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 various editorial boards and committees of the society.

SECTION 2. The society 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 *Agronomy Journal*.

SECTION 3. Publications other than *Agronomy*

Journal may be authorized by the board of directors. The ASA may cooperate with other educational and scientific societies in the publication of other journals, upon approval of the board of directors.

SECTION 4. The editor-in-chief shall be nominated by the president and confirmed by the board of directors. The term of office for the editor-in-chief shall be for 3 years. 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 shall provide leadership and coordinate the approved editorial policies and practices of all publications of the ASA. The editor-in-chief serves as an ex officio, without vote member of the ASA board of directors and as an ex officio member of all ASA editorial committees.

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 president and confirmed 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. The position of editor of a journal, and the appointee, shall be separate from that of editor-in-chief.

Article XI. Sections and Communities

SECTION 1. Sections are defined by broad disciplinary and functional areas within agronomic science. Established sections include the following: Agronomic Production Systems, Biometry and Statistical Computing, Climatology and Modeling, Environmental Quality, Education and Extension, Global Agronomy, Land Management and Conservation.

SECTION 2. Members may form a new section upon petition to and approval by the board of directors. After a 2-year trial period an affirmative vote of two-thirds of the members voting in a ballot shall give a new section permanent status.

A section may be terminated if indicated 1) by a two-thirds majority vote of the voting members of the board of directors or 2) by the results of a ballot conducted according to Article XVII.

SECTION 3. Provisions shall be made for an annual business meeting, annual election of section officers, and the limitation of officers to active members and others having the same privileges as specified in Article IV.

Each section shall have two co-chairs who serve for 2 years, a representative to the board of directors who serves for 3 years, and such other officers as it may desire.

The section nominating committees, composed of the section co-chairs, shall prepare a slate of two candidates who agree to run for office for co-chair and when appropriate, for representative to the board of directors. For a newly established section the president shall appoint the nominating committee. Communities nominate to the

section nominating committee members who are willing to serve as section co-chair or board representative.

The co-chairs shall be elected by ballot. If a co-chair 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 co-chair. For newly-established sections, the co-chairs shall be appointed by the president.

The section representative on the board of directors of the ASA shall be elected by ballot conducted at 3-year intervals. For newly established sections the section representative shall be appointed by the president.

If the section representative on the board of directors is unable to complete the term of office, the section shall be represented by the other candidate on the ballot. If both the elected representative and the alternate are unable to serve, one of the co-chairs shall serve as the section representative on the board of directors. When substituting for the section representative, alternates shall serve as voting members of the board.

SECTION 4. Sections and communities may present programs at each annual meeting of the society.

SECTION 5. Communities are the organization of society members into groups showing common professional interests. Communities organize around topical areas. They are self-named. Purposes of communities are to assemble members, facilitate planning, enhance communication, and provide coordination of programs and services. Communities will have leaders and will be represented on the board of directors through their section representative. Communities can organize and remain a recognized community within the society with the following minimum activities: 1) hold an annual meeting (either at the ASA annual meeting, a virtual meeting, or other as arranged by the community leaders); 2) conduct an election of community leadership at this annual meeting; 3) have a minimum of 10 members at the end of the calendar year; 4) maintain a webpage on the ASA website; and 5) organize a minimum of one symposium or oral session at the ASA annual meeting or other scientific venues every two years. Upon organization, a community must choose which section to align to from the listed sections in Article XI Section 1. Members can be associated with multiple communities and will have the flexibility to alter community associations over time.

Article XII. Geographical Groups

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

SECTION 2. The branches may determine their own organization, officers, membership requirements, dues, and number and kind of meetings. The branches shall transmit to the chief executive officer of ASA 1) the names of their officers and committees within 30 days after their selection, and 2) an annual list of members.

SECTION 3. Each branch may adopt its own

constitution and bylaws, provided that these do not conflict with the articles of incorporation or bylaws of the society. Each branch shall file with the chief executive officer of ASA a copy of the constitution or bylaws under which it operates.

SECTION 4. State, territorial, provincial, or local chapters may be authorized by the board of directors in response to a request signed by 10 or more active members of the society who are residents within the state, territory, province, or locality. Chapters shall elect their own officers and make rules for their own governance, provided their procedures are consistent with the articles of incorporation and bylaws of the society. Each chapter shall transmit to the chief executive officer of the society the names of its officers and committees within 30 days after their selection. A chapter that fails for 2 successive years to maintain a minimum of 10 members in good standing in the society shall automatically forfeit its title and rights as a chapter of the society.

SECTION 5. Student chapters may be authorized in colleges or universities that provide a 4-year curriculum in agriculture or a 2-year transfer or terminal program in agronomy, crops, soils, or related science. Authorization of student chapters shall be under such rules as the board of directors may establish. Members of these chapters are undergraduate student affiliate members of the society. Student chapters may form a national student organization, hold meetings, elect officers, arrange programs, and adopt a constitution and bylaws, provided that such constitution and bylaws do not conflict with the articles of incorporation and bylaws of ASA. The annual meetings and other meetings of the national student organization shall be concurrent with meetings of ASA.

Article XIII. Dues

SECTION 1. The dues for each membership class shall be determined by the 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 XIV. Committees

SECTION 1. The committees of the society shall be appointed by the president either directly or through delegation of authority to the president-elect unless otherwise specified. 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 ASA Headquarters. Persons appointed to society committees must be members of the society. Persons who do not renew their society membership while on appointment to a committee shall be replaced by a member as soon as the

termination of membership becomes known. Exceptions to the requirement for membership for service on committees can be made by the president when special expertise or opinion from nonmembers is needed.

SECTION 2. The standing committees of ASA 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. The standing committees shall consist of the following:

- a. A society nominations committee
- b. A budget and finance committee
- c. An editorial board for the *Agronomy Journal*, the official technical journal
- d. A fellows committee
- e. An organization, policy, and bylaws committee
- f. A general awards committee
- g. An executive committee
- h. A program planning committee

SECTION 3. Special committees and representatives of the society to other organizations may be appointed as needed.

Article XV. Amendments

SECTION 1. Amendments to the bylaws may be proposed by the organization, policy, and bylaws committee, the board of directors, or 100 or more voting members.

SECTION 2. After reviewing the analysis and recommendations of the organization, policy, and bylaws committee, the ASA board of directors may approve the proposed amendments and 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. A proposed bylaws amendment, other than establishment and termination of sections, will be adopted if an affirmative majority of ballots are received at the headquarters office within 60 days after the date of issuing the ballot, or some other length of time as set by the board of directors, but not less than 30 days. Establishment and termination of sections require an affirmative vote of two-thirds of the members voting in a ballot.

Article XVI. Election Procedures

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

SECTION 2. Election of the president-elect shall be accomplished according to the following procedure:

- a. Nominees shall be obtained as described in Article VI, Section 2.
- b. Two nominees shall be selected from the list compiled, as described in Article VI, Section 2.
- c. The chair of the society nominations committee

shall send the names of the nominees to the chief executive officer.

SECTION 3. Election of section officers, including section representatives to the board of directors of the ASA, shall be accomplished according to the procedure described in Article XI, Section 3.

SECTION 4. Election of the International Certified Crop Advisers representative on the board of directors shall be accomplished according to the following procedure:

a. Two nominees shall be solicited from the International Certified Crop Advisers executive committee, acting on behalf of the International Certified Crop Advisers board.

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

SECTION 5. Election of the finance representative on the board of directors shall be accomplished according to the following procedure:

a. Two nominees shall be solicited from the section co-chairs.

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

SECTION 6. Election of the industry representative on the board of directors shall be accomplished according to the following procedure:

a. Two nominees shall be solicited from the membership and society identity committee.

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

SECTION 7. Election of the early career representative on the board of directors shall be accomplished according to the following procedure:

a. Two nominees shall be solicited from the early career members committee.

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

Article XVII. Balloting Procedures

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

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

SECTION 3. All valid ballots received 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 board of directors but not less than 30 days, shall be counted by the chief executive officer. Ballots shall be counted within 2 weeks of the final date set for their receipt unless an extension is approved by the president.

SECTION 4. In elections, the winning candidate shall be the one who receives the greatest number of votes on valid ballots.

Article XVIII. 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.

ASA Section Poster



Environmental Quality Section

Section Focus and Communities

Agriculture covers roughly 30% of the earth and is inextricably linked to the quality of our environment. Understanding how agriculture affects our environment and improving the management of agriculture to promote air, soil and water quality is the central focus of the Environmental Quality Section. We have six communities that have formed in the section, and most activities are now occurring at this level.

- Animal Agriculture and the Environment
- Biochar: Agronomic and Environmental Uses
- By-product Gypsum Uses in Agriculture
- Managing Denitrification in Agronomic Systems
- Nutrient Loss Assessment and Prevention
- Soil Carbon and Greenhouse Gas Emissions

Community Officers

Presiding Chair
Mark David
University of Illinois
mbdavid@illinois.edu



Vice Chair
Nathan Nelson
Kansas State University
noneelson@ksu.edu



Board Representative
James Ippolito
USDA-ARS-NWISRL
jim.ippolito@ars.usda.gov



Tile fed wetland (0.3 ha) in east-central Illinois, used to remove nitrate by denitrification.

Community Symposia Sessions this Week in our Section

Characterizing Human and Livestock Contamination in Soil and Water Sources: Current Research Gaps and Emerging Chemical and Molecular Approaches (Monday, Oct. 22 at 1:00 pm, DECC, Room 205, Level 2)

Challenges in Measuring Greenhouse Gas Emissions From Soil (Tuesday, Oct. 23 at 7:55 am, DECC, Room 264, Level 2)

Managing Denitrification in Agronomic Systems to Reduce Nitrate Loss: Methods, Unknowns, and Limits to Adoption (Tuesday, Oct. 23 at 7:55 am, DECC Room 263, Level 2)

Opportunities and Limitations of Phosphorus Removal and Reuse From Manures (Wednesday, Oct. 24 at 8:00 am, DECC Room 206, Level 2)



Biochar field trial near Seattle, Washington.



Manure, soil, and water study site.



Static chamber for greenhouse gas measurements.

General Environmental Quality Poster Session

The section will have 29 posters in a session on Wednesday, Oct. 24, from 2:30 to 4:30 pm, DECC, Exhibit Hall AB, Level 1

Be sure to visit with poster presenters in the section.

Business Meeting

We will hold our business meeting on Tuesday, October 23 at 5:00 pm in DECC Room 263, Level 2. Please plan to attend. We will discuss elections of new officers, our communities, and other business.

Sign-up Sheets Below

If you have ideas for future symposia, topical sessions, or tour proposals for 2013, please send them by e-mail to the officers or leave them below. Be sure to include your name and e-mail address.



Sampling river at high flow for water quality.

2014 ASA Program Planning Manual

American Society of Agronomy • Crop Science Society of America • Soil Science Society of America



International Annual Meetings

November 2–5 • Long Beach, California
www.acsmeetings.org

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Headquarters Office Contacts

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Function

Meetings budget
 Committee liaison
 Oversee all meetings activities
 Tech. session room assignments
 Committee mtg. room assignments
 Food and beverage functions
 Abstract submissions
 Invited speakers
 Program enhancement funds
 Advertising
 Exhibits
 Sponsorships
 Community functions
 Awards
 Member communications

ASA, CSSA, and SSSA Headquarters Office Front Desk: 608-273-8080; Fax: (608) 273-2021

Annual Meetings Dates & Deadlines

Grand Challenges – Great Solutions

Nov.–Dec.	Leaders/chairs solicit symposia/topical session ideas from membership.
November 28	Deadline for 2013 program enhancement fund expenses.
December 16	Symposia/topical session submission site opens.
December 16	Special session, tour, and workshop proposals open online.
January 6, 2014	2014 Annual Meetings website goes live.
January 31	Deadline for submitting symposia/topical sessions.
February 14	ASA Competitive Program Enhancement Fund Request Form deadline.
February 14	Deadline for special session, tour, and workshop proposals.
March 3	Abstract submission opens online at www.acsmeetings.org .
March 3	Committee meetings submission open online.
March 3	Early registration opens online.
mid-May	Section chairs and community leaders receive access to Confex.
May 22	Early abstract deadline is 5:00 pm EDT today.
June 6	Final abstract deadline is 5:00 pm EDT today.
June 9	Scheduling webinar for community leaders, section chairs, and division chairs.
June 9	Begin scheduling sessions in Confex.
June 20	Session scheduling deadline. Confex access closes for all leaders and chairs. Date, time, estimated attendance, invited speakers, and presidors must be submitted by this deadline. Audio visual, catering, & room set requests must be submitted as well.
June 23	Nonmember invited symposia speakers are emailed waived registration forms.
July 15–17	Annual Meetings Program Planning Meeting.
July 23	Presenters are emailed presentation time, date, and format.
July 23	Presiding officers notification email sent.
August 20	Presenters are emailed presentation location, as well as time and date reminder.
August 28	Final abstract editing deadline.
August 28	Final catering requests due.
September 1	Export program book from Confex to create abstract CD and printed program.
September 2	All catering menus finalized.
September 17	Early registration rate deadline.
October 1	Standard registration rate deadline.
November 2–5	Annual Meetings begin in Long Beach, CA.
November 28	Deadline for 2014 program enhancement fund expenses.

Planning the Meetings in Confex

Introduction

This manual is designed to guide program chairs, community leaders, and section chairs smoothly through the process of assembling your programs for the upcoming Annual Meetings. 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 mid-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?
- Lead community sponsor
- Section/division cosponsor
- Community cosponsor
- Session description (this will show online)
- Keywords
- Organizer/community leader

It is a good idea to enter “general” poster and oral sessions followed by your community/section 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 section and community.

Symposia Sessions

A symposium is the major session of the week for a section or community. It should focus on a key topic relevant to the community/section and include invited speakers from outside the Societies. ASA has a limit of one, half-day symposium per community and one, half-day symposium for the overall section. 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 community leaders and section 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 registration form in June with a waived registration fee. It is the speaker’s responsibility to complete the form and return it to the Headquarters Office to have their registration fee waived.

Member Invited Speakers

Invited speakers who are Society members will **not** receive waived registration fees. They will receive an email in June reminding them to complete their registration form with the fee. It is important to let them know this when inviting them because many speakers assume that if they are invited they will not have to pay the registration fee.

Volunteer Abstract Submissions

Authors may submit their abstracts by internet only.

- Go to www.acsmeetings.org
- Click on the “Poster/Oral Papers” tab on the left.
- 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 6	Final abstract submission deadline
June 9	Scheduling webinar
June 20	Scheduling deadline
Aug 28	Abstract editing deadline

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

Each section chair and community leader will login to Confex with the unique password they created. You will see all of the sessions you created when you login. Click on a session to see all the abstracts that have been submitted to that session.

Planning the Meetings in Confex

Shortly after abstract submission closes, Cassie Mescher will present a webinar on how to schedule sessions in Confex. This will be recorded and available to reference.

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, and expected attendance 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 1–4 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 and see if they will accept the paper. Then transfer the paper to the accepting section/division. Be sure to let the author know.

Transferring Sessions/Changing Formats

To transfer a paper to a different section or division in Confex, enter 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 a presentation (oral/poster) if needed, but you must contact the author to let them know.

Scheduling Business Meetings

A business meeting will be automatically included as a session in Confex for every community and section. 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 oral session.

Allow enough time for the board representative to brief members about significant board items. The community leader or section chair will preside at the business meeting. The Headquarters Office will email the chair regarding the submission of section meeting minutes.

Scheduling Presiders

A presider will need to be selected for each oral session in order to help keep it running smoothly at the annual meetings. To add the presider, enter the session and click on "People" in the left column. Then click "Add a Person" and indicate that they are "Presiding". Presiders 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 presiders is an excellent way to involve these people in Society activities. Regional representation of presiders is strongly encouraged. Each presider will receive an email with instructions before the meetings. Presider training is also offered at the Annual Meetings.

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 sessions equally over all of the days to minimize conflict for your colleagues. Each section/community 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 Cassie Mescher. If a miscellaneous session will be organized by someone else, the section 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.acsmmeetings.org/tours-workshops. These should not be entered as sessions in your section.

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:

1. Complete the Certified Crop Advisers CEU Application Form available on-line at www.certifiedcropadviser.org/continuing-education.
2. Relate each talk to a CCA CEU Standard. The CCA CEU Standards are available on-line at www.certifiedcropadviser.org/continuing-education.
3. Include the session agenda and provide a list of speaker names and biographies.

Your CEU application will be reviewed by the California CCA Board. The following individual is the California CCA Board CEU Contact: Terry Stark, CAPCA, 2300 River Plaza Drive Ste 120, Sacramento, CA 95833. Tel: 916-928-1625; Fax: 916-928-0705; Email: terry@capca.com.

Promoting Sessions

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

1. Community & Section listservs—session organizers can develop a call for papers announcement for community leaders and section chairs to send to members via email. Listserv discussion must focus on community/section activities and business. Sending job announcements is prohibited. Promoting other Societies' meetings is prohibited. When sending emails, please include the Society name, annual meetings website, and annual meetings 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 section or community and the full title so authors can choose it when submitting their abstract. Email your article to news@sciencesocieties.org

- Community/Section webpages—post a symposium or session and link it directly to the Annual Meetings online program. Community leaders and section chairs will update their own web pages. For questions contact ipopkewitz@sciencesocieties.org.

Program Enhancement Funds

Program enhancement funds (PEFs) are provided for each community and section to enhance the quality of their program, encourage the involvement of meetings participants, and recognize excellence during the current or previous Annual Meetings programs. Each community leader and section chair will receive an email indicating available funds for 2014. Competitive PEFs are also awarded based on accepted request forms.

Competitive ASA PEFs

Any ASA member can request funds by filling out a Program Enhancement Fund Request Form. After the request deadline on February 14, the A711 committee will review the forms and make decisions for funding distribution. Notification of funded proposals will be made by early March.

Community and Section PEFs

These funds are generally requested by symposia or topical session organizers. It is at the community leader's or section 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.

Additional Funding

If a community leader or section 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 Alexander Barton.

If the section or community 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.

Food Functions, Tours, & Posters

PEF Reimbursements

Please inform Cassie Mescher as you promise the use of funds to people. She will assist in managing PEF budgets throughout the year.

After the Annual Meetings, the community leader or section chair must submit all payment requests with original receipts to Cassie Mescher. 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 November 28. Payments will not be made after this date.

Food Functions

All catering requests must be submitted by email to Stacey Phelps by August 28. 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 Feb. 14 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, 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 Meetings.

ASA Section & Community Posters at Annual Meetings

Both community leaders and section 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 meetings in the Exhibit Hall.

Suggestions on what to include in your poster:

- Business meeting time, day, location, and agenda
- Section/Community information
- Join a Community by visiting My ASA Communities page at: www.agronomy.org/account/communities/asa
- Schedule of sessions for the week
- Pictures and contact information for Section or Community officers, including your board representative
- Sign-up sheet for symposia, topical sessions, or tour proposals for 2015
- General comments



Photo courtesy of the Long Beach Convention & Visitors Bureau

ASA Meeting Planning Process

