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

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

CSSA Divisions
Join: www.crops.org/my-account/divisions/cssa
Learn more: www.crops.org/membership/divisions
Discussion Boards: www.crops.org/discussion-boards

C01 Crop Breeding & Genetics
C02 Crop Physiology & Metabolism
C03 Crop Ecology, Management & Quality
C04 Seed Physiology, Production, & Technology
C05 Turfgrass Science
C06 Forage & Grazinglands
C07 Genomics, Molecular Genetics, & Biotechnology
C08 Plant Genetic Resources
C09 Crops for Nutrition & Health
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Introduction and Overview

• **Vision:** Improve the world through crop science.
• **Mission:** Discover and apply plant science solutions to improve the human condition and protect the planet.
• **CSSA Values:** Crops that sustain society; Honesty and integrity; Ethical behavior with people and data; Science-based decision making; Embracing diversity and inclusivity; Economic, social, and environmental sustainability; Life-long professional growth; Cooperation and collaboration.

Leadership

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

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

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

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

CSSA Leadership & Organization

CSSA is governed by a 14-member Board of Directors (14 voting members and five ex-officio members) who are guided by a Strategic Plan and adhere to the organizational bylaws.

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 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. The headquarters office for these international Societies is based in Madison, Wisconsin. For more information, visit https://www.myacess.org/.

Headquarters Staff

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

CSSA Divisions

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

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

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

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

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

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

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

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

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

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

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

Division Membership and Recruiting

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

Division Chairs are encouraged to review their list of members on their Division webpage (View the “Members” link in the upper right corner) and invite others to join their Division, especially CSSA undergraduate and graduate student members and early career members. They should also encourage them to participate in leadership.

Services for CSSA Divisions

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

• Support to meet at the Annual Meeting (meeting space for Business Meetings, as requested)
• Program Enhancement Funds
• Promotion of Division activities, as requested
• Other services as approved by the CSSA Board

Division Chairs

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

Roles of Division Chairs

The Chair of each Division shall be responsible for the operations of the Division. The Division Chair, and Past Division Chair will do the following:
1. Provide leadership for the Division they serve. This includes directing the Annual Division Meeting. The Division Chair schedules the time, notifies members, and conducts the meeting.
2. Division Chairs, with member input, will identify oral and poster sessions, develop symposia, plan field trips, workshops, or develop other activities. Details of all activities will be forwarded to the CSSA Program Planning Officer.
3. Provide nominees for Division Chair Elect, Board of Director Representative, and CSSA President Elect.
4. Develop and implement plans that maintain or enhance the viability of the Division and support the needs of Division members.
5. Implement actions approved by Division members.
6. Communicate and report information of the Division and submit their annual report to the CSSA Board of Directors.

Communication Options for Divisions

Division Annual Report

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

Conference Calls

Divisions can arrange to use the Society’s electronic meetings system to facilitate discussions and collaboration. To schedule this, contact: membership@sciencessocieties.org

Discussion Boards

All Division Discussion Boards will have links for Elected Leaders/Guidelines, Member List, and to Donate.

Visit the tutorial page for details: https://www.crops.org/discussion-boards/

• Network, connect and stay informed!
• Push notifications are available for time-sensitive posts.
• Communicate with your Division Members
• Members receive a daily digest of new community posts across all groups they belong to
• Start and Follow discussions
• Membership login same for all discussion boards.
• Discussions will have threads and archives – for easy viewing and keeping up-to-date!
• Polls can be created to gather feedback

Join the discussion: https://www.crops.org/discussion-boards/
Chapter 2

Annual Meetings and Beyond

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

Annual Meeting Programming

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

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

Annual Meeting Program Planning Manual

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

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

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

Volunteer Oral and Poster Sessions: Division Chairs are responsible for organizing or supporting others within the Division to organize volunteer oral and poster sessions. Session topics should be identified through in-person and Discussion Board conversations. Division Chairs will have access to the online programming system to organize oral and poster sessions.

Activities and Competitions: Divisions are encouraged to incorporate student activities and competitions into their programs to mentor and attract students in the Society. This could include poster/oral paper competitions and awards. To initiate a competition, contact Nate Ehresman (see page 3).

Certificates: Divisions sometimes require certificates to present to important speakers or award recipients during the Annual Meeting. As a Division Chair, you may access a certificate-generating tool for these uses at www.soils.org/acsAmin/students/generate-certificates (login required). It will be up to the Chair to generate, print, and bring your desired certificates to the Annual Meeting.

Division Business Meeting

Division Business Meetings will be held at the CSSA Annual Meeting. The Division Business Meeting is chaired and conducted by the Division Chair with minutes kept by the Chair Elect. A report of the Division Business Meeting is submitted to CSSA headquarters as part of the Annual Report. Division Chairs can send notice of Division Business Meeting time and place to members through the Division listserv. The Division Business Meetings may follow this sample format:

- Message from one of the Presidents
- Board Representative Report: Division Board Reps will provide an update on Society activities (they will receive Talking Points in advance of the Annual Meeting). This may include: Annual Meeting report, budget and finance summary, membership update
- Review Division activity
- Open discussion for Division symposia ideas
- Explanation of Program Enhancement Fund Policy
- Election nominations: Division Chairs discuss and identify candidates for Chair Elect and Division Board Representative when the positions become vacant. Division Chairs to also discuss/identify candidates for CSSA President-Elect. Division Chairs will provide candidate names of Division Officers and CSSA President-Elect to their Division Board Rep during the Annual Meeting.
Best Practices for CSSA Divisions

Promoting diversity and inclusion within our CSSA Divisions is a top priority. We asked current leaders what ways they are doing this and developed this list of “Best Practices”. We hope you can begin to initiate these ideas into your Division in the coming year!

Year Round-Engagement and Inclusion

- Recruit future leadership through personal interactions and encourage diversity in leadership positions in your CSSA Divisions
- Recruit new members to join CSSA with personal invite to students.
- Involve Chair-Elects into the scheduling/planning for the Annual Meeting.
- Communicate with your members via Discussion Boards! Keep messages short, use bullets to highlight the important items.
- When soliciting session ideas consider hot topics or issues in the news to gain traction and interest.
- Hold Zoom meetings for topical discussion and social hours.
- Promote Society Award nominations from your CSSA Division members.
- Schedule an annual Online Division Business Meeting, which allows the opportunity for members to identify future leadership and develop activities for the coming year.

Involve students:

- Highlight student competition opportunities to let students know that their contributions are appreciated.
- Recognize winners at a session with monetary awards/certificates.
- Inform students about Annual Meeting social events.
- Invite Grad Students to participate as moderators.
- Promote involvement of students through faculty and advisors.
- Reach out to students at the Annual Meeting for participation in Division sessions the following year.

Annual Meeting ideas

- Identify and schedule presiders or moderators for all symposia, sessions, panels, etc.
- Announce your Division events on your Discussion Board or through a CSA News article.
- Don’t forget Program Enhancement Funds (PEF) or other funding sources to meet your goals and objectives.
- Schedule downtime during your sessions. Consider a short session titled appropriately, i.e. Division Collaboration and Networking.
- Use mentoring programs (including eMentor@careerplacement.org) to connect members and include a social event. Acknowledge the pairs at your Division Business Meeting (introduce, bring them to the podium, take a picture).
- Promote attendance at your business meetings by providing a lunch or schedule your business meeting between a session and a mixer. Solicit ideas from members for next year’s meeting.
- Organize a 5-Minute and Poster Presentation session and award certificates/cash prizes.
- Have students (and all members) introduce themselves at business meetings.
- Use targeted emails, connections during annual meeting, and discussion boards to develop Cross-Division/Community/Society Symposia. Also call or email other leaders and pitch ideas for these sessions.
- Promote attendance at your business meetings by sending out reminders on the morning of the event.
- Promote diversity! Reach out to underrepresented groups to ask them to participate.
- Evaluate invited speakers to ensure diversity.
- Solicit session ideas from your members in person at the business meetings and through the discussion boards.
- Remind members they can interact with leaders at the Annual Meeting and rub elbows with idols in their field!
- Use the annual tour opportunity and other annual meeting networking options to get involved and develop new connections and friendships.
Chapter 3

CSSA Board of Directors and other Leadership Service

CSSA Board of Directors

Special Board Committee Assignments

Other Leadership Service/Governance

CSSA Board of Directors

The Purpose of the CSSA Board

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

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

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

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

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

Fiscal Decisions

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

Board Membership and Responsibilities

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

Executive Board Members

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


CSSA President-Elect: https://www.crops.org/membership/committees/view/get-file/c001.2/c001.2-guidelines.pdf

CSSA Past President: https://www.crops.org/membership/committees/view/get-file/c001.3/c001.3-guidelines.pdf
Division Board Members

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

Special Board Committees

CSSA Organization, Policy, and Bylaws Committee

CSSA Budget and Finance Committee

CSSA Nominations Committee

CSSA Science Policy Committee

Other Leadership

Society Committees

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

A list of CSSA Committees can be found online at: www.crops.org/membership/committees/view

Committee Leadership Service

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

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

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

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

Task Forces

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

CSSA Program Planning Manual

CSSA Division Officers Position Description

CSSA Committees on Nominations for President Elect
https://www.crops.org/membership/committees/view/C101

CSSA Bylaws

CSSA Annual Reports
https://www.crops.org/membership/committees/reports

ACSESS Diversity and Inclusion Statement
Diversity, Equity, and Inclusion Statement

We, as the American Society of Agronomy, Crop Science Society of America, and Soil Science Society of America Boards of Directors, approve and fully support this statement and affirm our commitment to Diversity, Equity and Inclusion in our Societies and sciences. March 2021

Our Vision and Role

We envision a scientific community where every person, regardless of their background and challenges, is able to explore their potential. Our role is to help elevate professional and scientific growth of individuals in all career stages. We proudly serve our members, collaborate with stakeholders, and partner with policymakers to help empower, engage, and cultivate the advancement of all within our scientific community.

Our Pledge

We are committed to enhancing the experiences, opportunities, and safety of all members by creating a diverse, equitable and inclusive environment in our scientific fields of study and throughout the Societies. Our Boards of Directors, Committees, and Staff are working to bring diverse voices to the table and provide unique perspectives to enhance the quality and innovation of our sciences and our scientific organizations. We pledge to be a reflection of the communities we serve through fostering an atmosphere of respect, open communication, and diversity that serves as a model for our members and other stakeholders.

At the American Society of Agronomy (ASA), Crop Science Society of America (CSSA), and Soil Science Society of America (SSSA), our core values guide our efforts and long-standing commitment to proactively build a culture where every person can develop and apply their limitless potential in the fields of agronomy, crop, soil, and environmental sciences. We are committed to increasing diversity in Science, Technology, Education, Agriculture, and Mathematics (STEAM) by seeking out participation from underrepresented groups, in order to build and develop a world in which studying, working, utilizing, contributing and promoting science are open to all.

We define diversity, equity, and inclusion as:
Diversity

Individual diversity is a unique collection of attributes and life experiences that make us each who we are. These include, but are not limited to, national origin, language, race, color, political viewpoints, disability, ethnicity, gender, age, religion, sexual orientation, gender identity, socioeconomic status, veteran status, career stage, and family structures/backgrounds. Collectively, the diversity of our members helps guide our missions, provides innovative ideas to solve the problems facing our communities and our planet, and provides a richer connection to each other.

Equity

Equity is providing various levels of support and assistance depending on the specific needs or abilities of individuals to ensure all can succeed. Equity is different from equality in that equality implies treating everyone as if their experiences are exactly the same. Being equitable means acknowledging and addressing structural inequalities—historic and current—that advantage some and disadvantage others. Equal treatment results in equity only if everyone starts with equal access to opportunities.

Inclusion

Inclusion is to pursue deliberate efforts to ensure that our organizations welcome differences, respectfully listen to diverse perspectives and make every individual feel welcome, empowered, accepted and that they belong.

“Equality is leaving the door open for anyone who has the means to approach it; Equity is ensuring there is a pathway to that door for those who need it.”
– Caroline Belden, Author

“Inclusion is not a strategy to help people fit into the systems and structure which exist in our societies. It is about transforming those systems and structures to make it better for everyone.”
– Diane Richler Past President, Inclusion International

“Diversity is not about how we differ. Diversity is about embracing one another’s uniqueness.”
– Ola Joseph, Author
Our Commitment

ASA, CSSA, and SSSA are committed to encouraging a culture of diversity, equity, and inclusivity that ensures:

• All members and staff are valued, belong, and can have their voices heard.

• Staff and leaders are able to clearly articulate and reflect our commitment to diversity, equity, and inclusion. They are aware of social context, create positive inclusive environments, eliminate microaggressions, and help each other build genuine relationships and networks.

• All are treated collegially in all communications, public or private.

• Pathways are promoted for students to transition into agricultural and natural science careers that maximize their unique perspectives, competencies, and abilities.

• Leadership understands and works to change the conditions needed to create an environment where everybody can thrive and grow personally, academically, and professionally.

• Scientific career and professional development opportunities are available to support life-long growth, and by extension, promote inclusion for all society members.

• Leadership represents the diversity of our Societies - including the diverse perspectives and beliefs of our members.

• An environment that is safe and free from harassment and other negative behaviors.

• Society policies and activities support diversity, equity, and inclusion.

• Our efforts act as an example for other organizations.