



SSSA Leadership Handbook



The Soil Science Society of America (SSSA) is a progressive international scientific society that fosters the transfer of knowledge and practices to sustain global soils. Based in Madison, WI, and founded in 1936, SSSA is the professional home for 6,000+ members and 1,000+ certified professionals dedicated to advancing the field of soil science. The Society provides information about soils in relation to crop production, environmental quality, ecosystem sustainability, bioremediation, waste management, recycling, and wise land use.

SSSA supports its members and certified professionals by providing quality research-based publications, educational programs, certifications, and science policy initiatives via a Washington, DC office.

SSSA Divisions

Agricultural Soil and Food Systems Group

Nutrient Management and Soil and Plant Analysis Division

Manufacturing technology, additives, coating techniques, evaluation, and soil test analysis.

Soil and Water Management and Conservation Division

Irrigation, drainage, tillage, erosion, evaporation, transpiration, cropping systems, and cultivation methods.

Soil Fertility and Plant Nutrition Division

Plant nutrients and plant nutrition, interaction of plant growth factors, and soil and plant tissue tests.

Education and Practicing Professionals Group

Consulting Soil Scientists Division

Provide a professional perspective to the soil science profession through education, networking, and training needs of consultants and by putting research to practical use.

Soil Education and Outreach Division

Soil science education and outreach to K-12 and the general public.

Fundamental Soil Science Group

Pedology Division

Soil formation and geology, physical and chemical properties, soil survey and mapping, interpretation of soil behavior, and wetland preservation.

Soil Biology and Biochemistry Division

Soil microorganisms, organic matter, nitrogen transformations, microbial decomposition, rhizosphere dynamics, mycorrhizae, enzymes, and fate of organic material.

Soil Chemistry Division

Analysis, acidity, liming, ion exchange, physical chemistry of soils, and behavior of soil additives.

Soil Mineralogy Division

Frequency, distribution, formation, translocation, and properties of soil minerals.

Soil Physics and Hydrology Division

Water movement, structure and aggregation, and modeling of water movement and contaminant movement.

Soil and Ecosystem Processes Group

Forest, Range, and Wildland Soils Division

Soil organic matter dynamics; biogeochemistry of deficient nutrients; long-term soil sustainability management practices; belowground processes and rhizosphere dynamics; water relations/hydrology; soil biodiversity.

Soils and Environmental Quality Division

Influence upon and interaction of soils with the environment; efforts of soil scientists to maintain and improve the quality of the environment.

Urban and Anthropogenic Soils Division

Soils altered by human activities in the suburban or urban environment.

Wetland Soils Division

Wetland soil processes, classification, nutrient relationships, and water quality.

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For updates to SSSA Communities and the SSSA Leadership Handbook, visit: www.soils.org/membership/divisions

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Introduction and Overview

Leadership

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

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

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

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

Handbook

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

This Leadership Handbook is envisioned and designed as a living document to be amended and augmented as needed and as the Society moves to meet 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.

Organizational Overview

SSSA Leadership & Organization

SSSA is governed by a 15-member Board of Directors (15 voting members and three 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 (SSSA), and Soil Science Society of America (SSSA), are the charter member organizations of the Alliance of Crop, Soil, and Environmental Science Societies (ACSESS), the support organization for the three Societies. ACSESS, which formed on January 1, 2009, provides oversight of operations and ensures coordination among ACSESS societies. The ACSESS Board of Directors is comprised of the ASA, SSSA, and SSSA President, Past President and President-Elect; the ASA, SSSA, and SSSA Chief Executive Officer as ex-officio, nonvoting; and other ex-officio, nonvoting members, as needed.

Headquarters Staff

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

Chapter 1

SSSA Divisions



Agricultural Soil and Food Systems Group

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Manufacturing technology, additives, coating techniques, evaluation, and soil test analysis.

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SSSA Divisions

Each of SSSA's 14 Divisions of Interest, organized into Groups, offer a unique perspective into the world of Soil Science -- from chemistry to physics, soil fertility and plant nutrition, to forest soils, and consulting, to K-12 activities and more -- there is a place for everyone.

SSSA's specialized Divisions of Interest gives you the opportunity to develop focused peer networks and information resources. Via the divisions, members present papers at the Annual Meetings and participate in Division Business Meetings. The Divisions may also host listservs, webpages, and newsletters. As a division member, you can also guide the division direction by participating in elections and serving through leadership opportunities. As an SSSA member, you may join as many as you are interested in!

Not sure which divisions of interest you are a member of? Need to add or change your Divisions of Interest? Quickly access your Divisions of Interest list (member login required).

Purpose of SSSA Divisions

The Division structure was created to enable SSSA 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 SSSA Board. View the Chapter on SSSA Divisions later in this Handbook.

Division Membership and Recruiting

As a benefit of membership, members may join any/all SSSA Divisions. Division membership is easily modified online through a member's account by visiting the My Account feature online: <https://www.soils.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 SSSA undergraduate and graduate student members and early career members. They should also encourage them to participate in leadership. The number of Divisions a member wishes to identify with is not limited, and can expand and contract to reflect a member's interests. These changes are immediately reflected in the Division Membership List on each Division webpage: <https://www.soils.org/membership/SSSA-divisions>

Services to SSSA Divisions

SSSA 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 SSSA staff. They include:

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

Division Chairs

Division Chairs must be members of SSSA and members of the SSSA Division that they wish to represent. Division Chairs will serve three-year terms, with the first year as Division Chair Elect and the second year as Division Chair and the third as Past Chair.

Roles of Division Chairs

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

1. Provide leadership for the Division they serve. This includes directing the Annual Division Meeting. The Division Presiding Chair schedules the time, notifies members, and conducts the meeting.
2. Division Chairs will identify oral and poster sessions, develop symposia, plan field trips, workshops, or develop other activities. Details of all activities will be forwarded to the SSSA Program Planning Officer.
3. Provide nominees for Division Chair Elect, Board of Director Representative, and SSSA 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 SSSA Board of Directors.

Elections of Division Leadership

Division Chairs are elected as part of the general election by the SSSA membership. Elections are held each year for a new Chair-Elect. For more information on elections, view the Appendix.

Annual Division Business Meeting

The chair shall arrange and conduct the annual business meeting of the division and shall serve as division program chair. Details about the Annual Division Business meeting are found in Chapter 2: Annual Meeting.

Communication Options for Divisions

Division Webpages

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

Division Listserv

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

Conference Calls

Divisions can arrange to use the Society's conference call number to facilitate discussions and collaboration. To schedule this, contact Rebecca Polk, rpolk@sciencesocieties.org, 608-268-3972.

Chapter 2

SSSA Annual Meeting



Divisions: Annual Meetings and Beyond

Division activities focus on members' program and service needs. Activities may include SSSA Annual Meeting activities, such as symposia, oral sessions, meetings, workshops, tours, and social functions. Divisions may conduct or sponsor activities that go beyond the SSSA 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 SSSA Program Planning Chair, and keep them informed as to the scheduling of sessions, symposia, events.
3. Add events (such as oral or poster sessions, events, and your annual Division Business Meeting) to the Annual Meetings program through our web-based scheduling software. View the Program Planning Manual in the Appendix for instructions. The Meetings Department will also provide training.
4. Create promotional posters about your Division to display at the SSSA 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 SSSA Program Planning Manual (see page 11), 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 SSSA Meeting Planning Process schedule for the Annual Meeting year.

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

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

Travel. If there are travel limitations regarding a visa or funding approval, the Society can provide a "Letter of Intended Participation" to a potential presenter. This letter allows the participant to fill in their own contact information within the letter and has been found sufficient for most visa requests or to secure the release of funding for attending the Annual Meetings. To initiate generation of such a letter, contact Nate Ehresman, nehresman@sciencesocieties.org, 608-268-4942. Additional details can be found on the Annual Meetings travel page: <https://www.acsmeetings.org/travel/international>

Funding Opportunities

Program Enhancement Funds (PEF)

The Society Program Enhancement Funds (PEF) exist to provide Divisions with funding support. Division Chairs will be allocated a flat rate of \$1,500 annually and may not be accumulated year-to-year.

ASA, SSSA, and SSSA Special Sessions Funds

Divisions may consider submitting a proposal for ASA, SSSA, and SSSA Special Sessions Funds. Special session subjects are crosscutting. That is they integrate the interests of multiple Sections, Communities, and/or Divisions in ASA, CSSA and SSSA. Special Session Funding is not necessarily for those activities that fall within the focus of a Division. Proposals are submitted online to the ACS732 Annual Meetings Planning Committee. The committee is responsible for reviewing proposals and awarding the session funds.

SSSA Cross Divisional Symposia

Any SSSA member can request funds by filling out a Cross Divisional Symposia Proposal Form provided by the Meetings Department. After the requested deadline on April 27, the S711 committee will review the forms and make decisions for funding distribution. Notification of funded proposals will be made by mid-May.

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

Activities and Competitions

Divisions are encouraged to work with their members to incorporate student activities and competitions into their programs to mentor and attract B.S. and M.S. students in the Society. This could include poster/oral paper competitions and awards. To initiate a competition, contact Nate Ehresman, nehresman@sciencesocieties.org, 608-268-4942.

Certificates

SSSA Divisions sometimes require certificates to present to important speakers or award recipients during the Annual Meeting. The Societies have made a certificate-generating tool available for just such occasions. As a Division Chair, you are authorized to access this tool by signing in at www.soils.org/acsAdmin/students/generate-

certificates with your Society login information. Please be aware it is your responsibility as Chair to generate, print, and transport your desired certificates to the Annual Meeting for your Division.

Proceedings and Publications

Divisions, along with all members, are encouraged to take advantage of the Society's journal publications. Should you desire to develop Proceedings or a Publication out of your 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 sessions into a Proceedings or publication.

SSSA Division Posters

Divisions have the opportunity to create a poster for display at the SSSA Annual Meeting. Division Chairs and Vice Chairs will prepare the information for the poster. Posters are located in the Exhibit Hall all week on boards labeled with Division names. For information, contact Nate Ehresman, nehresman@sciencesocieties.org. Suggested topics for the poster:

- Business meeting time, day, location, and agenda
- Division information
- Join a Division by visiting "My SSSA Divisions"
- Schedule of sessions for the week
- Pictures and contact information for division officers
- Sign-up sheet for next year's symposia, topical sessions, and tour proposals

Soil & Water Management & Conservation Division



Oral Sessions

Sunday, November 6, 2016

- 15 Climate Change Impacts on Soil and Adaptation Strategies: 1:30 PM-4:15 PM PCEN, Room 226 B
- 21 Soil and Water Management and Conservation: 3:00 PM-5:00 PM: PCEN, Room 225 B

Monday, November 7, 2016

- 67 Soil and Water Management and Conservation: 9:30 AM-12:10 PM PCEN, Room 231 B
- 77 Soil Management Impacts on Soil Properties and Soil C and N Dynamics (student competition) 10:05 AM-11:55 AM PCEN, Room 231 A
- 117 Soil and Water Management Conservation: 1:30 PM-4:30 PM PCEN, Room 231 B
- 120 Soil Management Impacts on Soil Properties and Soil C and N Dynamics: 1:55 PM-3:45 PM PCEN Room 231 A

Tuesday, November 8, 2016

- 241 Greenhouse Gas Emissions and Mitigation from Lands (student competition) 10:10 AM-2:30 PM PCEN, Room 128 B
- 297 Quantifying and Predicting Soil Ecosystem Services for Water, Food, Energy and Environmental Security 2:55 PM-4:00 PM PCEN, Room 128 B

Wednesday, November 9, 2016

- 351 Soil and Water Management and Conservation 8:30 AM-11:50 AM PCEN, Room 127 A
- 406 Soil Management Impacts on Soil Properties and Soil C and N Dynamics 10:25 AM-12:00 PM PCEN, Room 127 B

Posters Sessions: PCEN Exhibit Hall CDE

Monday, November 7, 2016 4:00 PM-6:00 PM

- 174 Greenhouse Gas Emissions and Mitigation from Managed Lands Poster (includes student competition)
- 175 Quantifying and Predicting Soil Ecosystem Services for Water, Food, Energy and Environmental Security Poster (student competition)
- 176 Soil and Water Management and Conservation (student competition)

Tuesday, November 8, 2016 4:00 PM-6:00 PM

- 343 Soil Management Impacts on Soil Properties and Soil C and N Dynamics (student competition)

Wednesday, November 9, 2016 2:30 PM-4:30 PM

- 462 Soil and Water Management and Conservation
- 463 Soil Management Impacts on Soil Properties and Soil C and N Dynamics

Symposium

Tuesday, November 8, 2016

Symposium—Climate Mitigation from Soil - Meeting COP21
Initiative Goals: 7:55 AM-10:00 AM Phoenix CCN, Room 129 A

SSSA TOWN HALL

Monday, November 7, 2016: 6:00 PM-7:30 PM
Phoenix Convention Center North, Room 224 A


Division Business Meeting

Wednesday, November 9, 2016
1:30 PM-2:30 PM Phoenix Convention Center North, Room 127 B

Agenda

- Call to order
- Introduction of officers and committee chairs
- Review of sessions
- Presentation of awards
- Board representative report
- SWCS liaison report
- Soil Sci. Soc. Am. J. report
- Call for nominations
- Call for 2017 symposium and topic sessions
- Best Paper Award Criteria review

Division Leaders



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Division Business Meeting

Division Business Meetings will be held at the SSSA 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 SSSA 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 Vice Chair and Division Board Representative when the positions become vacant. Division Chairs to also discuss/identify candidates for SSSA President-Elect. Division Chairs will provide candidate names of Division Officers and SSSA President-Elect to their Division Board Rep during the Annual Meeting.

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

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

To Do

Schedule an annual Division Business Meeting, either at the Annual Meeting or as convenient for the Division members. The Business Meeting allows the opportunity for Division members to identify leadership and develop activities for the coming year. Divisions can meet at other times and venues during the year.

Identify and schedule presiders or moderators for all symposia, sessions, panels, etc.

Attend Society program planning opportunities.

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

To Consider

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

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


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

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

Communicate, be creative, and have fun!

2018/2019 SSSA Program Planning Manual

Soil Science Society of America

An aerial photograph of San Diego, California, showing the city skyline, a large marina filled with sailboats, and mountains in the background under a clear blue sky.

International Soils Meeting
January 6–9 • San Diego, California
www.sacmeetings.org

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Headquarters Office Contacts

Staff Representative

Function

Wes Meixelsperger, *Chief Financial Officer*
 Phone: (608) 268-4958
 Email: wmeixelsperger@sciencesocieties.org

Meetings budget
 Committee liaison
 Oversee all meetings activities

Jeanne Pluemer, *Senior Meetings Manager*
 Phone: (608) 268-4962
 Email: jpluemer@sciencesocieties.org

Specialized meetings and Exhibits
 Annual Meeting Manager
 Committee liaison

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

Room assignments
 Tours and workshops
 Food and beverage functions

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

Abstract submissions
 Invited speakers
 Program enhancement funds

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

Advertising
 Sponsorships

General Meetings Questions: acsmeetings@sciencesocieties.org

SSSA Headquarters Office Front Desk: 608-273-8080; Fax: (608) 273-2021

Intl. Soils Meeting Dates & Deadlines

Soils Across Latitudes

November 28	Deadline for 2017 program enhancement fund expenses.
Jan. & Feb.	Leaders/Chairs solicit symposia/topical session ideas from membership.
January	2018-2019 International Soils Meeting website goes live.
February 1	Symposia/topical session submission site opens.
February 1	Special session, tour, and workshop proposals open online.
April 13	Deadline for submitting symposia/topical sessions.
April 13	Deadline for submitting grad student competition descriptions.
April 27	Deadline for special session, tour, and workshop proposals.
April 27	Deadline for Cross Divisional Symposia proposals.
May 15	Abstract submission opens online at www.sacmeetings.org .
May 15	Committee meetings submission open online.
May 15	Early registration & housing opens online.
mid-June	Division Chairs receive access to Confex.
July 24	Early abstract deadline, 4:00 pm CDT.
August 7	Final abstract deadline, 4:00 pm CDT.
August 9	Scheduling webinar for Division Chairs.
August 9	Begin scheduling sessions in Confex.
August 28	Session scheduling deadline. Confex access closes for all 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.
early-September	Nonmember invited symposia speakers are emailed waived registration instructions.
September - TBD	International Soils Program Planning Meeting.
late-September	Presenters are emailed presentation time, date, and format.
late-September	Moderators notification email sent.
late-October	Presenters are emailed presentation location, as well as time and date reminder.
October 25	Final abstract editing deadline.
October 25	All catering must be finalized.
October 29	Export program book from Confex to create abstract USB and printed program.
November 29	Early registration rate deadline.
December 12	Standard registration rate deadline.
January 6-9	International Soils Meeting begins in San Diego, CA.
February 12	Deadline for 2018-2019 program enhancement fund expense requests.

Planning the Meeting in Confex

Introduction

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

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

Entering Sessions in Confex

You will receive an email in early February 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?
- Division cosponsor
- Session description (this will show online)
- Keywords
- Organizer

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

Symposia Sessions

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

Invited Symposia Speakers

Invited symposia speakers (member and nonmember) do not have to pay the abstract submission fee. The Division Chairs will receive a link to a special website with no payment when abstract submission opens. They must

pass this link along to their invited speakers only. It is the Chair’s responsibility to ensure those abstracts are submitted by the abstract submission deadline.

Nonmember Invited Speakers

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

Member Invited Speakers

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

Volunteer Abstract Submissions

Authors may submit their abstracts by internet only.

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

Confex Session Scheduling

Please keep in mind these important scheduling dates:

- August 7 Final abstract submission deadline
- August 9 Scheduling webinar
- August 28 Scheduling deadline
- October 25 Abstract editing deadline (for print)

Review sessions across all Divisions. Look for similar content and themes that could be combined or should be scheduled on different days. In September, the International Soils Meeting Planning Committee and Headquarters Office staff will meet for a final review of the program.

Scheduling in Confex

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

Shortly after abstract submission closes, a webinar will be presented regarding session scheduling in Confex. The webinar will be recorded and available for reference.

Planning the Meeting in Confex

Follow these six steps to schedule a session in Confex:

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

Papers in Sessions

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

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

Transferring Sessions/Changing Formats

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

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

Scheduling Business Meetings

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

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

Scheduling Moderators

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

Scheduling Advice

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

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

Miscellaneous Sessions

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

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

CEUs, Session Promotion, & PEFs

Applying for CEUs

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

Who are Certification participants? Participants include Certified Professional Soil Scientists, Certified Professional Soil Classifiers, and Certified Soil Technicians.

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

1. Complete the CEU Application Form available on-line at www.certifiedcropadviser.org/education-ceus/offer-ceus.
2. Relate each talk to a CEU Standard. The CEU Standards Booklet PDF is located on the same website listed above.
3. Include the session agenda and provide a list of speaker names and biographies.

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

Promoting Sessions

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

1. **Division listservs**—session organizers can develop an announcement for Division Chairs to send to members via email. Listserv discussion must focus on Division activities and business. Sending job announcements and promoting other Societies' meetings is prohibited. When sending emails, please include the Society name, International Soils Meeting website, and International Soils Meeting dates. You can receive your listserv by emailing Ian Popkewitz (ipopkewitz@sciencesocieties.org).
2. **CSA News magazine**—highlight the topics, day, and time of the session to promote. Submit the article on the first of the month prior to the month of publication. For example, the deadline for the March issue is February 1. There is no charge for this service. When writing the call for papers, make sure to mention the lead Division and the full title so authors can choose it when submitting their abstract. Email your article to news@sciencesocieties.org.
3. **Division webpages**—post a symposium or session and link it directly to the International Soils Meeting online program. Division Chairs will update their own web pages. For questions contact ipopkewitz@sciencesocieties.org.

Program Enhancement Funds

Program enhancement funds (PEFs) are provided for each Division to enhance the quality of their program, encourage the involvement of meetings participants, and recognize excellence during the current or previous Annual Meeting programs. Each Division Chair will receive an email in early-February indicating available funds for 2018-2019. PEFs should be utilized in the year they are awarded, as balances do not roll forward into the following year.

SSSA Cross Divisional Symposia

Any SSSA member can request funds by filling out a Cross Divisional Symposia Proposal Form. After the request deadline on April 27, the S711 committee will review the forms and make decisions for funding distribution. Notification of funded proposals will be made by mid-May.

Division PEFs

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

Appropriate Uses for PEFs

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

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

Division Donation Links

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

Additional Funding

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

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

Food Functions, Tours, & Posters

PEF Reimbursements

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

After the International Soils Meeting, the Division Chair must submit all payment requests with original receipts to Nate Ehresman. Please submit all of your requests together and include a final amount to be paid to each speaker. Requests must be received no later than February 12, 2019. Payments will not be made after this date.

Food Functions

All catering requests are submitted while scheduling sessions. Requests must be entered into their appropriate sessions by August 28; to be finalized by October 25. 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 April 27 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 complimentary tour guide per bus will be provided. Additional space must be submitted with costs.
- Inform Headquarters of the expected costs with all aspects of the tour (meals, handouts, entrance fees, etc.). Include arrangements the organizers make with outside groups and businesses.
- Prepare a promotional description of the tour. Headquarters will put this in *CSA News*, News Flash, the website, and the program.

Headquarters' Responsibilities:

- Arrange transportation and housing (if applicable).
- Determine ticket price based on expected tour costs provided by tour organizer.
- Sell and distribute tickets and receipts.
- Provide advance payment or reimbursement of tour costs (invoices/original receipts required).

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

Division Posters at International Soils Meeting

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

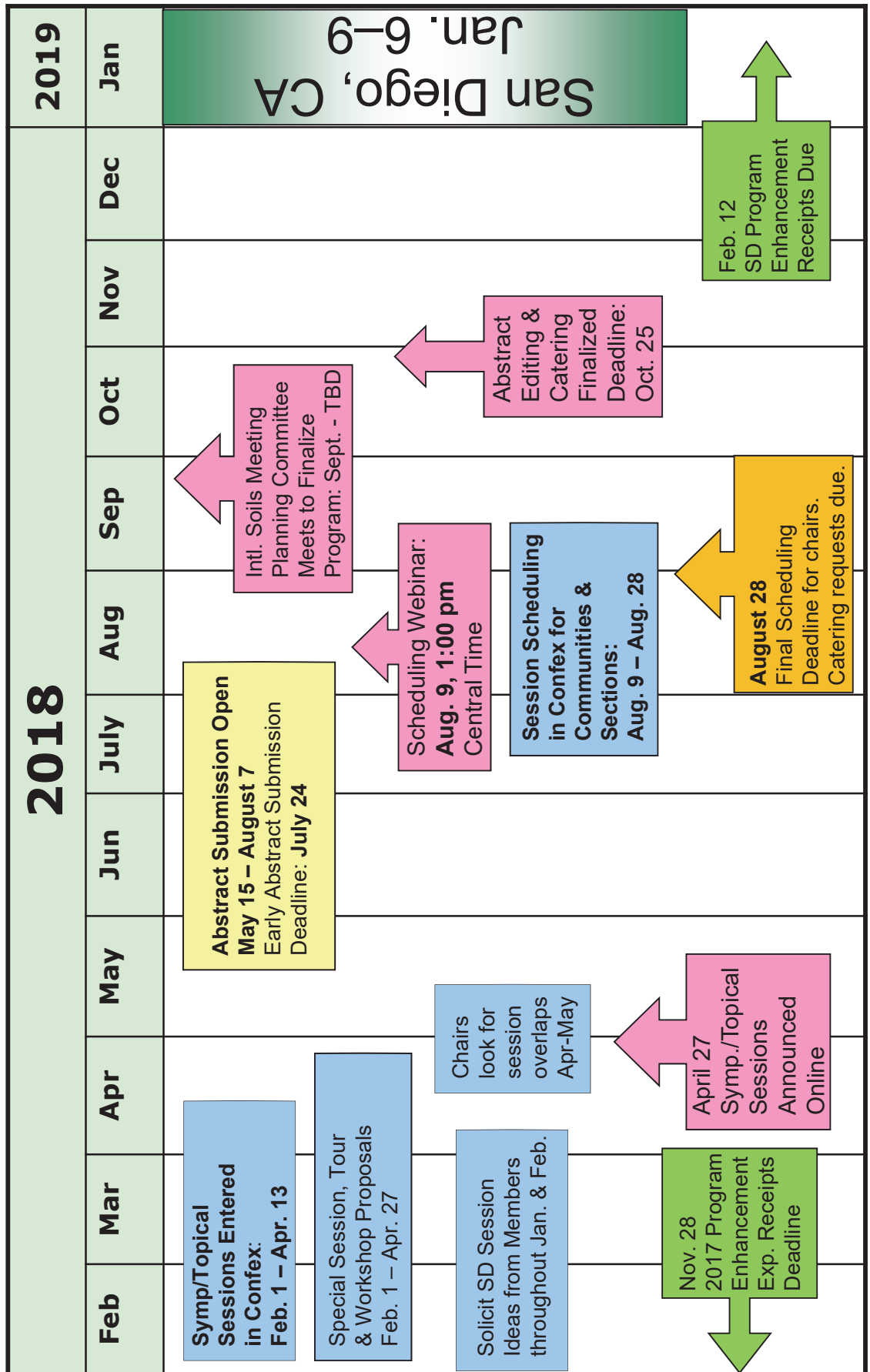
Suggestions on what to include in your poster:

- Business meeting time, day, location, and agenda
- Division information
- Schedule of sessions for the week
- Pictures and contact information for Division Officers, including your Board Representative
- Sign-up sheet for symposia, topical sessions, or tour proposals for 2019 San Antonio
- General comments



Photo courtesy of Visit San Diego.

SSSA Intl. Soils Meeting Planning Process



SSSA Board of Directors and other Leadership

SSSA Board of Directors

Special Board Committee Assignments

Other Leadership Service/Governance

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

SSSA Board of Directors

The Purpose of the SSSA Board

1. To serve as the policy-making arm of the Society as directed by the SSSA 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, SSSA 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. Board minutes will be posted online at www.soils.org/about-society/board-minutes

Fiscal Decisions

For fiscal decisions, the SSSA 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 SSSA Board of Directors consists of the following members, serving for the terms indicated:

Executive Board Members

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

SSSA Executive Committee:
www.soils.org/about-society/committees/S002

SSSA President:
www.soils.org/about-society/committees/S001.1

SSSA President-Elect:
www.soils.org/about-society/committees/S001.1

SSSA Past President:
www.soils.org/about-society/committees/S001.3

Group Representative Board Members

Divisions will be organized into the following 4 Groups for determining representation on the SSSA Board of Directors:

Agricultural Soil and Food Systems Group

Soil Fertility and Plant Nutrition; Soil and Water Management and Conservation; Nutrient Management and Soil and Plant Analysis

Education and Practicing Professionals Group

Consulting Soil Scientists; Soil Education and Outreach

Fundamental Soil Science Group

Soil Physics; Soil Chemistry; Soil Biology and Biochemistry; Pedology; Soil Mineralogy

Soil and Ecosystem Processes Group

Forest, Range, and Wildland Soils; Wetland Soils; Soils and Environmental Quality; Urban and Anthropogenic Soils

All Groups will have one Board Representative, with an additional six Representatives allocated across the Groups, based on the number of members who choose the Divisions within each Group as their primary (first choice) Division. The Group Representatives to the Board serve a 3-year term. If a Group Representative cannot attend a Board meeting, one of the Division Chairs within the Group may represent the Group at the meeting and vote on all matters that come before the Board. If a Group Representative to the Board should resign or become unavailable to serve, the candidate receiving the next highest number of votes shall automatically succeed to the office to complete the term. If both the Group Representative and the alternate cannot complete the term, then one of the Divisional Past Chairs represented by the Group shall be appointed by the Executive Committee to serve as the Group Representative to the Board.

Other Board Members

One elected member representing Certified Professional Soil Scientists (CPSS), serving for a term of three years. If the CPSS Representative cannot attend a Board meeting, the Chair of the Soils Certification Board may serve as a substitute at the meeting and vote on all matters that come before the Board. If the CPSS Representative should resign or become unavailable to serve, the other candidate on the ballot shall automatically succeed to the office to complete the term.

One elected member representing Early Career Members, serving for a term of three years. If the Early Career Representative cannot attend a Board meeting, the Chair of the Early Career Members Committee may serve as a substitute at the meeting and vote on all matters that come before the Board. If the Early Career Representative should resign or become unavailable to serve, the other candidate on the ballot shall automatically succeed to the office to complete the term.

One elected member representing Graduate Student Members, serving for a term of two years solicited from the Graduate Student Committee. If the Graduate Student Representative should resign or become unavailable to serve, the other candidate on the ballot shall automatically succeed to the office to complete the term

Ex-Officio Board Members

The Editor-in-Chief of SSSA 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 ex officio member, without vote, for the term of employment in the position.

For additional information on the functions and responsibilities, view the guidelines:

www.soils.org/about-society/committees/get-file/S003/S003-guidelines.pdf

SSSA Nominations Committee

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

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

For more information on the functions and responsibilities, view the Appendix, or online at:

www.soils.org/about-society/committees/get-file/S101/S101-guidelines.pdf

Other Leadership

Society Committees

Effective operation of the Soil 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 SSSA Bylaws of the Soil Science Society of America. Standing Committees are those established by the SSSA Bylaws or by actions of the Board of Directors. Other Committees are established by actions of the SSSA Board of Directors or by the Executive Committee. These are usually called Special Committees. Persons appointed to Society Committees must be members of the Society. The President can make exceptions to the requirement for membership for service on Committees when special expertise or opinion from nonmembers is needed. A list of SSSA Committees can be found online at:

www.soils.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 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.soils.org/about-society/committees/volunteer

The SSSA President-Elect has the responsibility for appointing new SSSA Committee members and Committee Chairs in advance of the SSSA 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 SSSA Committees are required to submit annual summary reports for consideration by the SSSA Board of Directors and/or the Executive Committee. The SSSA 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, Working Groups or may be called a Task Force. A Task Force may study an issue or topic, and on the basis of such study, prepares a report to recommend to the Board of Directors or Executive Committee what actions should be taken or changes made in Society structure, governance, activities, and services.

ACSESS

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

Who is ACSESS?

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

Publications and Communications are the home of the SSSA, ASA, and CSSA scientific journals, magazines, an online-only publication, books and monographs, and a variety of indexes, glossaries, and educational aids.

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

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

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

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

Why ACSESS?

The support organization, ACSESS, was created due to the restructuring of the ASA Board of Directors in 2009. SSSA, CSSA, and ASA 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 SSSA, ASA, and CSSA are the founders of ACSESS, the individual names remain unchanged and each retains its own 501(c)(3) status.

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

For more information, visit www.myacess.org .

Appendix

Web Editor Instructions

Division Listserv Addresses

Sources of SSSA Division Funds

SSSA Division Chair Guidelines

SSSA Committees on Nominations for SSSA Divisions

**SSSA Committees on Nominations for SSSA Group
Representatives to the Board of Directors**

SSSA Strategic Plan

SSSA Bylaws

SSSA Divisions – Web Editing Instructions

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

Soil Science Society of America

SEARCH LOG IN

Discover Soils Science Policy Publications **Membership** Certifications Meetings Education Newsroom Careers

Home > Membership

SSSA DIVISIONS OF INTEREST

Each of SSSA's 14 **Divisions of Interest**, organized into Groups, offer a unique perspective into the world of Soil Science -- from chemistry to physics, soil fertility and plant nutrition, to forest soils, and consulting, to K-12 activities and more -- there is a place for everyone.

SSSA's specialized Divisions of Interest gives you the opportunity to develop focused peer networks and information resources. Via the divisions, members present papers at the Annual Meetings and participate in Division Business Meetings. The Divisions may also host listservs, webpages, and newsletters. As a division member, you can also guide the division direction by participating in elections and serving through leadership opportunities. As an SSSA member, you may join as many as you are interested in!

Not sure which divisions of interest you are a member of? Need to add or change your Divisions of Interest? Quickly access your **Divisions of Interest** list (member login required).

Agricultural Soil and Food Systems Group

- Nutrient Management and Soil and Plant Analysis Division**
Manufacturing technology, additives, coating techniques, evaluation, and soil test analysis.
- Soil and Water Management and Conservation Division**
Irrigation, drainage, tillage, erosion, evaporation, transpiration, cropping systems, and cultivation methods.
- Soil Fertility and Plant Nutrition Division**
Plant nutrients and plant nutrition, interaction of plant growth factors, and soil and plant tissue tests.

IN THIS SECTION

- » Consulting Soil Scientists
- » Forest, Range & Wildland Soils
- » Nutrient Mgmt-Soil-Plant Analysis
- » Pedology
- » Soil & Water Mgmt & Conservation
- » Soil Biology & Biochemistry
- » Soil Chemistry
- » Soil Education and Outreach
- » Soil Fertility and Plant Nutrition
- » Soil Mineralogy Division
- » Soil Physics and Hydrology
- » Soils and Environmental Quality
- » Urban and Anthropogenic Soils
- » Wetland Soils

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

Soil Science Society of America

SEARCH LOG IN

Discover Soils Science Policy Publications Membership Certifications Meetings Education Newsroom Careers

Home > Membership > Divisions of Interest

SSSA SOIL PHYSICS AND HYDROLOGY DIVISION

Basic Information and Background of the Soil Physics and Hydrology Division

Soil physics and hydrology is the study of soil physical, hydraulic and thermal properties and processes in soil. These processes are applied to many aspects of environmental and agricultural sciences, particularly those related to natural and managed ecosystems. Soil physics and hydrology deals with the dynamics of physical soil components and their phases (solids, liquids, and gases). This incredibly interesting field draws upon and integrates the principles of physics, physical chemistry, engineering, fluid dynamics, and meteorology, when applied to the land surface and atmospheric interface. These processes are especially important when addressing today's complex problems, which need multi-disciplinary approaches to solve. Soil physics and hydrology serves and benefits hydrologists, biogeochemists, atmospheric scientists, and engineers throughout a wide array of the earth sciences.

Some specific areas that are represented in the Soil Physics and Hydrology division include physical properties and processes of soils, water movement and retention, soil structure and aggregation, solute transport, spatial variability of properties and processes, evapotranspiration, and mathematical modeling of water and solute transport.

We appreciate you visiting this webpage and supporting the Soil Physics and Hydrology Division. Contact information on your Division officers is found below.

View the Soil Physics and Hydrology Division Officers

DONATE TO SOIL PHYSICS!

We welcome donations to the Soil Physics and Hydrology Mentoring Fund. These funds are used to enhance division mentoring activities and the Robert Luxmoore Student Travel Award. Thank you for your support!

To donate to your division use the link below (be sure to include any special instructions):

Soil Physics

If you represent a company that would like to be a sponsor, please contact Eric Welsh (ewelsh@sciencesocieties.org).

IN THIS SECTION

- » Consulting Soil Scientists
- » Forest, Range & Wildland Soils
- » Nutrient Mgmt-Soil-Plant Analysis
- » Pedology
- » Soil & Water Mgmt & Conservation
- » Soil Biology & Biochemistry
- » Soil Chemistry

You will then see you have rights to edit this page, click on the **Edit** tab.

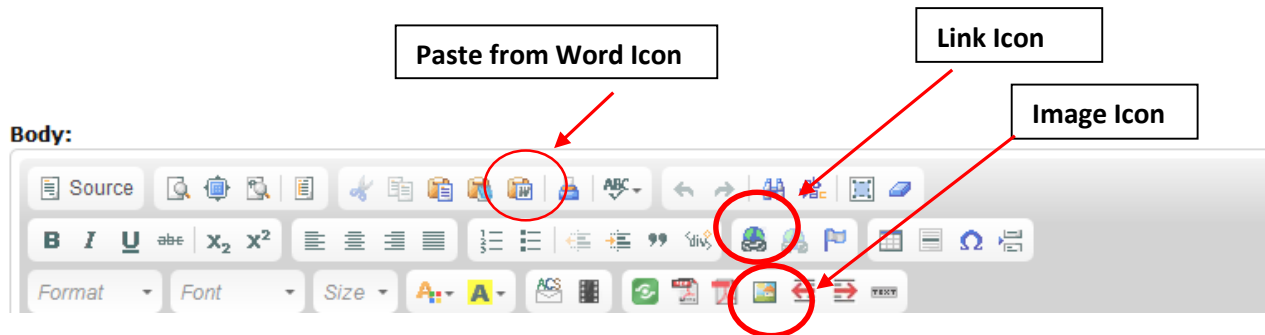
The screenshot shows the top navigation bar of the SSSA website with the logo and the text "Soils Sustain Life". Below the navigation bar, there are tabs for "View current", "Edit current", and "Revisions". The "Edit current" tab is highlighted with a red circle. Below the tabs, there is a message: "Displaying current, published revision of acsDivisionPage SSSA Soil Physics and Hydrology Division, last modified by Markus Flury on January 07, 2016". The main content area is titled "SSSA SOIL PHYSICS AND HYDROLOGY DIVISION" and includes a "DONATE TO SOIL PHYSICS!" section and an "IN THIS SECTION" section.

It will then open the editor to make changes/updates to your division pages.

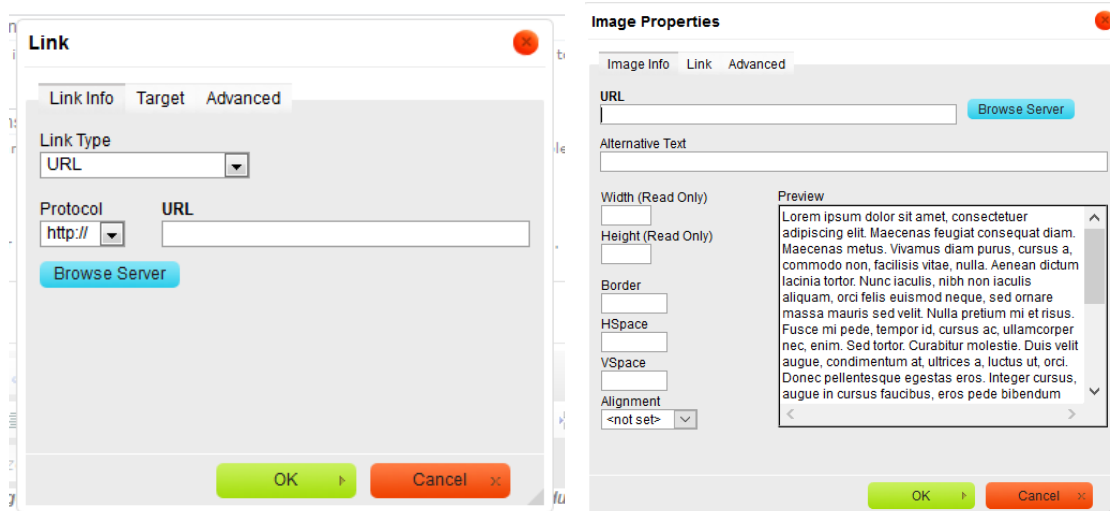
The screenshot shows the editor interface for the SSSA website. At the top, there are tabs for "View current", "Edit current", and "Revisions". Below the tabs, there is a "Title:" field with the text "SSSA Soil Physics and Hydrology Division". There are also "Meta Tags" and "Menu settings" sections. The main content area is titled "Basic Information and Background of the Soil Physics and Hydrology Division" and contains text about soil physics and hydrology. The editor interface includes a toolbar with various icons for text formatting, alignment, and other editing functions.

To copy and paste text from Word, use the **Paste from Word** button to remove the formatting and drop the text into the Body. Then, highlight your text and use the **Formatting drop-down menu (see below)** 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**.

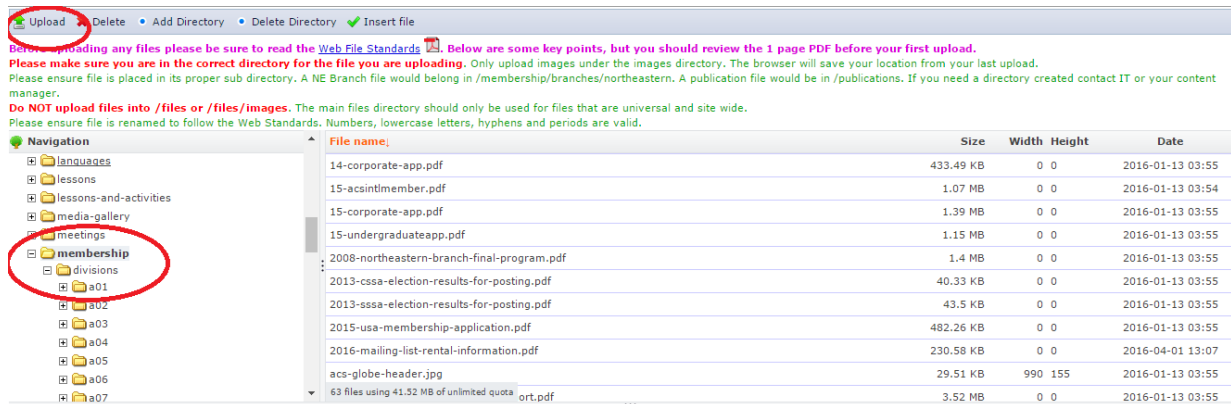


This Link screen will appear as seen here for Link and Image options:

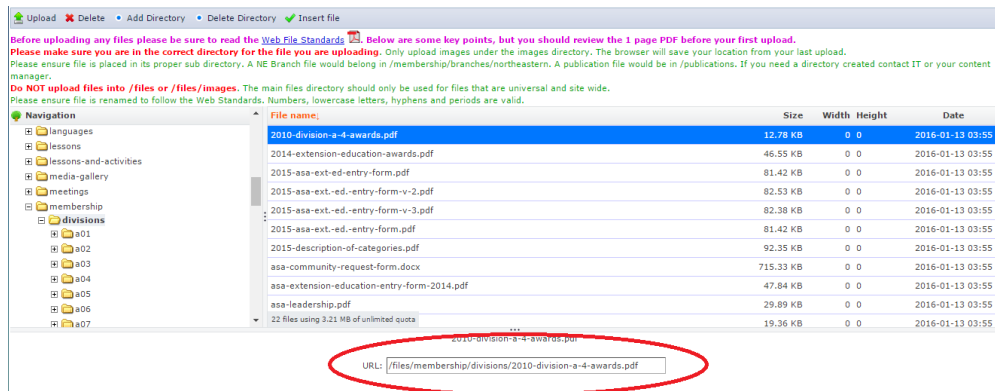


Type or paste a URL to link to another URL/document/Image and select **OK**. If you wish to upload an image or document for direct use on the page, select **“Browse Server”**.

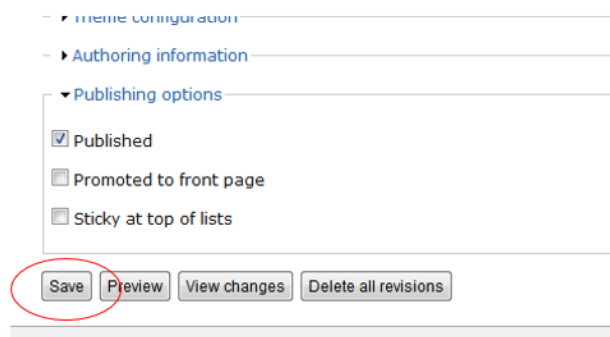
When you upload images or files, navigate to the correct folder under **membership, divisions**, and your division folder to add your files (see below). For images, navigate first to the images folder, then your folder under membership, divisions. Only graphical images (such as jpgs) and pdfs can be 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 Division name. The file name should be readable, but not exceedingly long.

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

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

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rpolk@sciencesocieties.org

608-268-3972

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ipopkewitz@sciencesocieties.org

608-268-4940

SSSA Division Listserve Addresses*

- soil_physics_division@acs-net.soils.org
- soil_chemistry_division@acs-net.soils.org
- soil_biology_biochem_division@acs-net.soils.org
- soil_fertility_plant_nutrition_division@acs-net.soils.org
- pedology_division@acs-net.soils.org
- soil_water_mgmt_conservation_division@acs-net.soils.org
- forest_range_wildland_soils_division@acs-net.soils.org
- nutrient_mgmt_soil_plant_analysis_division@acs-net.soils.org
- soil_mineraolgy_division@acs-net.soils.org
- wetland_soils_division@acs-net.soils.org
- soils_environmental_quality_division@acs-net.soils.org
- consulting_soil_scientists_division@acs-net.soils.org
- urban_anthropogenic_soils_division@acs-net.soils.org
- soil_education_outreach_division@acs-net.soils.org

*SSSA Division Chairs and Chair Elects have the ability to use these for sending emails to their Division members.

SSSA DIVISION OFFICERS AND GROUP REPRESENTATIVES TO THE BOARD OF DIRECTORS

A. Status: Officers of the SSSA Divisions

B. Composition and Tenure:

Officers are elected for each of the following SSSA Divisions:

- Soil Physics
- Soil Chemistry
- Soil Biology and Biochemistry
- Soil Fertility and Plant Nutrition
- Pedology
- Soil and Water Management and Conservation
- Forest, Range, and Wildland Soils
- Nutrient Management and Soil and Plant Analysis
- Soil Mineralogy
- Wetland Soils
- Soils and Environmental Quality
- Consulting Soil Scientists
- Urban and Anthropogenic Soils
- Soil Education and Outreach

Divisional officers must hold the Active membership category or another category having the same privileges as Active membership (Emeritus, Corporate, Graduate Student)

The officers of each SSSA Division are elected SSSA members as follows:

- The Chair of the Division
- The Chair-Elect of the Division
- The most recent Past Chairs of the Division

Members may vote for Division Chair-Elect in those Divisions that they have chosen as their Divisions of interest. Members have the opportunity to choose their Divisions of interest when they first join SSSA, when they renew their membership each year, or at any time during the year.

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

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

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

If the Past Chair should resign or become unable or unavailable to serve, the next most recent Past Chair available for service shall serve in the position.

Divisions will be organized into the following 4 Groups for determining representation on the SSSA Board of Directors.

Agricultural Soil and Food Systems Group

Soil Fertility and Plant Nutrition; Soil and Water Management and Conservation;
Nutrient Management and Soil and Plant Analysis

Education and Practicing Professionals Group

Consulting Soil Scientists; Soil Education and Outreach

Fundamental Soil Science Group

Soil Physics; Soil Chemistry; Soil Biology and Biochemistry; Pedology; Soil Mineralogy

Soil and Ecosystem Processes Group

Forest, Range, and Wildland Soils; Wetland Soils; Soils and Environmental Quality;
Urban and Anthropogenic Soils

All Groups will have one Board Representative, with an additional six Representatives allocated across the Groups based on the number of members who choose the Divisions within each Group as their primary (first choice) Division. The Group Representatives to the Board serve a 3-year term. If a Group Representative cannot attend a Board meeting, one of the Division Chairs within the Group may represent the Group at the meeting and vote on all matters that come before the Board.

If a Group Representative to the Board should resign or become unavailable to serve, the candidate receiving the next highest number of votes shall automatically succeed to the office to complete the term. If both the Group Representative and the alternate cannot complete the term, then one of the Divisional Past Chairs represented by the Group shall be appointed by the Executive Committee to serve as the Group Representative to the Board.

C. Functions:

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

Nominations:

The officers of each Division shall nominate two candidates (with their permission) for the office of Chair-Elect of the Division and to share with the candidates a list of responsibilities. To report the names of the nominated candidates to the SSSA President through the appropriate Group Representative on the SSSA Board of Directors. The Group Representative reports the names of the candidates to the Board of Directors. Biographical information will be collected by Headquarters staff.

Chair-Elect:

1. Assists the Chair of the Division in any appropriate way, including organization of the Division's technical program and business meeting at the Annual Meeting.
2. Assists the Chair of the Division with long-term program planning, including development of symposia one year hence and beyond.
3. Succeeds as Chair of the Division in the event the current Chair should resign or become unable or unavailable to serve during the term of office.
4. Other activities as dictated by individual Divisions.

5. Serves to help nominate the Division Chair-Elect candidates.

Chair:

1. Schedules the time, arranges the agenda, and presides at the annual business meeting of the Division.
2. Serves as Division program chair with the assistance of the Chair-Elect. Organizes the program of technical sessions for the annual Division meetings; arranges papers in a coordinated program; arranges symposia and field trips when these are deemed desirable.
3. Serves as a member of the S711 Program Planning Committee. A Program Planning Instruction Manual is provided.
4. Serves to help nominate the Division Chair-Elect candidates.
5. Serves as a member of the S101 Committee on Nominations for SSSA President-Elect.
6. Develops plans that maintain or enhance the viability of the Division and supports the needs of Division members.
7. Implements actions approved by Division members.
8. Communicates and reports information to and from Division members in a time efficient manner as needed to conduct business of the Division and SSSA.
9. Responds in a timely manner to requests for Division action from the SSSA President, Executive Committee, or Board of Directors.
10. Submits an annual summary report of Division activities to the SSSA Board of Directors, as requested.
11. Other activities as dictated by individual Divisions.

Past Chair:

1. Coordinates the process to nominate the Division Chair-Elect candidates.
2. Serves as a member of the respective Group's Committee on Nominations for Group Representative to the Board of Directors.
3. Other activities as dictated by individual Divisions.

Past-Past Chair:

1. Serves to help nominate the Division Chair-Elect candidates.

Group Representative to the SSSA Board of Directors

1. Reports pending Board of Directors activity and actions at each annual Division business meeting within the Group. Collects Division consensus on issues pending Board of Directors action. (Minutes from Executive Committee and Board of Directors meetings are posted at www.soils.org/about-society/executive-committee-minutes)
2. As appropriate, reports Division discussions, actions, and resolutions to the SSSA Board of Directors.
3. At the Board of Directors meeting during the Annual Meeting, provides the names of nominees for the upcoming ballot for Division Chair-Elect and, when appropriate, Group Representative to the Board of Directors.
4. May serve on the S201 Organization, Policy and Bylaws Committee; the S211 Budget and Finance Committee; the S402 Honorary Member of SSSA Committee; the S477 Soil Science Distinguished Service Award Committee; or the S592 Science Policy Committee.
5. In conjunction with Division officers, develops procedure to ensure Division web pages are up-to-date.
6. Other activities as directed by the Divisions within the Group, Board of Directors, or Executive Committee.

D. Presidential Responsibilities:

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

Aided by the Headquarters staff, conducts the Division election and reports the results.

Aided by the Headquarters staff, writes congratulatory letters to the successful Division candidates and notifies the unsuccessful candidates of the Division election results.

Soil Science Society of America

Strategic Plan

2017 – 2019

Vision: Assuring a healthy and sustainable world through our soils.

Mission: To advance soils as fundamental to life.

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

Values:

Adherence to scientific, professional, and ethical standards

Pursuit, dissemination, and application of knowledge

Environmental stewardship

Collaborative, engaged, and diverse membership

Service to society

Goal 1: Be the leader in soil science. (Leadership)

Objective #1: Build the Society's reputation and brand to retain existing members and attract new members by providing balanced support for all aspects of soil science.

Objective #2: Serve as an international leader and resource for soil science by bringing together soil centric groups.

Objective #3: Guide development of soil science standards.

Goal 2: Advocate, promote, and disseminate soil science research. (Research)

Objective #1: Advocate to increase soil science research funding.

Objective #2: Disseminate soil science research through publications.

Objective #3: Increase the value of Annual and topical meetings.

Goal 3: Promote soil science awareness and education. (Education)

Objective #1: Develop and promote K-12 soil science education and career awareness.

Objective #2: Promote soil science education and career awareness for undergraduate, graduate, and early career professionals/members.

Objective #3: Promote soil science and soil science professions to the general public.

Goal 4: Expand soil science as a profession. (Profession)

Objective #1: Increase the number of certified professionals and expand the number of licensing states.

Objective #2: Promote awareness of educational opportunities of soil science to practicing professionals.

Objective #3: Increase industry awareness and use of certified soil science professionals.

Revised Bylaws of the Soil Science Society of America, Inc. 2015

Article I. Name

The name of the Society shall be the Soil Science Society of America, Inc., otherwise referred to as SSSA.

Article II. Objectives and Mission

SECTION 1. The objectives of the Society shall be 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.

SECTION 2. The mission of the Society is:
1) to enhance the sustainability of soils, the environment, and society by integrating diverse scientific disciplines and principles in soil science for the wise stewardship of soil and natural resources, and 2) to advance the discovery, practice, and profession of soil science through excellence in the acquisition and application of knowledge to address challenges facing society, in the training and professional development of soil scientists, and in the education of and communication to a diverse citizenry.

Article III. Membership

The membership of the Society shall consist of individuals actively interested in the objectives of the Society and of soil science. There shall be nine classes of members: 1) Active, 2) Emeritus, 3) Corporate, 4) Graduate Student, 5) Undergraduate Student, 6) Undergraduate Student Affiliate, 7) Affiliate, 8) Subscriber, and 9) Certification.

SECTION 1. Active Members: Individuals actively interested in the objectives of the Society who pay dues at the full rate fixed by the board of directors. They may attend all meetings sponsored by the society, present papers under such guidelines as may be prescribed by the board of directors, participate in discussions in paper sessions, hold office, vote, and publish in the Society's official technical journal (as defined in Article XI) and other journals with which the Society is actively cooperating subject to the editorial policies and practices of these journals. Active members may subscribe to journals and shall receive publications and services as authorized by the board of directors.

SECTION 2. Emeritus Members: Individuals with 25 years or more of active membership in the Society, have ceased professional employment, pay dues as provided in Article V and

submitted an application to the chief executive officer for emeritus status. Emeritus members shall have all the privileges of active membership and may subscribe to Society journals at rates established by the board of directors.

SECTION 3. Corporate Members:

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. Graduate Student Members:

Graduate student members are graduate students who pay dues as provided in Article V. Membership is limited to 7 membership years and shall cease upon completion or termination of graduate study. One year of graduate student membership will be allowed while transitioning full time into the profession, provided that 7 years of eligibility have not been completed. The society may request evidence of graduate student status. Graduate student members have the obligations and privileges of active membership, except that they may not hold office as divisional chair, or president. Full-time staff members and active members on leave for study are not eligible.

SECTION 5. Undergraduate Student

Members: Undergraduate student members are undergraduate students who pay dues as provided in Article V. 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 divisional chair, representative on the board of directors, or president. Membership in this category does not affect the length of eligibility for graduate student membership.

SECTION 6. Undergraduate Student

Affiliates: Eligibility is open to undergraduate students who are members of student chapters in an accredited college or university authorized to grant degrees in soils, crops, agronomy, or another closely related science. They may attend all meetings sponsored by the society and participate in discussions in paper sessions. They may not vote or hold office as divisional chair, representative on the board of directors, or president, and they may not present papers at annual meetings.

SECTION 7. Affiliate Members: Individuals who hold membership in regional branches or state, territorial, provincial or local chapters of the Society. Affiliate members may attend all meetings sponsored by the society and participate in discussions in paper sessions. They may not vote or hold office as divisional chair, representative on the board of directors, or president.

SECTION 8. Subscriber Members: Any library, corporation, firm, agency, or institution which subscribes to one or more of the journals published by the Soil Science Society of America at a fee set by the SSSA board of directors. Also any 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 SSSA 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 also shall have the privilege of attending the national and other meetings held by the Society and participate in discussions in paper sessions.

SECTION 9. Certification Members: Certification members are registrants in any professional certification programs conducted or recognized by SSSA who pay dues as provided in Article V. Certification members have rights and privileges of active members.

Article IV. Special Recognitions

SECTION 1. Fellows: Members who have been elected because their professional records and services to the Society 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 III and must have been a member in one of those membership categories for a total of at least 10 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 III. Not more than 0.3% of the active members shall be elected to fellowship in any one year.

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

members of the board of directors. The board of directors shall award each honorary member an appropriate citation in recognition of the recipient's contribution to soil science. Honorary members shall have rights and privileges as determined by the board of directors.

Article V. Dues

SECTION 1. The annual dues shall be determined by the board of directors with the advice of the budget and finance committee. 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 as soon as administratively feasible or at a later time as specified by the board of directors.

Article VI. Branches and Chapters

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

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

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

SECTION 4. Each branch and chapter may adopt its own constitution and bylaws, provided these do not conflict with the articles of incorporation, bylaws, and objectives of SSSA. Each branch and chapter shall file with the chief executive officer of SSSA a copy of the constitution and/or bylaws under which it operates.

Article VII. Officers and Their Duties

SECTION 1. The officers of the Society will be the president; the president-elect; the most recent past president; and the chief executive officer. The board of directors may appoint such additional officers as are in the best interest of the Society. Whenever the board may so order, any two offices, the duties of which do not conflict, may be held by one person. Officers must hold the active membership category or another category having the

same privileges as active membership as specified in Article III.

SECTION 2. The president-elect shall be elected annually by ballot provided to all voting members. Two nominees, who are willing to serve in this capacity, if elected, shall be selected by the society nominations committee, and their names submitted to the president for certification. The ballot shall be in accordance with Article XIV.

SECTION 3. The president, president-elect, and the most recent past president shall serve for 1 year with their terms of office ending at the time designated by the board of directors.

If during the term of office the president should become unable to serve, the most recent past president who is available 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-president shall assume the duties of the past president in the interim.

If the immediate past president should become unable to serve, the most recent past past president who is available shall serve in the position.

If the president-elect should become unable to serve the term of office at any time before actually being installed as president, the executive committee will designate someone to serve as president-elect for as long as is necessary up to the remainder of that term and will inform the board of directors of this action. Special consideration will be given to other candidates for president-elect in the most recent elections. If the person originally elected resumes the office of president-elect before the end of that term, that 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, that person shall succeed to the presidency in the normal manner.

The chief executive officer shall hold office continuously unless he/she resigns or is relieved for due cause or is released by mutual consent.

Contingencies not provided for here shall be handled by the board of directors under the chairship of the president, or, if the president is unable or unavailable to officiate, under the chairship of the most recent available past president.

SECTION 4. An officer or director may be removed from office for cause prior to the expiration of the term by a two-thirds majority vote of the entire voting members of the board. An officer whose term has been affected by a decision of the executive committee may appeal the decision to the board of

directors.

SECTION 5. The duties of the president, the president-elect, the most recent past president, and the chief executive officer shall be those that usually pertain to the offices held as well as those prescribed by the bylaws and imposed by the board of directors.

SECTION 6. The principal duties of the president shall be to arrange and preside at all meetings of the members and the board of directors, supervise the affairs of the Society, and provide leadership in the promotion of the objectives of the Society. The president shall make committee appointments, either directly or through delegation of authority to the president-elect.

SECTION 7. The principal duties of the president-elect shall be to assemble the divisional programs for the annual meetings, coordinate the overall program of the meetings, make committee appointments as delegated by the President, and serve on the executive committee and the board of directors.

SECTION 8. The principal duties of the most recent past president shall be to serve on the executive committee and the board of directors and to discharge the duties of the president in the event of absence or disability. The most recent past president of SSSA shall also be responsible for coordinating SSSA support for all SSSA branches and chapters.

SECTION 9. 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 the bylaws and board of directors.

Article VIII. Board of Directors and Executive Committee: Duties and Powers

SECTION 1. The board of directors is the governing body of the Society. The voting members of the board of directors shall be the president; president-elect; past president; proportionately-based group representatives elected for a term of 3 years as prescribed in Section 13, Article IX; a graduate student member representative elected for a term of 2 years as prescribed in Section 16, Article IX; an early career member representative elected for a term of 3 years as prescribed in Section 15, Article IX; and a representative of the certified professional soil scientists, elected for a term of 3 years as prescribed in Section 14, Article IX. The chief executive officer,

the editor-in-chief, and the chair of the Agronomic Science Foundation, shall be ex officio, without vote, members of the board of directors. Individuals serving on the board must hold the active membership category or another category having the same privileges as active membership as specified in Article III. The board of directors shall meet as needed or conduct telephone conference calls or electronic meetings to conduct society business and use Roberts Rules of Order as a guide for conducting meetings. If a group representative cannot attend a board meeting, one of the division chairs within the group may represent the group at the meeting and vote on all matters that come before the board of directors. If the early career member representative cannot attend a board meeting, the chair of the early career members committee may serve as a substitute at the meeting and vote on all matters that come before the board. If the early career member representative should resign or become unavailable to serve, the other candidate on the ballot shall automatically succeed to the office to complete the term. If the graduate student member representative cannot attend a board meeting, a member of the SSSA Graduate Student Committee may serve as a substitute at the meeting and vote on all matters that come before the board. If the graduate student member representative should resign or become unavailable to serve, the other candidate on the ballot shall automatically succeed to the office to complete the term. If the representative of the certified professional soil scientists cannot attend a board meeting, the chair of the soils certification board may serve as a substitute at the meeting and vote on all matters that come before the board. If the representative of the certified professional soil scientists should resign or become unavailable to serve, the other candidate on the ballot shall automatically succeed to the office to complete the term.

SECTION 2. The board of directors is the legal representative of the Society, and as such, shall administer Society properties and affairs. It shall be the final authority on these affairs in conformity with the articles of incorporation and bylaws.

SECTION 3. The executive committee of the board of directors shall consist of the president, president-elect, and past president of the Society. The executive committee shall have the power to act for the board on all matters that arise between meetings of the board.

SECTION 4. The Alliance of Crop, Soil and Environmental Science Societies (ACSESS) shall employ the chief executive officer.

SECTION 5. The SSSA shall enter into an agreement with the Alliance of Crop, Soil and Environmental Science Societies (ACSESS) to have the business operations of SSSA 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 SSSA, the chief executive officer, in the office as chief executive officer of SSSA, shall be responsible to the SSSA board of directors.

SECTION 6. The board of directors shall be empowered to receive, hold in trust and administer gifts and donations of cash, negotiable securities and real property, income or principal portions of which are to be used in purposes consistent with the objectives of the Society and in conformity with the articles of incorporation.

SECTION 7. An officer or director may be removed from office for cause by a two-thirds majority vote of the entire voting members of the board of directors.

Article IX. Divisions and Groups

SECTION 1. The subject matter groups of the Society shall be called divisions. Divisions shall be organized in each of the following fields:

- Soil Physics and Hydrology
- Soil Chemistry
- Soil Biology and Biochemistry
- Soil Fertility and Plant Nutrition
- Pedology
- Soil and Water Management and Conservation
- Forest, Range, and Wildland Soils
- Nutrient Management and Soil and Plant Analysis
- Soil Mineralogy
- Wetland Soils
- Soils and Environmental Quality
- Consulting Soil Scientists
- Soil Education and Outreach
- Urban and Anthropogenic Soils

SECTION 2. Divisions shall be organized into groups as outlined below for purpose of governance. The board of directors can change the organization of divisions within the groups when deemed appropriate, by a two-thirds majority vote of the entire voting members of the board of directors. The changes will be added to the bylaws upon board approval.

- Fundamental Soil Science Group
 - Soil Physics and Hydrology
 - Soil Chemistry
 - Soil Mineralogy
 - Soil Biology and Biochemistry
 - Pedology
- Agricultural Soil and Food Systems Group
 - Soil Fertility and Plant Nutrition
 - Nutrient Management and Soil and Plant Analysis
 - Soil and Water Management and Conservation
- Soil and Ecosystem Processes Group
 - Soils and Environmental Quality
 - Wetland Soils
 - Forest, Range, and Wildland Soils
 - Urban and Anthropogenic Soils
- Education and Practicing Professionals Group
 - Consulting Soil Scientists
 - Soil Education and Outreach

There will be a minimum of one board representative per group. Up to an additional six members will be allocated across the groups based on the number of members who choose the divisions within each group as their primary (first choice) division.

SECTION 3. Members of the Society may form a new division by submitting a written request to the board and having said request approved by at least a two-thirds majority vote of the entire voting members of the board of directors. The board will assign the new division to a group. New divisions will be listed in the bylaws upon board approval.

SECTION 4. Division officers may recommend consolidation or elimination of their existing divisions by submitting a written request to the board and having said request approved by at least a two-thirds majority vote of the entire voting members of the board of directors. The Bylaws will be revised to reflect the consolidation or elimination and presented to the membership for approval.

SECTION 5. A division may make bylaws for its own governance, provided they are consistent with the articles of incorporation and bylaws of the Society, and provided they do not involve assessment of dues. Divisional bylaws and projects involving raising or expenditure of funds are subject to the approval of the board of directors. A division may appoint committees, provided the efforts thereof do

not conflict with those of committees appointed by the Society.

SECTION 6. Divisional officers shall consist of the chair; the chair-elect; and the immediate past chair. Divisional officers serve a term of 1 year and shall change office at the time designated by the board of directors. Division officers must hold the active membership category or another category having the same privileges as active membership as specified in Article III. For newly established divisions, the chair-elect, chair, and past chair shall be appointed by the president to serve until officers are elected.

SECTION 7. The president of the Society shall appoint and charge the divisional nominations committees which shall consist of the two most recent past chairs of the division who are available for service and the immediate divisional past chair (the year the election is held) who shall serve as chair of this committee. The divisional chair-elect shall be elected annually by ballot provided to voting members who have selected that division as one of their divisions of interest. Two nominees who are willing to serve in this capacity, if elected, shall be selected by the divisional nominations committee. For a newly established division, the president shall appoint the nominating committee from among the SSSA members who represent the area of expertise of the division.

SECTION 8. The divisional chair-elect shall automatically succeed to the chairship and the chair becomes past chair after one year. The chair-elect shall succeed to the chairship if the chair should resign or become unable or unavailable to serve during the term of office. If the chair-elect should resign or become unavailable to serve, the nominee who received the next highest number of votes for chair-elect shall serve in the position. If the past chair should resign or become unable or unavailable to serve, the next most recent past chair available for service shall serve in the position.

SECTION 9. The divisional chair shall preside at the annual business meeting of the division, organize the programs and preside at the technical sessions of the annual meeting, or arrange for another presiding officer or officers for these paper sessions.

SECTION 10. The immediate past chair of a division (the year the election is held) shall chair the divisional nomination committee and serve as a member of the committee to nominate candidates for president-elect of SSSA.

SECTION 11. The chair-elect shall give advice and assistance to the chair in preparation of the programs for the technical sessions, and shall be responsible for preparing plans for symposia, joint sessions, and invitational papers for the program for the technical sessions for the year in which that person serves as chair.

SECTION 12. The officers of the division shall outline the program of activities and shall formulate the policies of the division, subject to review by the division's membership at its annual business meeting.

SECTION 13. The group representatives on the Soil Science Society of America board of directors shall be elected every 3 years by ballot provided to voting members who have selected one or more of those divisions represented by the group as their divisions of interest, for a term of 3 years. Two to four candidates will be nominated to run for any open group representative position. The nominations committees shall be composed of the immediate past chairs (the year the election is held) of all the divisions represented in each group.

If a group representative on the board of directors should resign or become unavailable to serve, the candidate receiving the next highest number of votes shall automatically succeed to the office to complete the term. If both the group representative and the alternate cannot complete the term, then one of the divisional past chairs represented by the group shall be appointed by the Executive Committee to serve as the group representative on the board of directors.

SECTION 14. Two nominees who are willing to serve, if elected, for the certified professional soil scientists representative to the SSSA board of directors shall be selected by the Soils Certification Board and shall be elected every 3 years by a ballot provided to all voting members of SSSA.

SECTION 15. Two nominees who are willing to serve, if elected, for the early career members representative to the SSSA board of directors shall be selected by the SSSA Early Career Members Committee and shall be elected every 3 years by a ballot provided to all voting members of SSSA.

SECTION 16. Two nominees who are willing to serve, if elected, for the graduate student member representative to the SSSA Board of Directors shall be selected by the SSSA Graduate Student Committee and shall be elected every 2 years

by a ballot provided to all voting members of SSSA.

Article X. Meetings

SECTION 1. A meeting of the Society normally shall be held annually for the presentation of papers and for the transaction of business. It shall consist of divisional sessions and one or more general sessions. At one of the general sessions consideration shall be given to reports by the chief executive officer, and the budget and finance committee, and to such other matters as the board of directors may designate. Opportunity shall be provided for discussion of these matters by members and for discussion of such other items as members may wish to have brought before the board of directors.

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

SECTION 3. The president shall be responsible for the Society meetings. The president-elect, with the advice and cooperation of the president, shall be responsible for final assembly of the divisional programs and the coordination of the overall program of the meetings. The board of directors shall prepare program regulations.

SECTION 4. Presentation of papers at the annual meetings shall be according to the guidelines prescribed by the SSSA board of directors.

SECTION 5. Special projects and meetings of a portion of the Society, either alone or jointly with other groups, must be approved by the board of directors before sponsorship by the Society will be extended. Any request for the Society to underwrite obligations in connection with a proposed special meeting or project shall be submitted to the executive committee.

SECTION 6. Meetings of the executive committee or the board of directors, other than at the annual meeting, may be called with the approval of the executive committee.

SECTION 7. At any executive committee or board of directors meeting, fifty percent of the voting members shall constitute a quorum for the transaction of business. Unless otherwise specified in these bylaws (Article IV Section 2, Article VII Section 4, Article VIII Section 7, Article IX Section 2, Article IX Section 3, Article IX Section 4, Article XI Section 4) 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.

Article XI. Publications

SECTION 1. The Society shall publish an official technical journal periodically, which shall carry papers, official notices, committee reports and other items of Society business. This journal shall be known as *Soil Science Society of America Journal*.

SECTION 2. Publications other than *Soil Science Society of America Journal* may be authorized by the board of directors. The society may cooperate with other educational and scientific societies in the publication of other technical journals upon approval of the board of directors, but the *Soil Science Society of America Journal* is to be considered the sole official technical journal of the Society.

SECTION 3. The publication policy and general nature of all publications shall be determined by the board of directors.

SECTION 4. Maintenance of editorial standards of the Society shall be under the direction of an editorial board consisting of an editor-in-chief; an editor; and such other persons as are necessary to accomplish editorial responsibility promptly. The editor-in-chief and journal editors shall be nominated by the president following an open call for volunteers for this position published in the official newsletter of the society, and confirmed by the board of directors. The appointments shall be for a 3-year period and may be renewed once but not twice without an intervening 3-year period. The appointments may be terminated at any time by two-thirds majority vote of the entire voting members of the board of directors. The appointment, term, and renewal process for journal editorial board members must be ratified by the board of directors.

SECTION 5. Where publications other than *Soil Science Society of America Journal* are concerned, the editor-in-chief shall have the option of recommending to the president the appointment of one or more temporary editors for work on a particular project.

Article XII. 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. Persons appointed to Society committees must be members of the Society unless exception is approved by the president.

SECTION 2. The standing committees of

SSSA shall be those authorized in the bylaws. The composition of the standing committees shall be determined by the executive committee in consultation with the board of directors. Where not described in the bylaws, the composition, membership, function, and activities of committees will be publicly available in the Manual on Committees which will be maintained at SSSA headquarters. The standing committees of SSSA shall consist of the following:

- a. Soil Science Society of America Executive Committee
- b. Budget and Finance Committee
- c. Organization, Policy, and Bylaws Committee
- d. Society Nominations Committee
- e. General Awards Committee
- f. *Soil Science Society of America Journal* Editorial Board

SECTION 3. Special committees and representatives of the society to other organizations may be appointed as needed. The president shall make these appointments.

Article XIII. Amendments

SECTION 1. One hundred or more voting members of the Society may propose amendments to these bylaws. Such amendments shall be referred to the organization, policy, and bylaws committee for analysis and recommendations. After reviewing the analysis and recommendations, the board of directors shall authorize the chief executive officer to provide the proposed amendments, together with analyses, recommendations, and a ballot, to all voting members of the Society.

SECTION 2. The organization, policy, and bylaws committee and the board of directors also may propose amendments to these bylaws. After the board of directors has approved the proposed amendments, the board shall authorize the chief executive officer to provide the proposed amendments, together with analyses, recommendations, and a ballot, to all voting members of the Society.

SECTION 3. Unless specified otherwise at the time amendments are provided to voting members, all amendments shall be effective as soon as the ballots are counted and certified by the president and shall remain in effect until changed as herein provided. The Society membership shall be notified of approved amendments.

Article XIV. Balloting Procedures

SECTION 1. In all matters except changes of bylaws, submitted to voting members for decision by ballot, the issue shall be decided by the majority vote of individuals whose ballots are received in the office of the chief executive officer within 60 days, or some other length of time as set by the board of directors but not less than 30 days, from the date on which the ballots are provided to the voting members of record. In changes of bylaws submitted to voting members for decision by ballot, the changes shall be decided by a two-thirds majority of individuals whose ballots are received.

SECTION 2. Majority votes on issues other than bylaw changes submitted to the Society for decision shall be binding for a period of 1 year beginning with the day following the final date for receipt of ballots by the chief executive officer. During this year, the board of directors may resubmit the issue for a new vote, but they shall not take action contrary to the results of the most recent majority vote.

SECTION 3. Results of opinion polls shall not be binding on the board of directors. Such issues shall be clearly designated as opinion polls, for advisory purposes only, and the closing date for receipt of ballots may be established as desired by the board of directors.

SECTION 4. In all cases of balloting the president of the Society shall approve the content of the ballots and shall certify the results of the balloting.

SECTION 5. The general procedure for all ballots involving the regular election of officers shall be as follows:

- a. Nominations committees shall select nominees for offices as charged by the president and shall establish the willingness of their nominees to serve, if elected.
- b. The list of nominees shall be made available to the chair of the Society nominations committee.
- c. The chair of the Society nominations committee shall compile a complete list of all nominees for offices for the year in question and shall submit this list to the president for certification.
- d. The chief executive officer shall receive the approved list of candidates in sufficient time to conduct the election in accordance with the timeframe outlined in Article XIV

Section 1.

- e. A ballot containing the names of candidates for offices shall be issued to eligible voting members in accordance with the timeframe outlined in Article XIV Section 1.
- f. All ballots which have been properly completed and received in the headquarters office by the chief executive officer within the timeframe outlined in Article XIV Section 1, shall be counted by the chief executive officer.
- g. Ballots shall be counted within 2 weeks of the final date set for their receipt unless an extension is approved by the president.
- h. The winning candidate shall be the one who receives the greatest number of votes on valid ballots without regard to the number of ballots returned. In the event of a tie, the President shall determine the winning candidate through negotiation with the candidates. If one of the candidates is not willing to withdraw, the Executive Committee shall determine the winning candidate.
- i. A member may vote in Society elections and for bylaws revisions as specified in these bylaws
- j. The president shall certify the results of all ballots.

Article XV. 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.

