



# Policy File

Updated: 14 April 2017 by Suzi Kerr and Bob Farquharson  
**Table of Contents**

1. About this policy file.....	3
2. Origins of Society .....	3
2.1 Society Incorporation.....	3
2.2 Public Officer .....	4
3. Society membership.....	4
3.1 Distinguished Fellows.....	5
3.1.1 Distinguished Fellows Lecture.....	5
3.1.2 Keith Campbell address.....	5
4. Branches .....	5
4.1 Financial matters .....	5
4.2 Formation of New Zealand branch .....	6
5. Annual Conference.....	6
5.1 Invitation to host Annual Conference .....	6
5.2 Financial matters related to Annual Conference .....	6

5.3	Conference LOCs .....	7
5.4	Invited speakers .....	8
5.5	Program of invited speakers .....	8
5.6	Pre-conference workshops .....	8
5.7	Annual general meeting .....	9
5.8	Conference proceedings .....	9
5.9	Conference organisation .....	9
5.10	Selected papers .....	10
5.11	Contributed paper sessions .....	10
5.12	Trade displays .....	10
5.13	Heading East-Heading West Award .....	10
5.14	Heading North-Heading South Awards .....	10
5.15	Crawford Fund Awards .....	11
5.16	Annual Symposium .....	11
6.	Participation of AARES in AAEA Conferences and AAEA in AARES conferences .....	11
7.	Financial matters for annual conference and symposium .....	11
8.	Financial control .....	12
8.1	Honoraria .....	12
8.2	Annual General Meeting .....	12
8.3	Signatories of Society bank accounts .....	12
8.4	Financial delegations .....	12
8.5	Society bank accounts .....	13
8.6	Web advertising .....	13
8.7	Treasurer's reports .....	13
8.8	Investment Management Committee .....	13
9.	Secretary's activities .....	14
9.1	Agendas for meetings .....	14
9.2	Society meetings .....	14
9.3	AARES calendar .....	14
9.4	AARES Branch items .....	14
10.	Election of President Elect .....	15
11.	Manager, Promotion and Development responsibilities .....	15
11.1	Sponsorship .....	15
11.2	Surveys .....	16
12.	Council .....	16
12.1	Council meetings .....	16
12.2	Executive travel to council meetings .....	16
12.3	Presidential Travel .....	16
13.	IAAE .....	17
13.1	Travel grants .....	17
14.	Journal .....	18
15.	Newsletter .....	19
16.	Prizes .....	19
16.1	Masters Research prize .....	20
16.2	PhD Research .....	20
16.3	Undergraduate prizes .....	21
16.4	First-Time Presenter's prize .....	21
16.5	Donna Brennan Prize .....	21
16.6	Roley Piggott Memorial Travel Award .....	22
17.	AARES Office Manager .....	22
18.	World Conference of Environmental and Resource Economists .....	22
19.	Project Management .....	23
20.	Updated .....	24

---

## 1. About this policy file

This is the AARES policy file. It consists of:

- A list of policies and decisions of Council Meetings and Annual General Meetings (AGM) which have not subsequently been rendered redundant or obsolete; and
- A number of appendices showing information about prizes and awards and other useful documents.

This document is not fully comprehensive. Other documents which form part of AARES policy are:

- The Constitution (latest version is shown on the Society's web page);
- The Conference Handbook which incorporates many procedures and decisions pertinent to organisation of the Annual Conference; and
- The AARES Calendar.

In addition, detailed financial policy decisions are commonly made each year in response to recommendations of the Federal Treasurer. Only seemingly fundamental and enduring policy decisions related to Conference and financial management are listed here.

The source of each policy item is provided. Usually it is the minutes of a council meeting or AGM. In some cases it is given as "DP", which means that in updating the policy file in 2002, David Pannell described the accepted policy or common practice of the Society.

This policy file should be updated annually, soon after the conference/AGM, including all changes arising from decisions made in the previous calendar year (which should all be minuted by then). AARES policy is that this should be done by the new President-Elect.

## 2. Origins of Society

A meeting held in Sydney in 1957 endorsed the formation of a society to be known as the Australian Agricultural Economics Society, moved by P.C. Druce, seconded by D.B. Williams [Verbatim Report of Conference of Agricultural Economists 21/2/57].

The Society was incorporated under the Victorian Associations Incorporation Act, 1981 on 28 April 1989 [Council 24/5/89].

### 2.1 Society Incorporation

The Society was incorporated under the Associations Incorporation Act, Victoria 1981 and has operated beyond the limits of that legislation for a long time. As a nationally operating body, the Society applied for registration under the Corporations Act (Australia) 2001. From 1 July 2012, tax exempt charities are likely to be affected by new measures introduced in the 2011-12 Commonwealth budget and the establishment of a Not-For-Profit Commission to regulate these bodies [Council 6/02/2012]. A set of four motions put to the 2012 AGM in Fremantle to change the Constitution were approved [AGM 9/02/12]. It is expected that branch accounts will need to be audited and GST, accounting, and banking functions will be consolidated as a result of these changes.

New bank accounts are being established for all regions. Funds have accumulated in the old account while the new accounts are established. The Society's 2014 accounts will incorporate the activities and assets of branches in a consolidated list. All branch BAS and GST will be managed through the Society's office [Council 04/07/14].

The 2012 AGM voted in favour of registering the Society as a Registered Australian Body under Part 5B.2 of the Corporations Act 2001. Therefore changes to sections 50 and 52 of the Constitution are required [AGM 9/02/12].

The Society is currently structured to meet all Not-For-Profit requirements [Council 04/07/14].

## **2.2 Public Officer**

Constitutional changes approved at the 2012 AGM required the name and responsibilities of the "Public Officer" who has operated under the Associations Incorporation Act of Victoria 1981 to be renamed "Company Secretary". This required changes to sections 18 and 49 of the Constitution [AGM 9/02/12].

## **3. Society membership**

That the Society offer multiple-year membership subscriptions [7/2/05].

Council noted that any contact with members should include appropriate reminders for informing the Society of any change in their contact details [Council 31/5/02].

In principle, membership fees should be maintained in real terms exclusive of GST [Council 30/5/03].

New members should receive a letter of welcome from the President, and be advised that the constitution is available on the AARES web page [DP, 3/10/01, adapted from Council 18/5/88, also Council 12/5/00]. Copies of letters used in 2001 are included in Appendix F.

Fees for emeritus membership be set at the level equivalent to student membership [Council 11/11/75].

Council agreed that the Society should move towards members being able to subscribe on the net [Council 31/5/02].

Members joining in the last quarter of the year shall have their following year membership included [Council 14/10/2016].

### **3.1 Distinguished Fellows**

The Nominations Committee (for Distinguished Fellows and Distinguished Life Members) consists of four members as outlined, along with procedures, in Appendix D.

#### **3.1.1 Distinguished Fellows Lecture**

The Alan Lloyd Fellowship Fund (see Appendix G) was re-designated as the “Distinguished Fellows Fund” [Council 18/9/02] to be used to bring a high profile speaker to the Annual Conference to present an address named in honour of one of the Society’s Distinguished Fellows. The “Distinguished Fellows Lecture” will replace the “Alan Lloyd Address”. The recipient of the award will be known as the “Distinguished Fellows Lecturer” rather than the ‘Alan Lloyd Fellow’, (see Appendix H for the Rules of the Lectureship and funding).

#### **3.1.2 Keith Campbell address**

It was agreed at the 2013 AGM that the Distinguished Fellows Address be renamed the Keith Campbell address for a period of three years after which another Distinguished Fellow’s name would be chosen [AGM 7/02/13].

## **4. Branches**

### **4.1 Financial matters**

The Constitutional changes approved at the 2012 AGM required changes to Branch auditing obligations so a change to section 45 of the Constitution was required. The audit needs to be carried out by the same Auditor appointed by Council [AGM 9/02/12].

Also as part of the Constitutional changes, all payments made by Branches must be authorised by at least two members appointed by the Branch [AGM 9/02/12].

Branch payments were increased to run branch activities and attract new members by making a base contribution of \$850 plus \$20 for each financial member, a total allocation of around \$10,000 per year [Council 28/05/12].

Branch registrations for GST will be withdrawn and a single Business Activity Statement lodged for all of the Society’s transactions. Branches will need to provide information quarterly to the Office Manager for preparation of the BAS and GST reporting [Council 4/02/2012].

Ex post requests for funding assistance for Branch activities will be rejected automatically [Council 22/8/86].

Branch grants should not be paid until the Federal Secretary has received an annual report from the Branch due by December 15 each year [7/5/04, 6/10/04].

That the Society set the Branch Grant to the North American Branch in proportion to the ratio of the North American membership subscription in Australian dollars to the American membership subscription [Council 4/10/01].

The Western Australia branch proposed to establish the Henry Schapper Fellowship with a value of \$2,000 per annum to encourage a researcher to present a seminar in Perth [Council 4/02/2013].

#### **4.2 Formation of New Zealand branch**

The constitution creates the opportunity for the formation of Branches and the New Zealand Agricultural Economics Society, Incorporated was formed as a Branch of AARES. Subsequently, NZARES which has membership which includes both members as well as non-members of AARES resident in New Zealand, was formed. Council accepted that NZARES subsume the role of the New Zealand Branch of AARES, which will have no separate existence from NZARES [Council 13/9/93].

The Council representative from NZARES must always be a member of AARES [Council 13/9/93].

Following the constitutional changes approved at the 2012 AGM, NZARES confirmed that they wanted to stay as a separate organisation but continue the existing close relationship with AARES [Council 6/02/12].

Council agreed to support the President's attendance at NZARES conference up to the amount of \$4,000 [Council 28/05/12, superseding a previous Council decision 12/08/12].

### **5. Annual Conference**

#### **5.1 Invitation to host Annual Conference**

Council should call for invitations to host the annual conference by the October meeting two years prior to the conference. Council should then choose between the offers [AGM 6/2/69]. (A response to a complaint re the predetermined rotational basis for allocation of annual conferences, whereby Sydney, Canberra and Melbourne formed the core).

#### **5.2 Financial matters related to Annual Conference**

At both the Annual Conference and the Annual Symposium, the fee charged to nonmembers who register should be greater than the fee for members by an amount equal to the cost of membership, and non-members should automatically become members, unless they request otherwise [Council 11/9/98].

The conference brochure and program booklet should explain that non-member registrants become members [Council 22/1/99] but provide the opportunity to decline membership if that is their wish.

Registration fees should in future be discounted by 50% for student members. [Council 5/2/86].

Student concessional rates for the annual conference and symposia registration be extended to emeritus members [Council 12/2/02].

That the previous practice of sharing sponsorship between Council and the Local Organizing Committee (LOC) be cancelled [Council 31/8/00].

Profits from symposia and conferences should be shared equally by the Society and the host branch up to \$10,000 each for the Annual Symposium and the Annual Conference. That is, if profits are no greater than \$20,000 for the Symposium or Conference, the profits are shared equally between the Society and the host branch. Additional profits go to the Society [Council 19/05/10].

Where the Society holds a conference with others (including NZARES) that the sharing of the cash surplus be by negotiation [Council 31/8/00].

To obtain the membership discount for the AARES Annual Conference the delegate must be a financial member of AARES for the previous calendar year at the time of registration [Council 21/9/05].

Distinguished Life Members and Distinguished Fellows to be honoured at the Annual Conference dinner will be offered a basic package comprising (a) complimentary registration, (b) one night's accommodation, and (c) two dinner tickets. Support for travel expenses is subject to the President's discretion and will only be made available in special circumstances [Ross Kingwell, Pres 3-11-09, updating Duncan's 28/11/02 determination].

Any funds advanced from Federal Council to an annual conference or symposium LOC must be repaid to the Federal Council at the end of the symposium. Thus, it should not appear in the budget as a grant [Council 8/2/08].

AARES may create a bulk membership arrangement with appropriate institutions on terms subject to negotiation with the AARES treasurer [Council 12/08/11].

### **5.3 Conference LOCs**

Conference LOCs should aim to make a surplus at the expected attendance [Council 5/5/05].

There should be no formal payment arrangement for members of the LOC and the chairman of each LOC is expected to use good judgement in looking after LOC members [Council 16/9/91]. For example, the chair of the LOC may choose to grant complimentary registration at the conference for hardworking LOC members whose employers will not pay for them to attend the conference. Attendance at the conference dinner may also be used to reward particular LOC members who would otherwise have to pay for themselves to attend [DP 3/10/01].

Conference LOCs, at the discretion of the Chair, should be able to offer a reasonable number (up to the equivalent of five complimentary full registrations to the conference,

including social events) to LOC members in return for their efforts in helping to organise the Conference [Council 4/02/13].

The Chair of the LOC should be an AARES member [Council 14/9/06].

The Conference LOC is responsible for keeping the Conference Handbook updated [Council 24/5/07].

#### **5.4 Invited speakers**

There is no standard rate of financial assistance to invited speakers at the AARES Conference. The amount of assistance is the subject of negotiation between the President Elect and the speaker, prior to the invitation being finalised. As a guideline, invited speakers will be provided with an economy-class return airfare, accommodation for the duration of the conference, free registration and a conference dinner ticket [Council 30/5/03; 24/5/07]. It is not AARES practice to offer support for business class travel nor to provide an honorarium in addition to travel, accommodation, conference dinner and registration support [Council 5/19/10]. The costs of invited speakers are to be met from within the conference budget [DP 3/10/01].

Invited speakers to the main conference who are non-members should be granted complimentary membership of the Society for the calendar year in which they attended the conference [DP 3/10/01] based on a previous resolution of Council [4/10/89] that all non-member conference delegates from overseas should be made honorary members of the Society for the calendar year in which they attended the conference.

#### **5.5 Program of invited speakers**

The President Elect is responsible for organising the program of invited speakers at the Annual Conference. [Council 21/1/97 and AGM 1997]. Collaboration with the LOC over this is desirable.

The President Elect should request invited speakers that they submit their invited paper for consideration for publication by the Australian Journal of Agricultural and Resource Economics [DP 3/10/01, adapted from an earlier Council resolution that this should be a condition of the invitation].

#### **5.6 Pre-conference workshops**

It is up to the organisers of pre-conference workshops and Annual Symposia to decide whether they offer a year of free membership of AARES to their invited speakers who are not already members. If they do, this free membership should be paid for out of the workshop or symposium budget [Council 15/2/02].

If requested, the Council will agree to underwrite meritorious proposals for pre- or post-conference workshops up to \$2,500 [Council 21/1/98].

It may be desirable to set high fees for attendance at the pre-conference workshops for those attendees who do not attend the full conference [Council 22/1/00].



## **5.7 Annual general meeting**

In programming the AGM at the Annual conference, should allow for meetings of up to 2 hours duration [DP 4/1/02 based on AGM, 9/2/94].

## **5.8 Conference proceedings**

It was decided that a conference CD would no longer be produced but an electronic version of all papers would be available to conference participants as soon as possible [Council 1/9/03].

From 2007 onwards, all conference papers should be made available through AgEcon Search [Council 24/5/07].

From the 2012 conference in Fremantle, all Powerpoint presentations will be saved and, with the permission of authors, forwarded to AgEcon Search for inclusion in their database. Presenters have the option of updating their presentations immediately after the conference before inclusion in the AgEcon Search database [Council 10/02/12].

Council agreed to scan 21,000 pages of old conference papers currently stored on microfiche in order to upload them to the AgEcon Search database [Council 10/10/2012].

## **5.9 Conference organisation**

The annual conference should be held in the first or second week of February [Council 31/8/00, AGM, 2001].

It is preferred that the conference should both begin and end with plenary sessions, to allow conference opening and closure to occur smoothly [Council 12/5/00].

Council agreed to form a conference papers committee, separate from the LOC, on which members can serve for 2-3 years, to manage the conference papers, including allocation of papers into streams [Council 8/02/13].

Council agreed to develop a set of guidelines to be included in the Conference Handbook for the assistance of MCs and dinner speakers to account for the sensitivities of guests attending the dinner and other events [Council 8/02/12].

Council agreed that an AAEA member should be invited to join the LOCs of AARES Conferences and Symposia [Council 31/5/02].

It was agreed that the decision of having a Papers Room be left to the LOC of the conference, but that the Society should move towards electronic submission of papers on the web prior to the conference [Council 31/5/02].

Council should ensure that the future sequence of conferences is established including the pending conference and two subsequent ones. To host a conference, Council requires a formal bid setting out possible venue, funding options, draft budget, and LOC membership submitted well in advance of the proposed conference date.

Council was urged to adopt strategic behaviour with respect to choice of conference venue considering likely sponsorship opportunities. This could be linked with sponsorship for workshops and symposia with associated attendance benefits [Council 07/02/14].

Council agreed to collaborate with like-minded organisations in coordinating conferences, symposia and other activities [Council 14/9/06].

#### **5.10 Selected papers**

Council agreed to consider the option that authors submit Conference papers which would be refereed and presented as Selected Papers. This would benefit those authors who may need to justify their attendance at the conference by presenting a peer-reviewed paper to satisfy their conditions of employment [Council 28/05/12].

#### **5.11 Contributed paper sessions**

Council agreed to trial six parallel contributed paper sessions at the 2014 conference and encourage more poster presentations [Council 10/10/12].

Contributed paper presenters should be notified that their paper will be withdrawn if they have not registered two weeks prior to the conference [Council 15/2/02].

Council agreed to impose a financial penalty on delegates withdrawing contributed papers close to the conference. There would be penalty rate of 20 percent of the registration fee imposed on papers withdrawn less than three weeks before the conference, rising to 50 percent of the registration for papers withdrawn within one week of the start of the conference [Council 8/02/12].

#### **5.12 Trade displays**

The publishers of the Society's Journal should be invited to present a trade display at AARES conferences and symposia [Council 31/5/02].

#### **5.13 Heading East-Heading West Award**

That the Heading East-Heading West Award (Appendix M and N1) be accepted [Council 25/05/06; Updated Council 19/5/10].

#### **5.14 Heading North-Heading South Awards**

That the Heading North-Heading South Awards (Appendix N and N1) be accepted [25/05/06; updated Council 19/5/10].

The AAEA Trust agreed to contribute \$US2,500 for one year to support the Travelling North/Travelling South awards and then review the application [submitted by the North America Branch] over each of the following four years. Council agreed to allocate \$1,500 to the Travelling North award in 2012 and the same amount to the Travelling North award in 2013. Council approved this level of commitment for five years [Council 6/02/12].

## **5.15 Crawford Fund Awards**

That the Crawford Fund Award (Appendix P) be accepted [Council 14/10/2016].

The Crawford Fund collaborates with AARES to sponsor media activities at the annual AARES conference and AARES sponsors one or more young scholars to attend the annual Crawford Fund conference. Council agreed to allocate \$2,000 per scholar and applications be called for and assessed on a competitive basis.

## **5.16 Annual Symposium**

To host a symposium, Council requires a formal bid setting out possible venue, funding options, draft program and budget, and convenor submitted sufficiently in advance of the proposed conference date to facilitate consideration by Council.

Following the North American Branch development of a Section of AAEA there is a need to formalise arrangements for participation of AARES in AAEA Conferences and AAEA in AARES Conferences. Council agreed that the current AARES President-Elect take responsibility for managing the participation of AAEA in the forthcoming AARES Conference, in managing the AAEA session, and in organising participation of the AAEA President in the AARES Conference. Council also agreed that the current AARES President will be responsible for organising the AARES session at the AAEA Conference and will report on the content of the session at the February Incoming Council meeting. Council also agreed that the AARES Secretary contacts the AAEA Secretary after the February AARES Conference regarding proposed content at the AAEA Conference [Council 07/05/2015].

### **6. Participation of AARES in AAEA Conferences and AAEA in AARES conferences**

Following the North American Branch development of a Section of AAEA there is a need to formalise arrangements for participation of AARES in AAEA Conferences and AAEA in AARES Conferences. Council agreed that the current AARES President-Elect take responsibility for managing the participation of AAEA in the forthcoming AARES Conference, in managing the AAEA session, and in organising participation of the AAEA President in the AARES Conference. Council also agreed that the current AARES President will be responsible for organising the AARES session at the AAEA Conference and will report on the content of the session at the February Incoming Council meeting. Council also agreed that the AARES Secretary contacts the AAEA Secretary after the February AARES Conference regarding proposed content at the AAEA Conference [Council 07/05/2015].

### **7. Financial matters for annual conference and symposium**

It was decided that there should be a penalty charge for late withdrawals of registration for annual conferences and symposia [Council 15/2/02, updated Council 9/05/13].

Organisers of the Annual Symposium should aim to make a profit at the expected attendance [Council 15/02/02, Updated Council 19/5/10].

Concessional rates for the annual conference and symposia registration be extended to emeritus members and students [Council 12/2/02].

Organisers of pre-conference workshops and Annual Symposia may offer a year of AARES membership to their invited speakers who are not already members. If they

do, this membership fee should be paid for out of the workshop or symposium budget [Council 15/2/02].

## **8. Financial control**

Section 44 of the Constitution required the Society to make all payments by cheque while in practice all financial transactions are done by electronic banking. Section 44 was amended to allow payments by or on behalf of the Society to be made by electronic funds transfer as well as by cheque. Payments and transfers exceeding \$5,000 made by the Central Office Manager must have at least two electronic authorisations or signatures [AGM 9/02/12].

### **8.1 Honoraria**

Honoraria are only paid to AARES Federal Council office bearers (President, Secretary, Treasurer, Manager of Promotion and Development) [Council 13/2/07; 16/2/07; 5/2/08]. Honoraria are to compensate for incidental and unspecified expenses incurred during the performance of their honorary AARES activities [Council 7/2/05]. The Honoraria shall be \$500 per annum [Council 12/2/02] or such other amount as Council may determine from time to time [Council 13/2/07]. Honoraria are to be paid in arrears [Council 13/2/07].

### **8.2 Annual General Meeting**

Audited financial statements will be presented to the Annual General Meeting and subsequently made available to members on the website.

### **8.3 Signatories of Society bank accounts**

The signatories to all accounts held by the Society comprise as appropriate the President, Immediate Past President, President-Elect, Treasurer, Office Manager, ACT Branch Councilor and Public Officer [Council 10/2/06, updated Council 12/08/11]. The position of Public Officer was replaced with Company Secretary by the Constitutional changes approved at the 2012 AGM [AGM 9/02/12].

### **8.4 Financial delegations**

To aid transparency and accountability of our expenditures, the following delegations are agreed:

- Expenditures up to \$500 to be approved by the President OR Treasurer; and
- Expenditures over \$500 and up to \$2,500 to be approved by the President AND Treasurer.

Expenditures over \$2,500 are required to be approved by the majority of Council.

Reports of expenditures approved outside of Council meetings should be made at the next Council meeting, giving details of the amount paid, who to, and reason for payment [Council 21/9/05].

## **8.5 Society bank accounts**

Council approves in principle the idea of placing short term cash balances in a range of short term deposits, including selected cash management trusts [Council 3/5/82].

The Treasurer is to be the sole signatory for short term cash investment alternatives and he (or she) advise Council Executive of all transactions as they occur [Council 9/10/83].

Reinvestment of fixed term deposits should be with the same institution, either a Term Deposit or a Commercial Bill, and that the Treasurer obtains the best rate at the time within these guidelines [Council 11/2/03].

## **8.6 Web advertising**

Web advertising charges are to be reduced to \$50 [Council 6/10/04].

## **8.7 Treasurer's reports**

The Treasurer will prepare full accrual accounts on a financial year ending September basis [Council 24/5/07].

The audited version of the Society's financial statements will be scanned and put on the web [Council 24/5/07].

Reports from the Treasurer are to separate Journal and Central Office expenses [Council 6/10/04]. The Treasurer provides an itemised expenses report to each Council meeting and the AGM in future [Council 5/5/05].

At the start of each financial year, the Treasurer will prepare a budget for approval by the Council. Expenditures must be made within budget or within an agreed variation to the budget, previously approved by Council [Council 21/9/05].

## **8.8 Investment Management Committee**

Membership of the AARES Investment Management Committee must be approved by Council at its May meeting each year. Members of the Investment Management Committee shall be appointed or removed by Council and shall comprise the Society's treasurer and at least three other members who may have skills in investment. Investment committee members will be appointed for a period of twelve months, with the possibility of an extension, with the exception of the chair who would normally be expected to serve a three-year term before being replaced. The Investment Management Committee will propose its nominee for chair prior to the May meeting of Council for confirmation by Council. All committee members must meet the ASIC requirements for company directors. The Society shall purchase and maintain professional indemnity insurance for all members of the committee. Committee members must notify the Committee Chair of any conflict of interest with respect to investment decisions.

Up to date reports on the standing of the Society's investments will be included in each financial report by the treasurer to Council meetings. A statement on the performance of the Society's managed investments will be included with the audited

financial accounts presented to the Annual General Meeting. The value of the Society's managed investments at balance date will be identified and included as part of the annual statement of financial position, to be audited annually by the Society's Accountant or Auditor.

All cheques, drafts, notes, bonds, bills of exchange, orders or Electronic Funds Transfers (EFTs) for the purchase of shares, bonds, or other investments by the Society under \$5,000 must be signed by any one of the following individuals: the Treasurer, AARES Office Manager, or Investment Management Committee chair or his or her delegate. Any instrument over \$5,000 requires two signatures from those named above. For amounts over \$25,000 one of the two signatures must be the Treasurer's and the other must be the Chair of the Investment Management Committee or his or her delegate.

Withdrawals from the investment account require two signatures. One of these must be the Treasurer or Chair of the Investment Management Committee or his or her delegate. [Council 08/10/15].

## **9. Secretary's activities**

### **9.1 Agendas for meetings**

The setting of honoraria for office bearers be made an item of business for the May Meeting [Council 9/10/83].

Agendas for Council Meetings are to be circulated to Branch Secretaries and Councillors [Council 27/5/83].

### **9.2 Society meetings**

Branch Secretaries, and those Councillors attending Meetings, are to receive copies of the Minutes of Meetings, and Councillors not in attendance are to receive a copy of the Minutes together with a copy of all Reports tabled at the Meetings [Council 27/5/83].

Decisions of Council or the AGM with enduring relevance for AARES policy should be highlighted in the minutes with the indicator "FOR POLICY FILE" and later included in this Policy File [DP 4/1/02].

### **9.3 AARES calendar**

The Secretary maintains the AARES Calendar and is responsible for ensuring that it is followed [DP 4/1/02].

### **9.4 AARES Branch items**

The Secretary should send a checklist of instructions to Branch Secretaries each year [Council 11/9/98].

Information that is sent to Branch Secretaries should also be sent to Branch Councillors [Council 22/1/99].

## **10. Election of President Elect**

Points agreed at the 1994 AGM:

- The voting outcome should be reported to the AGM or another Society meeting, but the actual voting numbers should remain confidential to the Returning Officer; and
- The electoral system should be preferential.

The following wording should be used on ballot papers for President Elect [where there are two candidates]: "Please place a one (1) in the box of your most preferred candidate, a two (2) for your second preference. Marking only one box will imply a first preference." [Council October 1995].

A tick, cross or any other marks (including any number) in one box [only] will be accepted as indicating a first preference. The same mark in two boxes will be considered invalid. A non-numerical mark in more than one box will be considered an invalid vote [Council October 1995].

Voting instructions should be included on a separate sheet [to the ballot paper]. Ballot papers will be initialled on the back and stamped with an identifying stamp. Votes will be returned to the Federal Secretary, care of the Central Office [Council October 1995].

The President will appoint two scrutineers in consultation with the candidates. [Council October 1995]. (In practice, candidates have been offered the option of nominating a scrutineer each.)

Votes will be counted as soon as possible after the closing date for returns. Candidates will be advised of the outcome (immediately) after the counting of votes and the results of the election will be officially announced at the AGM [Council October 1995].

The President Elect ballot papers will be disposed of by the Secretary following the AGM [Council 5/5/05].

## **11. Manager, Promotion and Development responsibilities**

The priority focus of the Manager, Promotion and Development should be increasing membership [Council 11/5/98].

The Manager, Promotion and Development should liaise with the Web Development Committee [Council 13/2/07].

### **11.1 Sponsorship**

Gaining sponsorship for the conference should be the role of the Manager, Promotion and Development. Council agreed that this should be the case as continuity in seeking long-term sponsors would be useful, especially for sponsorship of the IAAE 2006 in Brisbane. The importance of gaining feedback from sponsors after each event was noted [Council 31/5/02].



After each Conference, the sponsors of that Conference should be sent a Report on the Conference and letter of thanks [7/5/04, 6/10/04].

## **11.2 Surveys**

The Manager, Promotion and Development check that the LOC has surveyed Conference attendees about their views on the Conference [7/5/04].

## **12. Council**

### **12.1 Council meetings**

There will be two Meetings of Council, in addition to those immediately before and after the Annual Conference, each year [Council 27/5/83]. Typically, the meetings are held in May and September, but may be moved at the convenience of Council members. The location of meetings is not specified, but it may be useful for the May meeting to be in the Location of the next Conference, allowing a meeting with the LOC and an inspection of the Conference venue. The September meeting may be timed and located to coincide with the Annual Symposium.

Use of teleconferencing for within-year council meetings was used experimentally in 1994. The process was judged not totally satisfactory. It was concluded that as many councillors as possible should meet face to face, with others reached by phone as necessary [AGM 15/2/95]. During 2011 and 2012, both the May and October Council meetings were conducted by video-teleconference. President John Quiggin noted that these meetings had been successful and recommended that the practice be continued [Council 6/02/12].

### **12.2 Executive travel to council meetings**

An advance of funds is available to LOCs to meet expenses involved in organising the conference prior to the receipt of registration fees. Size of the advance is to be negotiated with Council.

All Council members are required to seek funding to cover their costs of attending Council meetings. Branch Councilors should be funded at the discretion of their branches. In the absence of other funding the President will be provided with funding to cover economy travel, reasonable accommodation and other expenses. Approval of funding for other Executive Council members will be given collectively at the discretion of the President and Treasurer [Council 5/5/05].

### **12.3 Presidential Travel**

The Society's President may be invited to attend international conferences in the role of President and it is expected that in those cases the President would fund their own travel in conjunction with the host organisation.

The Society has a long-standing arrangement with NZARES for the President to deliver a keynote address at the annual conference, and an AARES organised session is now a regular feature of the program at the annual meetings of AAEA, although it is not essential for the President to be involved in that event. These two



activities should be regarded as part of the travel commitment expected of the President during their term of office.

In the past, travel funds have been available from the Society in a limited number of cases where the President has travelled widely at their own expense during their presidential term. If the President has a need for travel support then a proposal stating the benefits of the intended travel and associated costs should be presented to Council well in advance of travel. Council will need to determine the merits of the case and the available budget. Funds, if available, may be limited by Council to funding a part of trip rather than a full trip.

The Society normally expects Presidential candidates to have their own funding available to attend Council meetings during their term of office, given that the two mid-year Council meetings are now mostly held by video-conference for members who cannot attend in person from a location convenient to the President. Special consideration might be given to support travel to Council meetings for a President who resides permanently outside Australia during their three-year commitment as President-Elect, President, and Past-President [Council 04/02/2014].

### **13. IAAE**

#### **13.1 Travel grants**

Commitment to assist travel of members to IAAE triennial conferences adopted [AGM 19/2/70].

For the award of the Society's IAAE travel grants, the Council has endorsed the following criteria, which have applied previously:

- Preference will be given to those not otherwise able to attend the meeting. It is a condition of the awards that those who receive them will participate in any group travel arrangements sponsored by the Society;
- Weight will be given to those who, by virtue of their position in academic circles, government, semi-government organisations, industry bodies, or the communications field will be able to pass on their experience to a reasonable number of the profession;
- In a belief that an important consideration in making the grants is to enable professional contacts to be made with overseas representatives of the profession, weight will be given to those who have not recently had the benefit of such contacts in their normal careers;
- Weight will be given to those working directly in the field of agricultural (or resource or environmental) economics - whether in teaching, research or in a practical way - and some account will be taken of their contribution in this sense;
- Due weight will be paid to youth. Some consideration may be given to contributions to and efforts on behalf of the Society in the past [Council 3/5/91];

- Preference for travel grants (to IAAE conferences) should be given to members who have submitted a contributed paper and that a copy of the abstract should be forwarded to the AAES President or Council [Council 16/9/91]; and
- The IAAE Travel Awards Committee will comprise the North American Branch President, the NZARES President, the AARES President, and the AARES liaison person with IAAE [Council 26/8/08, Updated Council 19/5/10].

Appendix A includes a letter used to invite applications for the IAAE award in 2000.

#### **14. Journal**

The Society should publish its own Journal in future [Executive Committee 24/7/57].

Council approved a statement about roles and responsibilities of Editorial Board Members at its May 2013 meeting [Editors' Report, Council 8/05/13].

A copy of the Roles and Responsibilities of Editorial Board members is included in Appendix P.

Author guidelines were reviewed in 2011 to simplify them and to align the consent form with other journals published by Wiley. It now includes information on the data storage policy and prior publication. The introduction of Crosscheck to test article originality has revealed a large number of manuscripts with common content to other papers, issues involve breach of copyright, non-inclusion of co-authors on earlier works, and impact on the Journal's reputation [Editors' Report [Council 6/02/12].

The Society agreed to accept the revised Copyright Transfer Agreement which Wiley Blackwell proposed to use in place of the current Exclusive Licence Form [Council 28/05/2012].

Wiley Blackwell suggested the Society consider joining their On-Line Open scheme by which a payment of \$US3,000 per article, by authors, their institution, or their funding agency would make papers published in AJARE immediately available online to non-subscribers. Council did not accept this offer [Council 28/05/2012].

AJARE encourages authors to make supporting information which can include additional images, simulations, videos, audio tracks, or data available to other researchers. AJARE has introduced on-line video abstracts as a new way of raising the profile of Journal articles [Editors' Report, Council 10/10/2012].

Council agreed to introduce a new author disclosure policy that requires authors to disclose any conflict of interest [Editors' Report, Council 10/10/2012].

A reminder letter to Editors that they need to identify Journal article winners should be sent at the time the Secretary sends letters to Branch Secretaries concerning undergraduate prizes [Council 10/5/93].

Council decided to proceed with the suggestion that a book review section be included in the Journal [Council 15/2/61].

It (is) clearly the case that the Book Review Editor (is) subservient to the Editors [Council 16/9/91].

The Society should keep all material related to manuscripts submitted for two years from the decision on their fate [Council 10/5/93].

The Society's policy is that any obituaries included in the Journal should be placed immediately before the book reviews [Council 31/8/00].

People should be encouraged to write death notices for News and Views but that deceased Distinguished Fellows and Life Members of the Society should automatically be given obituaries in the Journal, and that discretion should be exercised for including obituaries in the Journal for other members [Council 15/2/02].

The Editors of AJARE may seek advice from the Distinguished Fellows Selection Committee about whether an obituary should appear in AJARE for any member of AARES who is not a Distinguished Fellow [Council 13/2/04].

A good journal article would not be rejected due to its country of origin, but that if there were two good papers, the Australian article would be picked in favour of the international article, *ceteris paribus* [Council 15/2/02].

There will be no exemptions to page charges for invited papers or the presidential address (and that authors be warned of this policy) [6/10/04]. The level of page charges is determined by Council [Council 16/2/07].

Council resolved in 2010 to terminate page charges [Council 29/04/11].

There is growing evidence that research funding organisations require publication of data supporting research articles but the issue is complicated and it is not always appropriate to make data publicly available. However, there is evidence that papers are cited more frequently if data are available. The Journal encourages but does not require data to be published [Council 6/02/12].

## **15. Newsletter**

The Society publishes a newsletter entitled AAES NEWS [Council 9/2/89]. This was later altered to AARES News and Views.

The Society will have a separate position of Newsletter Editor [Council, Jan 2001].

News and Views will be published electronically and members be advised of each new issue via email [Council 4/10/01].

## **16. Prizes**

All prizes, awards and fellowships are announced at the Conference Dinner and recorded in the Minutes of the AGM immediately following.

Given the opposition of members at the AGM towards the use of examiner's reports for adjudicating the PhD and Masters prizes, it was viewed important that the committees be balanced in their agricultural and resource expertise [Council 15/2/02].

If the chair of the PhD or Masters Research award committees is also a supervisor of one of the nominees, he/she should step aside and a replacement be sought by the President [7/05/04].

Council endorsed the following prize conditions in relation to the Quality of Communication (Appendix I), Quality of Research Discovery (Appendix J), the renamed Wiley Blackwell prize for best AJARE article (Appendix K) and best Connections article (Appendix L) [1/2/06].

Council endorsed the following instructions to the prize committee for each of the prizes: that a single publication prize committee be made responsible for judging entries for the Quality of Communication prize and the Quality of Research Discovery prize, the Wiley Blackwell AJARE and Connections prizes will be judged by the respective editors of these publications; that any single publication may be submitted for consideration for both the Quality of Communication prize and the Quality of Research Discovery prize but any single publication may win only one of the prizes; and that articles published in Connections and AJARE are not eligible to be considered for the Quality of Communication prize or the Quality of Research Discovery prize, because they are automatically considered for the Wiley Blackwell AJARE and Connections prizes, respectively [1/2/06].

#### **16.1 Masters Research prize**

Because of changes in university postgraduate training and the small number of entries for the prize, Council agreed to terminate the Masters Thesis prize [Council 4/02/2012].

#### **16.2 PhD Research**

The PhD Award shall be renamed the Postgraduate Research prize [Council 4/02/12]. It will be granted annually [Council 5/2/08] to the Australian or New Zealand thesis judged to be most meritorious in the field of agricultural (or resource) economics. In the event of no submissions being of sufficient merit, no award will be made [Council 14/2/85]. Masters' theses of sufficiently high standard can still be submitted for the award [Council 4/02/12].

The Postgraduate Research Award should be subject to the same terms and conditions as the former Master's and PhD Thesis Awards [Council 4/02/2012]. These include the principle that, except in exceptional circumstances, only one thesis should be submitted by any department [Council 10/5/85].

The Postgraduate Research prize is awarded annually, subject to there being at least three submitted in any given year. If fewer than three are submitted in any year, the Prize reverts to a biennial award in the following year [AGM 14/2/90 Council adopted 15/2/90].

In the event that there are fewer than three theses submitted in a year, theses submitted in that year do not necessarily get submitted the following year if the university faculty judges that a superior thesis is completed in the meantime. Only one

thesis is to be accepted from each department, even when the award covers two years [Council 14/2/91].

The conditions for the Prize for Postgraduate Research and instructions to the committee which selects the winner are given in Appendix C.

### **16.3 Undergraduate prizes**

The purpose of these prizes is to foster excellence in agricultural (and resource) economics. The criteria for the award and the adequacy of the agricultural (or resource) emphasis are for Branches to judge [Council 4/10/89, 24/5/07].

Criteria and instructions for the award are included in Appendix E.

Council's contribution to the Undergraduate Prize will include free membership for a year, a certificate, and an airfare to either the conference at which they are first announced as prize winners or the following year's conference [Council 30/5/03; 5/2/08]. As part of the prize, Branches will pay for conference registration [Council 30/5/03]. Recipients should pay their own accommodation costs. Recipients who are unable to attend the conference should be given \$200 in lieu of travel and registration benefits [Council 24/5/07].

Prizewinners should be encouraged to attend and present a paper at the conference following their award and should also have the opportunity to present a paper at a Branch meeting [Council 24/5/07].

Winners of undergraduate prizes should be announced at the conference in the year following their award.

A mailing list of schools, departments or faculties in different universities is used to send letters of invitation for Masters and PhD Research prize nominations. The Secretary should send this list to each branch councillor to check whether the list is comprehensive and current [Council 13/2/06].

See Appendix E for details re undergraduate prizes [Council 22/5/08].

### **16.4 First-Time Presenter's prize**

A prize of \$100 is awarded to the best first time presenter at each annual conference [Council 16/02/95].

The criterion for eligibility is that the presenter should be making their first presentation at an AARES conference and that their first presentation at any national or international conference was no longer ago than 12 months [DP 4/1/02].

The LOC provides all contributed paper session chairs with assessment forms to be completed for first time presenters in their sessions, and the award is judged before the closing of the conference by the new President [Council 18/01/98], and the winner announced in the closing session.

### **16.5 Donna Brennan Prize**

Two AARES members offered to put funds towards an award in recognition of Donna Brennan's contributions to the agricultural and resource economics profession. WA Branch was also interested in contributing to the award if made available to young early career researchers to reflect Donna's mentoring role in the industry and the Society [Council 28/05/12].

Council agreed to award the Donna Brennan prize for the first time in 2014. The prize would be a cash award of \$1,500 to cover conference registration (including dinner), accommodation, and make a contribution to towards the cost of attending the conference. Council agreed to investigate other funding sources with the aim of setting aside \$10,000 to cover the cost of the prize for several years. Council agreed to match the contributions offered and fund the award for three years as well as ask for further support from members [Council 6/02/12]. The prize winner's paper should be submitted as a Selected Paper and subject to peer review [Council 4/02/2012].

Further details about this prize are contained in Appendix O.

#### **16.6 Roley Piggott Memorial Travel Award**

Council received a proposal to establish a fund in honour of Roley Piggott to provide assistance for early – mid career agricultural or resource economists to attend the triennial conferences of the International Association of Agricultural and Resource Economists. The proposal recommended that donations from Branches and individual members be sought and supplemented by part of the substantial reserve funds held by AARES to create a specially designated fund so that the income generated, and part of the principal, can be used to support attendance by an AARES member at each of a set number (say three) of future IAAE conferences, starting with the 2015 conference held in Milan. Such an award could be designated as the Roley Piggott Memorial Travel Award.

Council agreed to set aside \$2,000 for each of the next three IAAE conferences to support this award and that we request donations from Branches and individuals in the same way as for the Donna Brennan award [Council 9/02/2015].

#### **17. AARES Office Manager**

Lists of non-financial members should be forwarded to Branch Secretaries at the end of February and June each year [Council 10/2/84].

In managing the work load and work commitments of the Office Manager, work on the Annual Symposium and other large discrete jobs will be contracted separately and paid for out of budgets associated with those activities, rather than the general office budget. Whether other big tasks should be taken on by the Office Manager should be considered ex-ante [Council 4/10/01].

#### **18. World Conference of Environmental and Resource Economists**

Council was generally supportive of a bid to host the 2014 World Conference of Resource and Environmental Economists in Australia but expressed concerns about AARES taking a lead role. A necessary condition for hosting a conference in Australia was that a Professional Conference Organiser could be recruited who would underwrite the financial risk and share the profit as well as do a lot of the organising

while leaving the academics to concentrate on the academic content [Council 10/02/12].

**19. Project Management**

A Project Manager is to be appointed for each major contract undertaken by the Society, to ensure that the contractual obligations have been met and that payment may proceed. For conferences and symposia, this role to be undertaken by the LOC Chair. Failing an appointment, the role will default to the President [Council 25/5/06].



20. **Updated**

<b>Date updated</b>	<b>Updates done and by whom</b>
10 April 2017	Suzi Kerr and Bob Farquharson based on a review of Council minutes from 2016
9 March 2016	Quentin Grafton to include details of the investment management committee approved by Council 8 October 2015
16 January 2016	Wendy Umberger and Bob Farquharson based on a review of Council and AGM minutes from 2015
5 May 2015	Wendy Umberger and Bob Farquharson based on a review of Council and AGM minutes from 2014
26 February 2014	Ross Cullen and Bob Farquharson based on a review of Council and AGM minutes from 2013.
10 October 2013	Malcolm Wegener and Bob Farquharson based on a review of Council and AGM minutes from 2012 and 2013
24 April 2013	Malcolm Wegener based on a review of Council Minutes and AGM documents for 2012
24 July 2011	Phil Pardey and Malcolm Wegener based on comprehensive review of Council Minutes by Phil Pardey May 2010
23 March 2010	Phil Pardey included policies from Council Minutes 26/8/2008, 9/2/09, 22/5/09, and 9/9/09
18 August 2008	Ross Kingwell included policies from Council Minutes 22/5/08,
12 May 2008	Ross Kingwell included policies from Council Minutes 25/5/07, 19/9/07, 5/2/08 and 8/2/08
5 October 2007	Chris O'Donnell included policies from Council Minutes 24/5/07
23 May 2007	Chris O'Donnell included policies from Council Minutes 14/9/06, 13/2/07 and 16/2/07
20 Nov 2006	Allan Rae included policies from Council Minutes 5/5/05, 21/9/05, 7/2/06, 10/2/06, 25/5/06
19 March 2005	John Mullen (included policies from Council Minutes 10/2/04, 13/2/04, 7/05/04, 6/10/04, 7/2/05, 11/2/05. 29/08/06)
28 April 2004	Deborah Peterson (included policies from Council Minutes 30/5/03, 1/9/03)
27 March 2003	Jeff Bennett (included policies from Council Minutes 18/9/02, 11/2/03, 14/2/03, AGM 13/2/03)
3 July 2002	David Pannell (included policies from Council Minutes 31/05/02)
14 May 2002	David Pannell (included policies from Council Minutes 4/10/01, 12/02/02, 15/02/02 and AGM 14/02/02)
19 March 2002	David Pannell (clarify and refine some of the policies added 04/01/02 as discussed at the 15 Feb 2002 Council meeting)
4 January 2002	David Pannell (included policies from Council and AGM minutes since mid 1993)
30 Sept 1993	Andrew Arch (policy file created)