



Australian Agricultural and Resource Economics Society, Inc.

Policy File

Updated 12 May 2008

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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.
- 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.
- 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. **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 being able to subscribe on the net. [Council 31/5/02]

3. **Branches**

3.1. **Financial matters**

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

Branch grants be paid at \$300 per branch plus \$7.50 per ordinary equivalent member plus the new member incentive. [Council 11/9/98]

The new member bonus be \$24 for 1999 in reflection of the reduced new member membership fee being offered. [Council 21/8/99]

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]

3.2. Formation of New Zealand branch

The constitution creates the New Zealand Agricultural Economics Society, Incorporated. NZAES has membership which includes all members of AAES, inter alia, resident in New Zealand. Council accepted that NZAES subsume the role of the New Zealand Branch of AAES, which will have no separate existence from NZAES. [Council 13/9/93]

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

4. Conference

4.1 AGM

In future Council should call for invitations to host the annual general meeting. Council should then choose between the invitations [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).

4.2 Financial matters

At both the Annual Conference and the Annual Symposium, the fee charged to non-members 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. The treasurer pays Blackwell for these memberships. [Council 11/9/98].

The conference brochure and program booklet should explain that non-member registrants become members. [Council 22/1/99]

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 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 \$1 500 each for the Annual Symposium and \$3 000 each for the Annual Conferences. That is, if profits are no greater than \$3 000 (Symposium) or \$6 000 (Conference), the profits are shared equally between the Society and the host branch. Additional profits go to the Society. [Council 15/2/02]

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

Distinguished Fellows to be honoured at the Annual Conference will be provided with free registration and free dinner. [Ron Duncan, Pres, 28/11/02]

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

4.2.1 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] LOCs 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]

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].

4.2.2 Distinguished fellows

The Nominations Committee consists of four members as outlined, along with procedures, in Appendix D.

4.2.3 Invited speakers

There is no standard rate of financial assistance to invited speakers at the AARES Conference. The level 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]. 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.

4.3 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.]

4.4 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]

4.5 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]

4.6 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].

4.7 Conference organisation

The annual conference should be held in the first or second week of February. [Council 31/8/00. AGM, Jan 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 that an AAA member should be invited to join the Local Organising Committees of AARES Conferences and Symposia. [Council 31/5/02]

It was agreed that the decision of having a Papers Room be left to the local organizing committee 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 agreed to collaborate with like-minded organisations in coordinating conferences, symposia and other activities [Council 14/9/06]

4.8 Contributed paper sessions

The Heading South Award Winner should have presented earlier in the program and not first thing in the morning. It was agreed that this should be the case for all notable speakers in the future. [Council 15/02/02]

Contributed paper presenters should be notified that their paper will be withdrawn if they do not register by two weeks before the conference starts. [Council 15/2/02]

4.9 Trade displays

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

4.10 Heading East - Heading West Award

That the Heading East Heading West Award (Appendix M) be accepted. [Council 25/05/06]

4.11 AARES-AAEA Young Professionals Exchange Program (Appendix N)

These travel awards were initiated in 2001, when funding was obtained from the AAEA Foundation for an initial two-year period. The exchange includes two awards: "Heading South," awarded to a member of the North American Branch (NAB) to support participation in the AARES conference, and "Heading North," awarded to a resident of Australia or New Zealand to support participation in the AAEA conference. A proposal was submitted to the AAEA Foundation in October 2002 for two more years of support. This proposal was funded, for a total of US\$4 000 over two years. Each award was worth US\$2 000, shared as follows:

Heading South:

AAEA Foundation	US\$1 000
AARES Federal Council	US\$500
AARES North American Branch	US\$500

Heading North:

AAEA Foundation	US\$1 000
AARES Federal Council	US\$1 000
AARES North American Branch	US\$0

Council agreed to leave the composition of the "Heading North" Award Committee to the discretion of the President. [Council 25/05/06]

The composition of the "Heading South" Award Committee is the President of the AARES North American Branch (Chair), an AARES North American Branch/AAEA member and an AARES member from Australia or New Zealand.

5. Symposium

5.1 Financial matters

There were problems with late withdrawals at last year's symposium. It was decided that there would be a 10% charge for withdrawals. [Council 15/2/02]

Annual Symposium LOCs should aim to make a profit of \$8,000 at the expected attendance. [Council 15/02/02]

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

At both the Annual Conference and the Annual Symposium, the fee charged to non-members 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. The treasurer pays Blackwell for these memberships. [Council 11/9/98]

Profits from symposia and conferences should be shared equally by the Society and the host branch up to \$1 500 each for the Annual Symposium and \$ 3 000 each for the Annual Conferences. That is, if profits are no greater than \$3 000 (Symposium) or \$6 000 (Conference), the profits are shared equally between the Society and the host branch. Additional profits go to the Society. [Council 15/2/02]

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]

5.2 Local organising committees

Council agreed that an AAA member should be invited to join the Local Organising Committees of AARES Conferences and Symposia. [Council 31/5/02]

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

6. Interaction with the Australian National University's Economics and Environment Network

AARES will have a presence at the Australian National University's Economics and Environment Network Annual Workshop. [Council 30/5/03]

7. Items for the Treasurer

7.1 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].

7.2 Annual general meeting

It was agreed that the contribution of other members of Council would be acknowledged at the AGM with thanks and [for appropriate cases] a gift. [Council 12/2/02]

7.3 Signatories of Society bank accounts

The signatories to all accounts held by the Society comprise the President, Immediate Past President, Treasurer, Office Manager, ACT Branch Councillor and Public Officer. [Council 10/2/06]

7.4 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.
- Expenditures over \$500 and up to \$2500 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]

7.5 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]

7.6 Web advertising

Web advertising charges are to be reduced to \$50 [Council 6.10.04].

7.7 Treasurer 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. Distinguished Fellows Lectureship

The Alan Lloyd Fellowship Fund (see Appendix G) is to be 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)

9. Items for the Secretary

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 Prizes

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]

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.

9.4 AARES calendar

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

9.5 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.
- 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. Items for the Manager, Promotion and Development

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 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]

12.2 Executive travel to council meetings

A float is available to LOCs to meet expenses involved in organising the conference prior to the receipt of registration fees. Size of float 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]

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:

- (i) 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;
- (ii) 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;
- (iii) 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;
- (iv) 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; and
- (v) 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]

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]

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, 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. (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].

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 advice given to members via email. [Council 4/10/01]

16. Origins

This meeting endorses 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]

17. 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 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 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 the Quality of Communication prize or the Quality of Research Discovery prize, because they are automatically considered for the Blackwell AJARE and Connections prizes, respectively. [1/2/06].

17.1 Masters Research

The number of theses submitted is limited to one per Faculty. [AGM 14/2/74]

Title be changed to "Prize for Masters Research". [Council 8/9/92]

The conditions for the Prize for Master's Research and instructions to the committee which selects the winner are given in Appendix B.

17.2 PhD Research

The PhD Award shall be granted annually [Council 5/2/08] to the Australian or New Zealand thesis judged to be most meritorious in the field of agricultural economics. In the event of no submissions being of sufficient merit, no award will be made. [Council 14/2/85]

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

PhD prize 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 PhD 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]

Title ... be changed to "Prize for PhD Research." [Council 8/9/92]

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

17.3 Undergraduate

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 these membership, travel and registration benefits. [Council 24/5/07].

Prizewinners must present a paper at the conference and should also 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 graduation. Free membership should be granted for that year and the paper should be presented at the conference in either the following year or the subsequent year [Council 5/02/08]. For example, a student who graduates at the end of 2006 should be announced as the winner of the Undergraduate Prize at the 2007 conference, should be given free membership for 2007, and should attend the 2008 or 2009 conference to present his/her paper [Council 24/5/07; 5/02/08].

17.4 First-Time Presenter

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.

18. 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 practice, timing of these lists depends on Blackwell to a significant extent.

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]

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

Date updated	Updates done and by whom
12 May 2008	Ross Kingwell included policies from Council Minutes 24/5/07, 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)