

Southern Agricultural Economics Association

OPERATING POLICIES

Southern Agricultural Economics Association
OPERATING POLICIES

Contents

MISSION AND GOALS	5
Vision.....	5
Purpose and Objectives.....	5
AMENDMENTS	5
AWARDS	5
General Recognition.....	6
Honorable Mention.....	6
Distinguished Extension/Outreach Programs	6
Distinguished Teaching.....	6
Outstanding Master's Thesis.....	7
Outstanding Ph.D. Dissertation.....	7
Outstanding JAAE Article	8
Outstanding Posters.....	8
Emerging Scholar.....	8
Lifetime Achievement Award.....	8
General Guidelines.....	8
Nomination Process	8
Submission of Nominations	9
COMMITTEES	9
Standing Committees.....	9
Committee Charges.....	10
Selected Papers.....	10
Selected Posters.....	10
Award Committees	10
Nominating Committee.....	10
Undergraduate Committee.....	10
Editorial Council of the Journal of Agricultural and Applied Economics	10
Special Committees.....	10

Ad hoc Committees	10
Travel Expenses for Committee Activities	10
Membership of Committees	11
Liaison Representatives to other Organizations.....	11
EXECUTIVE COMMITTEE AND OFFICERS	11
Elections	11
Officers	11
President	11
President-elect	11
Past President.....	12
Directors	12
Secretary-Treasurer	12
Executive Committee	12
Appointments.....	12
Program Participation	12
Travel Expenses	12
Conflict of Interest.....	13
FINANCIAL MANAGEMENT	13
Advertising	13
Audit	13
Budget	13
Commercial Transactions	13
Endorsement of Stock Certificates	13
Voting of Shares	13
Deposits.....	13
Negotiable Instruments.....	13
Borrowing Money.....	13
Purchase and Sale Contracts	14
Fiscal Year	14
Investment Policy	14
Purpose and Scope	14
General Philosophy	14

Investment Objectives.....	14
Responsibilities.....	14
SAEA Executive Committee	14
Treasurer	15
Taxes.....	15
Reserve Policy.....	15
Subscriptions	15
MEMBERSHIP	15
Application for Membership	15
Classes of Members	15
Active Members	15
Life Membership	15
Dues.....	16
Default in Dues	16
MEETINGS.....	16
Location.....	16
Membership and Registration Requirements	16
Selected Papers	16
POLICY POSITIONS.....	16
PUBLICATIONS.....	16
Plagiarism Policy.....	16
Journal of Agricultural and Applied Economics	17
Editorial Policy.....	17
The SAEA Newsletter.....	17
MISCELLANEOUS	17
Document Retention Policy.....	17
“Whistle Blower” Protection Policy.....	17

Southern Agricultural Economics Association OPERATING POLICIES

MISSION AND GOALS

Vision

The Mission of the Southern Agricultural Economics Association is to provide a forum for original thinking on applied economic issues, promote the attainment of excellence in the profession, facilitate the dissemination and exchange of research and extension information, and foster multidisciplinary collaboration through leadership in southern U.S. agriculture. The Association encourages the freedom of economic thought and abides by the highest standards of professional ethics and conduct.

Purpose and Objectives

The purposes and objectives of the Southern Agricultural Economics Association shall be to foster the study and understanding of agricultural economics and its applications to problems in the Southern United States; to promote unity and effectiveness of efforts among all concerned with those problems; to promote improvement in the professional competence and standards of members; to cooperate with other organizations and institutions engaged in similar or related activities; and to increase the contribution of agricultural economics to human welfare.

AMENDMENTS

These Operating Policies may be amended by a majority vote of the members of the Executive Committee present at a meeting, in person or by telephone, at which a quorum is present and at which the same is voted on. Executive Committee votes on proposed amendments conducted by e-mail must be approved unanimously and will be read into the minutes of the next meeting of the Executive Committee.

AWARDS

The awards program of the Southern Agricultural Economics Association recognizes and enhances professional excellence in agricultural economics. Students, young professionals, and experienced members are selected on the basis of their achievements in research, teaching, extension activities, or other contributions to the profession. No member of the Executive Committee, elected, appointed, or ex-officio, is eligible to participate as a principal recipient in competition for awards.

Each award program is administered by a subcommittee. The chairperson of each subcommittee is expected to organize the evaluation process to ensure that subcommittee members do not directly evaluate entries in which the members are potential award recipients or, for the theses awards, in which members have served as major advisor of a potential award winner. Subcommittee chairpersons are ineligible for an award from the program category they are administering.

Only one SAEA award can be received for essentially the same work. It is the nominator's responsibility to assure

that no SAEA award (other than Master's Thesis or Ph.D. Dissertation Award) has already been received for the nominated work.

General Recognition

Awards are presented at the Association's annual awards program at the Annual Meeting. Winners for all categories are identified in the Annual Meeting awards program brochure, in the March SAEA newsletter and on its website.

Honorable Mention

The Association may recognize achievements with Honorable Mention in the awards identified below. Honorable mentions are recognized during the annual awards presentation ceremony. Honorable mention is used when the number of allowable awards in a category is insufficient to recognize all award quality nominations. The number of honorable mentions in an award category may not exceed the number of awards allowed in that category. Honorable mention will not be given to a nomination eligible for resubmission in a subsequent year.

Distinguished Extension/Outreach Programs

The Distinguished Extension/Outreach Program Awards recognize achievement of excellence in extension economics teaching programs. A maximum of two awards may be (but are not required to be) given: one for an individual and one for a group. Nominations may be made by any member(s) and selection is made from among those nominated. The nominee(s) must have been active in extension education within one year of the nomination and the content of the extension teaching effort must be principally in the field of agricultural economics or a related field.

Renominations are invited if supporting materials are brought up to date and resubmitted. Each nomination must include a letter of nomination (maximum of three single spaced pages), which should be a concise statement summarizing the reasons why the nominee is worthy of the award.

The nomination letter is the centerpiece and should focus on hard evidence that the nominee meets the criteria by which entrants are judged. Supporting materials are limited to not more than three items (publications, videos, computer programs, etc.), which are the nominee's best examples of quality work. No other material may be submitted. Each nominee will be evaluated on the quality of work indicated by the nomination letter and supporting materials relative to the following criteria:

- a) Ability to clearly define an important problem and target audience;
- b) Proficiency in conceptualizing and applying educational approaches, which utilize appropriate qualitative and quantitative analysis, primarily economics, but with other relevant disciplines included if appropriate;
- c) Effective communication, as measured by appropriateness of teaching materials to intended audience, quality of communication media, and innovation in communication methods;
- d) Evidence of accomplishment and impact through improved understanding, decision-making, or behavioral change in the target audience.

Distinguished Teaching

This award recognizes and encourages meritorious performance in undergraduate and graduate teaching in agricultural economics or a related field. A maximum of two awards may be (but are not required to be) given: one for undergraduate teaching and one for graduate teaching. Nominations may be submitted by any member(s) of the SAEA and selection is made on the basis of nominating materials. Renominations are encouraged, providing materials are updated and resubmitted. Those who have previously won a Distinguished Teaching Award are not eligible to be renominated for the same award. Nominees must have been actively engaged in teaching within one

year of the nomination.

Nominating materials should demonstrate that the nominee has outstanding ability and performance as a teacher. The nomination must include a cover page and statement of teaching philosophy along with a two-page biography of the nominee, an appendix devoted to evaluation of teaching quality and supporting materials. Supporting materials are limited to three pieces (videos, publications, etc.). They should be the nominee's best examples of quality. Nominating materials should include name, education, present position, time assignment to instructional activities, time period over which the award is based, nature of teaching experience, and supporting evidence. No other material may be submitted.

Five major areas are considered in evaluating nominations as follows:

- a) Quality of teaching;
- b) Academic advising, counseling, and extracurricular activities with students;
- c) Campus participation in instructional, course, and curricular improvement efforts;
- d) Professional improvement in teaching for benefit of self and peers;
- e) Department/college/university teaching awards.

Outstanding Master's Thesis

The Outstanding Master's Thesis Award rewards professional excellence by individuals writing master's theses in any field consistent with the SAEA mission statement. A maximum of one award may be (but is not required to be) given. A cash supplement of \$200 accompanies this award. Nominations may be made from any department in which students write master's theses in any field consistent with the SAEA mission statement. The letter of nomination should include the author's name, thesis advisor(s), thesis title, and institution granting the degree.

- a) An entry must be submitted by the head or chair of the department where the degree is earned.
- b) A department may submit one nomination for each 15 Master's theses or fraction thereof presented to a graduate school faculty in the calendar year preceding the year of recognition. In determining the number of eligible thesis, departments should limit consideration to theses in any field consistent with the SAEA mission statement.
- c) Selection will be made from documentation approved in final form by the student's advisory committee. The thesis will be eligible for the competition in the calendar year following the one in which the thesis was accepted by the graduate school or division of the degree-granting institution.

Outstanding Ph.D. Dissertation

The Outstanding Ph.D. Dissertation Awards are given in recognition of development of professional excellence by persons writing doctoral theses in any field consistent with the SAEA mission statement. A maximum of one award may be (but is not required to be) given. A cash supplement of \$300 accompanies this award. Nominations may be made from any department in which students write Ph.D dissertations in any field consistent with the SAEA mission statement. The letter of nomination should include the author's name, dissertation advisor(s), dissertation title, and institution granting the degree.

- a) An entry must be submitted by the head or chair of the department where the dissertation was presented in partial fulfillment of requirements for the Ph.D.
- b) A department may submit one nomination for each twelve doctoral dissertations or fraction thereof presented in any field consistent with the SAEA mission statement to a graduate school faculty in the calendar year preceding the year of recognition. In determining the number of eligible nominations, departments should limit consideration to dissertations in any field consistent with the SAEA mission statement.
- c) Selection will be made from documentation approved in final form by the student's advisory committee.

The dissertation will be eligible for the competition in the calendar year following the one in which the dissertation was accepted by the graduate school or division of the degree-granting institution.

Outstanding JAAE Article

One award is given for the Outstanding Journal Article in the Journal of Agricultural and Applied Economics.

Outstanding Posters

Up to three awards (1st place, 2nd place, and 3rd place) may be (but are not required to be) given. The awards are determined by the poster award subcommittee from among the posters presented at the annual meeting.

Emerging Scholars

These awards are designed to highlight the work of high-performing early-career professionals in our profession. To be eligible, a nominee must, on the date that nominations are due, be no more than 7 years from having received a terminal degree. Previous Emerging Scholar award winners are not eligible to be nominated again. Nominations are encouraged from both within and outside the Southern region of the United States. Each institution, however, is limited to no more than two nominations. Nominees need not be current members of the SAEA. Award recipients are expected to present in an invited symposia session at the annual meeting at which the award is conferred. Recipients of Emerging Scholar awards receive a \$250 cash supplement. Nominations must include a brief statement (no more than one page) regarding the nominee's qualifications, a one-page presentation proposal, and a two-page curriculum vitae. The President-Elect is charged with soliciting Emerging Scholar nominees. The awardees are chosen by the Executive Committee.

Lifetime Achievement Award

General Guidelines

- 1. Purpose of the Award:** To recognize significant and enduring contributions in scholarship or public service to southern agricultural economics. Scholarship would entail teaching and research, while public service would embrace not only extension but all other outreach activities in government and agribusiness. This award recognizes individual distinguished contributions to the profession over a career.
- 2. Nature of the Award:** The award shall be called "Southern Agricultural Economics Association Lifetime Achievement Award." The winners of the award shall be announced annually with the awards presented at the annual meetings of the SAEA. Each recipient will receive free membership to the Southern Agricultural Economics Association for the remainder of his or her life.
- 3. Eligibility Requirements:** Nominees must have completed at least 25 years of professional service and must have made significant contributions to the profession. This award is in recognition of one's contribution to southern agricultural economics throughout a professional career. The award may be given posthumously. The recipient need not live (or have lived) in the southern region, but must have been a member of the Southern Agricultural Economics Association at some time in his or her career.

Nomination Process

Nominations must be made by SAEA members and/or agricultural economics and related departments. Nominations will consist of the following:

1. A statement not longer than two double-spaced pages, summarizing the contributions in

scholarship (teaching and/or research) and/or public service (extension and other outreach activities including such activities in government or agribusiness) to southern agricultural economics throughout the nominee's professional career.

2. A detailed resume of the nominee.
3. Copies of not more than three published works which exemplify research contributions of the nominee and a brief summary of other works which provide tangible evidence of the nominee's contributions to southern agricultural economics; and/or summaries of courses taught, topics covered, formal evaluations of teaching, and not more than three tangible examples of teaching aids or other tangible examples of extension or outreach program materials exemplifying the nominee's contributions in public service to southern agricultural economics.
4. Letters indicating contributions the nominee has made to southern agricultural economics (maximum of 3).
5. A synopsis of the candidate's career suitable for publication on the Association's web site.
6. The Selection Committee for the Southern Agricultural Economics Association Lifetime Achievement Award shall be composed of the Past-President of the SAEA and three members of the SAEA, not on the executive committee, to be appointed to staggered three-year terms by the President. The Past-President will chair the selection committee and will be the liaison between the selection committee and the SAEA executive committee.

Submission of Nominations

Guidelines for submitting Lifetime Achievement Award nominations will be published in the June SAEA Newsletter.

COMMITTEES

Standing Committees

The committees listed below will consist of three members, each serving staggered three-year terms. The chair of the committee will be the member serving the last year of his or her term. The president-elect is responsible for finding a new member to serve a three year term for each of these committees.

Lifetime Achievement Awards
Distinguished Extension/Outreach Programs
Distinguished Teaching
Outstanding M.S. Thesis
Outstanding Ph.D. Dissertation
Selected Posters

The selected paper committee will consist of the three SAEA directors. The directors serve staggered three year terms. The chair of the selected paper committee will be the director serving the last year of his/her term.

The nominating committee will consist of the currently-serving past-president, president, and president elect.

The undergraduate committee will consist of quiz bowl advisors from each participating university and any other interested members. The president selects the chair(s) of the undergraduate committee.

The editorial council of the *Journal of Agricultural and Applied Economics* is selected by the SAEA Executive

Committee based on the recommendations of the editor(s).

Each standing committee may recommend to the SAEA Executive Committee the creation of specific subcommittees.

Committee Charges

Selected Papers

Responsible for administering the peer-review process for papers submitted for presentation as selected papers at the SAEA Annual Meeting, for making policy recommendations to the Executive Committee regarding the Selected Paper process, and for forming sessions of related papers for inclusion in the program.

Selected Posters

Responsible for administering the peer-review process for posters submitted for display at the SAEA Annual Meeting, for making policy recommendations to the Executive Committee regarding posters, developing the poster display at the annual meeting, and judging posters for the outstanding poster awards.

Award Committees

The Lifetime Achievement Award Committee, the Distinguished Extension/Outreach Programs Committee, the Distinguished Teaching Committee, the Outstanding M.S. Thesis Committee, and the Outstanding Ph.D. Dissertation Committee are each responsible for selecting the recipients of their specific awards and communicating this information to the past-president.

Nominating Committee

Responsible for recommending to the SAEA Executive Committee for approval a slate of candidates for incoming president-elect and incoming director (two candidates for each position).

Undergraduate Committee

Responsible for organizing the quiz bowl competition and any other undergraduate activities at the SAEA annual meeting. Makes recommendations to the Executive Committee regarding any activities related to undergraduate students.

Editorial Council of the Journal of Agricultural and Applied Economics

Responsible for conducting reviews and performing other duties pertaining to the *Journal of Agricultural and Applied Economics* as requested by the editor(s).

Special Committees

There shall be such special committees as the Executive Committee shall from time to time create by resolution.

Ad hoc Committees

The President may, from time to time, create ad hoc committees whose existence shall terminate with the completion of the task assigned.

Travel Expenses for Committee Activities

Committees may incur travel expenses in connection with their assignments only as specifically authorized by action of the Executive Committee. In general, the Association does not assume responsibility for travel or other

expenses associated with committee activities.

Membership of Committees

In general, membership on Association committees shall be limited to SAEA members. The Executive Committee must approve any exceptions to this requirement.

Liaison Representatives to other Organizations

In general, appointment to represent the Association to other organizations (e.g. C-FARE) shall be limited to active members. Liaison representatives shall be appointed by the President to a three-year term. Appointment, in general, shall be limited to two consecutive terms. Liaisons shall submit annual written reports of their assignment to the SAEA Secretary and President for presentation at the Executive Committee meeting at the time of the Association's annual meeting. Executive Committee liaisons may also be appointed to standing committees. The President will represent the Association at the AAEA, while the Past-President on the C-FARE Board. The President can appoint another active member to the C-FARE board if the Past-President cannot participate in the meetings.

EXECUTIVE COMMITTEE AND OFFICERS

Elections

- a) All elected officers of the Association shall be elected by a majority vote of those members voting in a mail or electronic ballot distributed by the Secretary-Treasurer at least thirty (30) days prior to the annual meetings.
- b) The President-Elect shall automatically become President at the next regular election of the officers following election as President-Elect.
- c) Except in highly unusual circumstances, not more than one individual from the same institution (university or division of a government agency) shall appear on the same ballot. As specified in the Constitution, the Nominating Committee shall consider geographical, functional and organizational diversity on the Executive Committee in making nominations.
- d) A brief biographical sketch and a statement of goals and concerns for SAEA of each nominee for President- elect and Director selected by the Nominating Committee shall be included in the September newsletter.
- e) Electronic balloting may be used, allowing members to vote on a secure site.
- f) Write-in votes cast for named candidates shall be disqualified. This policy shall apply to elections for all positions and all ballots (paper and electronic).

Officers

President

The President shall be the chief executive officer of the Association and, subject to the Executive Committee, shall have general supervision of the affairs of the Association and control over its officers, agents, and employees. The President shall perform all duties incident to the office of President and see that all orders and resolutions of the Association are called into effect. The President shall preside at all meetings of the member and of the Executive Committee, and shall perform such other duties as may be assigned by these Bylaws or by the Executive Committee. In consultation with the Executive Committee, the President shall be responsible for preparing a program for the Annual Meeting and shall provide overall coordination.

President-elect

The President-elect shall perform the duties of the President in the event of the President's temporary absence,

and shall have other duties as the President or the Executive Committee may assign. The President-elect shall make appointments to special and standing committees and subcommittees created by action of the Executive Committee for the period he/she shall serve as President. The Executive Committee with the President-elect as chair shall act as the Program Committee for the selection of Invited Symposia and Organized Symposia and as the award committee for the selection of Emerging Scholar awards.

Past President

The Past President shall perform duties as assigned by the President or the Executive Committee. The Past President shall serve as chair of the SAEA Awards Committee and Nominating Committee. The Past President shall also monitor the Association constitution and operating policies and propose appropriate changes in the operating policies.

Directors

The directors serve as the selected paper committee with the chair of the committee being the director serving the last year of his or her term. The directors are also responsible for coordinating all information technology and audio-visual technology needs for the annual meeting. Directors are responsible for other duties as assigned by the President.

Secretary-Treasurer

As specified in the SAEA Constitution, this role may be held by one person or divided between two individuals (one serving as Secretary and one as Treasurer). The Secretary is responsible for creating and distributing the Association newsletter, publishing the annual meeting program, and taking and maintaining the minutes of Executive Committee meetings and the Association's annual meeting. The Treasurer is responsible for conducting Association financial activities (e.g., collecting annual membership dues, collecting annual meeting registration fees, paying bills, etc.) as directed by the Executive Committee. The Treasurer also prepares Association financial statement reports for Executive Committee meetings and Association annual meetings. Under the direction of the Executive Committee, the Treasurer manages all Association bank accounts and investment accounts. The treasurer is also responsible for filing the IRS-required 501C-3 tax return.

Executive Committee

Appointments

The Executive Committee shall appoint editors of the *Journal of Agricultural and Applied Economics* for terms up to five years. Nothing in an appointment agreement between the Executive Committee and a candidate for any position shall be deemed to create a contractual obligation beyond that specified in the Constitution of the Association.

Program Participation

The privilege of formal participation in the professional program shall be reserved for Association members, except in cases in which the condition is waived by the President.

Travel Expenses

The Association shall pay for lodging for up to two nights in conjunction with the summer Executive Committee meeting.

Conflict of Interest

It is misuse of position for individual officers, directors, and committee members to use the Association for personal gains of oneself or others. Such individuals should avoid involvement in decision-making activities that represent a conflict of interest with regard to the Association.

FINANCIAL MANAGEMENT

Advertising

The Association, its name, logo and its various activities shall not be used for advertising or promotional purposes of a commercial or pecuniary nature, including the vending of a product or service.

Audit

At the discretion of the executive committee the financial records of the Association shall be periodically examined by a licensed CPA. At the transfer to a new Treasurer, an audit shall be performed by a licensed Certified Public Accountant.

Budget

The Executive Committee shall approve and authorize the annual budget for the Association.

Commercial Transactions

Endorsement of Stock Certificates

Any share or shares of stock or other financial instrument issued by any corporation and owned by this Association may, for sale or transfer, be endorsed in the name of the Association by any two of the President, the Treasurer or designated member of the Executive Committee, subject to specific directions as to such sale or transfer by the Executive Committee.

Voting of Shares

Any share or shares of stock issued by a corporation and owned by this Association may be voted at any shareholders' meeting of such corporation in person or by proxy by the President or the Treasurer.

Deposits

All funds of the Association not otherwise employed shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as may be determined by resolution of the Executive Committee.

Negotiable Instruments

All checks, drafts, notes, bonds, bills of exchange, and orders for the payment of money of the Association under \$3,000 must be signed by either the Secretary or Treasurer. For checks over \$25,000, approval of the Executive Committee is required. Withdrawals from the investment account requires the approval of the Executive Committee.

Borrowing Money

In an emergency, the Treasurer may liquidate investments to meet financial obligations with the approval of the

Executive Committee. No officer of the Association is authorized to borrow money for the Association.

Purchase and Sale Contracts

The President or Treasurer shall have the authority to enter into written or oral contracts for the purchase and sale of goods and services on behalf of the Association. The President may delegate this authority if approved by the Executive Committee.

Fiscal Year

The fiscal year of the Association shall begin on the first day of January and end on the thirty-first day of December of the same year.

Investment Policy

Purpose and Scope

Specific procedures for securing, investing and managing annual budget surpluses of the SAEA are defined. This plan establishes the timing and procedure for transferring budget surpluses (short falls) to (from) investment accounts, identifies the general philosophy, objectives, strategies and the desired performance results of investments, and identifies specific responsibilities for the securing, investing and managing of the investment funds.

General Philosophy

As a non-profit professional organization, the SAEA promotes and aids the exchange of ideas and information between agricultural economists interested in the Southern region of the United States. The SAEA investments assist the organization in fulfilling its purpose into perpetuity. The investment fund is to be established from the contribution of year-end annual budget surpluses. Once the targeted fund level of \$100,000 is achieved, the fund is to be maintained while using earnings to carry out the missions of the SAEA.

Investment Objectives

The overall objective of this investment plan is to establish an investment fund capable of supporting the purpose and missions of the SAEA as long as the organization exists. Specifically, the SAEA will continue to attempt to achieve budget surpluses until the investment fund attains one hundred thousand dollars.

The amount of the fund that exceeds \$100,000 may be used in the following year to promote the purpose and mission of the SAEA. Should the fund level fall below \$100,000 the full Executive Committee of the SAEA shall determine whether the fund may be used in the following year to support the programs of the SAEA.

Responsibilities

SAEA Executive Committee

- a) Establish and revise as necessary an investment strategy, including asset allocation parameters and targets for invested funds;
- b) Select investment managers and investment firms;
- c) Approve all plans for investment in alternative investment instruments; and
- d) Evaluate the performance of the investment fund, managers and firms.

Treasurer

- a) Invest funds in accordance with this policy and the target asset allocation strategy established by the SAEA Executive Committee;
- b) Develop a system of internal controls and procedures for implementation of this policy;
- c) Establish the bank, depository, custodial and investment accounts and other agreements as are necessary, in the opinion of the Sec./Treasurer, to enable the proper management of the investment fund;
- d) Endorse securities for sale, transfer or other purpose as are necessary to implement investment decisions;
- e) Prepare an annual budget for presentation at the SAEA Executive Committee meeting held during the SAEA Annual Meetings to indicate the contribution to the fund from budget surpluses, the expected performance of the fund, and/or the use of the fund earnings for the missions of the SAEA;
- f) Prepare a revised annual budget for presentation at the summer SAEA annual Executive Committee meeting to indicate mid-year adjustments to the expected contribution to the fund from budget surpluses, the expected performance of the fund, and/or the use of the fund earnings for the missions of the SAEA.

MEMBERSHIP

Application for Membership

Any person, firm, corporation, association, group, or partnership eligible for membership in one or more classes of members as hereinafter provided may file with the SAEA office of the Association an application for membership in said class(es) of membership. Upon payment of dues as prescribed for the particular membership class, and upon acceptance of the application for membership, the applicant shall be considered a member in good standing of the Association.

Classes of Members

The membership of the Association is comprised of four classes.

- a) Regular members shall be entitled to all benefits of Association membership and shall have one vote each at any meeting of the Association.
- b) Student members shall be entitled to all benefits of Association membership and shall have one vote each at any meeting of the Association. Student membership shall be open to individuals who are actively pursuing study at a college or university.
- c) Lifetime members are entitled to all benefits of Association membership and shall have one vote at any meeting of the Association. Lifetime membership is open to individuals, upon written request, who have passed their 55th or later birthday on or before January 1 of the year for membership dues.
- d) Any firm, corporation, association, group or partnership may become an industry member upon payment of such sum as may be fixed from time to time by resolution of the Executive Committee. Each industry member may designate one representative with full membership benefits and voting rights and one representative who receives each issue of all Association periodicals.

Active Members

Those members who have paid their dues for the current year are "active members" in good standing and are eligible for all rights and privileges of Association membership.

Life Membership

Lifetime membership is available to individuals 55 years old or older.

The age specification refers to the birthday passed on or before January 1 of the year in which life membership is purchased. Each life member is entitled to all benefits that accrue to a regular member. Life membership does not exempt the holder from other service charges. The dues schedule is published annually in the SAEA newsletter.

Dues

Changes in the amounts of dues for each class of membership are approved by the vote of the general membership, based on recommendations of the Executive Committee. The dues schedule is published annually in the SAEA newsletter. Calendar year dues may include subscriptions to certain Association periodicals.

MEETINGS

Location

Annual Meeting locations are decided by the Executive Committee based on information and recommendations provided by the Southern Association of Agricultural Scientists (SAAS).

Membership and Registration Requirements

- a) SAEA Annual Meeting presenters, speakers and/or discussants who are professionals in the agricultural economics and related disciplines are expected to be current members of SAEA. Individuals sought as presenters, speakers or discussants that are not members of SAEA may be considered for a waiver of the membership requirement on a case-by-case basis. Such requests must be forwarded in writing to the SAEA President no later than November 1 for consideration for that year's Annual Meeting. The waiver decision will be made by the SAEA President. No waivers will be considered for selected paper sessions.
- b) All presenters, speakers and/or discussants must be fully registered for the SAEA Annual Meeting. Those who are not members of the SAEA or who would otherwise not be attending the Annual Meeting may be eligible for special consideration. Such requests must be forwarded in writing to the SAEA President no later than November 1 for consideration for that year's Annual Meeting.
- c) When membership and/or meeting registration waivers are sought for those involved in a pre-conference workshop or other alternative venue, requests for waivers should be submitted as part of the proposal on the timeline published in the call for submissions.

Selected Papers

Selected papers must be submitted to Ag Econ Search before being scheduled on the Annual Meeting program.

POLICY POSITIONS

SAEA will not take a position on any public policy issue.

PUBLICATIONS

Plagiarism Policy

It is the policy of the Southern Agricultural Economics Association and the *JAAE* that plagiarism in any form is unacceptable and constitutes a serious breach of professional conduct with potentially severe consequences. The SAEA defines plagiarism as the use of someone else's results or words without explicitly acknowledging the original author and source. This includes uncredited copying of and un-cited reuse of an author's independently published work. No article will be published where it is determined that plagiarism has been committed, and further disciplinary action will be taken against plagiarists, as appropriate.

Journal of Agricultural and Applied Economics

Editorial Policy

SAEA is the owner of copyright of the *JAAE*. Each editor or editorial team will serve a four-year term with a six month overlap period as teams transition.

The Executive Committee shall:

- a) Select the editors of the *JAAE*;
- b) Approve the criteria to be used in selecting members of the *JAAE*'s associate editors;
- c) Determine long-run policies affecting the *JAAE*, including copyright and related policies;
- d) Determine the annual budget for editorial operations of the *JAAE*.

The editor(s) shall:

- a) Determine the content of each regular issue of the *JAAE* and formulate editorial policy;
- b) At least one representative of the editorial group will attend the Executive Committee meeting at the Annual Meeting, subject to provisions spelled out in the Journal Editors contract;
- c) Consult with the SAEA Executive Committee and the publisher on all matters relating to production of the *JAAE* and shall work with the publisher under the terms of the publishing contract.
- d) Appoint an editorial council with approval from the Executive Committee.
- e) Direct the process of selecting the Outstanding Journal article award.

As part of the contract with the editors, the SAEA shall provide a stipend to the editors.

The SAEA Newsletter

It is the responsibility of the Secretary with input from the President to produce a newsletter for the Association.

MISCELLANEOUS

Document Retention Policy

In the normal course of business it is expected that documents will be routinely discarded according to an orderly and lawful retention schedule and this practice will continue. However, it is the policy of Southern Agricultural Economics Association that there will be no destruction, alteration or mutilation of documents when the Association knows or suspects that there will be a federal investigation of the Association or a policy or program of the Association. This policy is applicable to the staff of the SAEA Business Office and all volunteers involved in the administration of programs and services on behalf of the Association.

“Whistle Blower” Protection Policy

It is the policy of the Southern Agricultural Economics Association that there will be no instances of retaliation against individuals (employees, volunteers or members) who have complained to the federal government about the commission or possible commission of federal offenses by the association or the association’s leadership. Retaliation is defined as adverse job actions such as termination, denial of bonus, reduction in salary, transfer to a lower position, suspension, threats or subtler forms of harassment.

Last Amended by the Executive Committee, June 9, 2016.