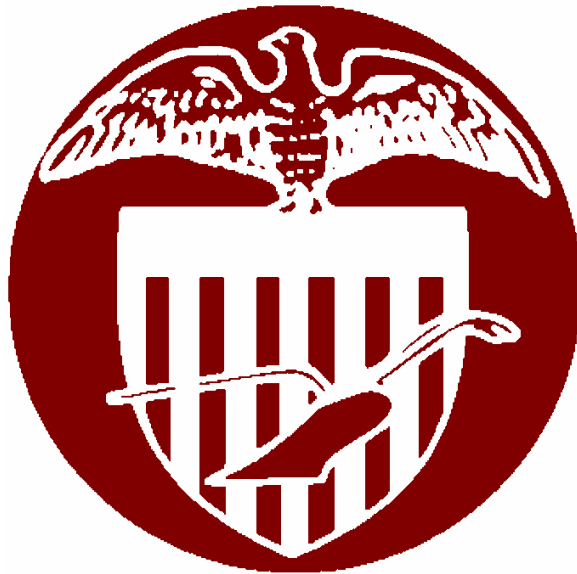


SS-AAEA HANDBOOK

2008



Student Section of
The American Agricultural Economics
Association

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INTRODUCTION

The objective of the SS-AAEA is to stimulate interest in agricultural economics among undergraduate students. The organization strives to promote the exchange of ideas among the students and faculties of various member universities. The SS-AAEA provides an opportunity for communication between the student members themselves and with the American Agricultural Economics Association.

The Student Section of the American Agricultural Economics Association (SS-AAEA) is an organization comprised of undergraduate students from across the United States and Canada. The SS-AAEA is recognized as one of AAEA's official sections.

The SS-AAEA has experienced tremendous growth since the 1987 Annual Meeting. The addition of the Academic Bowl in 1988 attracted positive student participation. Because of the growing level of participation, the organization has enjoyed an increased level of overall interest that is exemplified at Annual Meetings. Participation in the Academic Bowl continues to grow at a very rapid pace.

Information on all of the contests and how to become active in the SS-AAEA can be found in this handbook. If any additional information is needed on the contests, contact the advisor listed with each. The SS-AAEA officers can also help answer general questions about the SS-AAEA and give advice on how to become involved.

National officers of the SS-AAEA are elected each year at the Annual Meeting. Along with a national office comes the responsibility of fulfilling the duties of the office, the reward of working closely with other national officers and recognition for being a leader in an international organization. If you are interested in running for an office, contact any of the current officers. The SS-AAEA is full of opportunities and challenges. This handbook can help you become a part of the action.

Publications provided by the section include the *SS-AAEA Newsletter* and *Journal*. The newsletter is published twice a year and contains information ranging from individual chapter news to national events. The newsletter is accessible online at <http://www.aea.org/sections/studentsection/>.

The *Journal* publishes the top paper of the previous summer meeting along with abstracts of the second, third, fourth, and fifth place papers. If a copy of the newsletter or journal is desired, please contact the respective editor.

Registration forms for the 2008 Annual Meeting in Orlando will be available on the AAEA Web site, www.aea.org, in the early spring of 2008.

Summary of SS-AAEA Annual Meeting Activities

The Student Section of the American Agricultural Economics Association invites all undergraduates to attend and participate in the 2008 Annual Meeting activities in Orlando, July 27 – July 29.

Registration and Housing

Undergraduates who plan to attend the Annual Meeting should contact the AAEA Business Office for a current registration form. Undergraduate students must be registered for the Annual Meeting to participate. Online registration and early bird registration rates are available. See the AAEA Web site, www.aaea.org, for more detailed information.

Competitions

✓ Paper Competition

The Undergraduate Paper Competition is scheduled to take place on Tuesday, July 29, 2008, begins at 8:00 a.m. and provides an opportunity for undergraduate students to present papers on numerous topics in agricultural economics. The deadline to submit a Statement of Intent is May 15, 2008. Complete papers should be submitted by June 15, 2008. The author of the first place paper receives \$200!

✓ Academic Bowl

This competition offers students an opportunity to demonstrate their knowledge and skill by answering questions in a number of areas in agricultural economics in a Jeopardy style game. The deadline to register is May 15, 2008. A rules meeting and orientation for the Academic Bowl will be held on Sunday, July 27, 2008 in the afternoon with the first few rounds of Bowl Competition taking place afterwards. Competition takes place all day during Monday, July 28, with the final round taking place at the beginning of the AAEA Awards ceremony on Monday evening, July 28. The first place team receives \$500! First, second, and third place winning teams will be recognized at the AAEA Awards Ceremony.

✓ Outstanding Chapter

Chapters compete for a cash award of \$200 based on their accomplishments over the year. The application should be completed and returned by May 15, 2008. The application includes areas of chapter involvement, guest speakers, club tours and other information. The winning club showing the greatest involvement and activity during the past school year will be recognized at the SS-AAEA Symposium.

✓ Creative Club

Chapters have an opportunity to showcase a unique, creative event to compete for a cash award of \$200. The application should be submitted by May 15, 2008. The application must include a summary of the creative idea, its implementation, and results of its implementation. The winning club with the best creative idea will be recognized at the SS-AAEA Symposium.

Entry Forms

Entry forms and rules for the Paper Competition, Academic Bowl, Outstanding Chapter and Creative Club competitions are included in the Appendix to this Handbook. Forms should be returned by the deadline to the AAEA Business Office with the appropriate fees. If you have any questions concerning any of the Student Section activities, please contact the SS-AAEA Senior Advisor or SSAAEA@aea.org.

Business Meeting

The SS-AAEA business meeting is held as a part of the AAEA Annual Meeting. The meeting will provide an opportunity to discuss and vote on any proposed constitutional changes, to review old business, address new issues and to elect the 2008 – 2009 officers. This meeting is scheduled to take place during the SS-AAEA Symposium on Tuesday, July 29, 2008.

Student Section Orientation

The Student Section Orientation will be held on Tuesday, July 29, 2008 after the Business Meeting. There is no cost for this event. Students also are welcome to attend the General Reception on Sunday evening.

Recruitment Fair

The Recruitment Fair for 2008 will be held at the AAEA Annual Meeting. Each industry or university represented will have a tabletop display. Recruiters will be available to students throughout the first day of the Academic Bowl.

Dates To Remember

Chapter Membership Fee is \$25

SS-AAEA Spring Newsletter Published	February 24, 2008
SS-AAEA Chapter Membership Fees due	February 1, 2008
Student Paper Competition - Statement of Intent due	May 15, 2008
Outstanding Chapter Application due	May 15, 2008
Creative Club Application due	May 15, 2008
Academic Bowl Entries due	May 15, 2008
Student Paper Competition Submissions due	June 15, 2008
Annual Meeting in Orlando	July 27 – July 29, 2008
SS-AAEA Journal Published	September 29, 2008
SS-AAEA Fall Newsletter Published	September 29, 2008

Local Chapters in any of the above SS-AAEA sponsored activities must pay all fees prior to participation.

2007-2008 SS-AAEA Officers

	Office	Name/Address/School	Phone/E-mail/Cell
1.	PRESIDENT	Alicia Taylor 11401 A.D. Taylor Rd Myakka City, FL University of Florida	(941) 737-7964 alt528@ufl.edu
2.	NORTH CENTRAL REGIONAL VICE PRESIDENT	Matthew Clarahan 20760 280 th Ave. Harper, IA 52231 Iowa State University	(319) 330-6577 mclaraha@iastate.edu
3.	SOUTH REGIONAL VICE PRESIDENT	Shauna Yow PO Box 216 Geronimo, TX 78115 Texas A&M University	(830) 556-4230 Syow14@yahoo.com
4.	WEST REGIONAL VICE PRESIDENT	Jennifer Williams 1453 Hobart St. Chico, CA 95926 California State Univ, Chico	(530) 520-7895 Jwilliams75@mail.csuchico.edu
5.	CANADIAN REGIONAL VICE PRESIDENT	Colin Crockatt Box 204 Argyle, MB ROCOBO University of Manitoba	(204) 461-1630 umcrokc@cc.umanitoba.ca
6.	SECRETARY/TREASURER	Carol Cook 615 S. McFarland. Stillwater, OK 74074 Oklahoma State University	(580) 775-3035 Carol.cook@okstate.edu
7.	Newsletter Editor	Mariah Johnson 1912 Hwy 77 West Perry, OK 73077 Oklahoma State University	(580) 572-8222 Mariah.johnson@okstate.edu
8.	Journal Editor	Jason Enstminger 7730 Carlyle Drive Reno, NV 83506 University of Nevada-Reno	(775) 813-3740 crestedcall@aol.com
9.	Immediate Past-President	Garret Long 324 S. Monroe Stillwater, OK 74074 Oklahoma State University	(580) 302-1355 garrell@okstate.edu

2007-2008 SS-AAEA Advisors

Advisor	Name/School/Address	Phone/Fax/E-mail
1. SENIOR ADVISOR	Franklin B. Norwood Oklahoma State Univ Dept of Ag Econ 426 Ag Hall Stillwater, OK 74078-6026	Ph: (405)744-9820 Fax: (405)744-8210 baileyn@okstate.edu
2. JUNIOR ADVISOR	Patrick T. Berends California State Univ-Chico College of Agriculture 400 W First St Chico, CA 95929-0310	Ph: (530) 898-4146 Fax: (530) 898-5845 pberends@csuchico.edu
3. SOPHOMORE ADVISOR	Phillip Hamilton Sam Houston State University Dept of Agricultural Science Box 2088 Huntsville, TX 77341-2088	Ph: (936) 294-1228 Fax: (936) 294-1232 phamilton@shsu.edu
4. FRESHMAN ADVISOR	Joey Melhorn Univ of Tennessee-Martin Department of Agriculture & Natural Resources 265 Brehm Hall Martin, TN 38238	Ph: (731) 881-7257 Fax: (731) 881-7968 mehlhorn@utm.edu

SS-AAEA Advisors' Duties

SS-AAEA Advisors play a significant part in the success of the Student Section. The advisors must fulfill several roles during their four-year term. Advisors are selected during the Annual Meeting to enter into the Freshman Advisor position. Each year each advisor is promoted to the next level.

The advisors provide leadership and support to the Student Section by overseeing its activities. The advisors attend the fall/winter AAEA planning meetings to prepare for the Annual Meeting and to meet with the student officers.

Individual Advisor Duties

Senior Advisor: In charge of organizing and administering the student paper competition. The Senior Advisor also assists the SS-AAEA President to prepare the budget and to make contacts.

Junior Advisor: In charge of organizing and administering the student Academic Bowl Competition. The Junior Advisor prepares questions and coordinates logistics for the contest. This advisor also sets up and manages the competition at the Annual Meeting.

Sophomore Advisor: In charge of organizing and administering the Outstanding Student Chapter Award Competition. The Sophomore Advisor collects and displays the entries at the Annual Meeting.

Freshman Advisor: In charge of organizing and administering the award for the Creative Club Award Competition.

MEMBERSHIP

Starting an SS-AAEA Chapter

Steps to establishing a local chapter of the SS-AAEA:

1. Contact your department chair or head. The chair or head can be helpful in outlining possibilities, suggesting activities, and identifying potential members and faculty sponsors. If you need additional help, contact your regional vice president or the AAEA Business Office.
2. Select chapter officers and faculty advisor(s).
3. Contact the AAEA Business Office and pay the annual membership dues.

Chapters in the SS-AAEA are strongly encouraged to participate in the meetings of the SS-AAEA, held annually in conjunction with the AAEA Annual Meeting. To be eligible to participate in the Annual Meeting activities, each chapter needs to have paid its chapter dues for that year. Individuals who want to belong to the SS-AAEA and/or participate in its activities can join without belonging to a local chapter. Just contact one of the SS-AAEA advisors or SSAAEA@aaea.org for more information.

COMPETITIONS

Call for Papers

Papers by undergraduate students are being solicited for presentation at the 2008 AAEA Annual Meeting to be held in Orlando. Undergraduates may submit papers for possible presentation in the special sessions designated for undergraduate students. Students who choose to participate in the sessions should follow the rules listed below. All participants must be students registered for the current AAEA Annual Meeting. Those graduating before June of the year of the meeting must enclose, with their submission sheet, a letter from their advisor guaranteeing that ALL the work/analysis and a MAJORITY of the paper was completed before the student graduated.

I. Papers

The topic should be related to agricultural economics, agribusiness, natural resources or environmental economics. This is a broad area and includes production, finance, marketing and policy problems.

A. The Written Paper

1. LENGTH: The paper shall be no more than 20 typed pages, double-spaced. This includes tables, figures, references and appendices. Title page, abstract and acknowledgements page are excluded from this page limitation. This limitation will be enforced.
2. ABSTRACT: A 200-word abstract and title of the paper shall be typed on a separate page and shall immediately follow the title page. Author's name(s) should appear on the title page only.
3. ACKNOWLEDGEMENT PAGE: On a separate page, the author shall reference any person or material used in the development of the paper. The author should specifically describe the extent of the assistance or reliance utilized.
4. FORM: The paper should follow the conventions established by the *American Journal of Agricultural Economics* and should address:
 - a. Statement of the problem
 - b. Objectives
 - c. Methods
 - d. Results or findings and discussion
 - e. Conclusions
5. EVALUATION: Evaluation of the written paper will be made prior to the meeting by two or three professional agricultural economists. The written paper will be evaluated in accordance with the following criteria:
 - a. Statement of the problem and objectives (20%)
 - b. Proper use of economic concepts (20%)
 - c. Logic and conceptualization (10%)
 - d. Conclusions and implications drawn from the analysis (20%)
 - e. Writing system and clarity of presentation (20%)
 - f. Evidence of student creativity and originality (10%)
6. WEIGHT: The score received on the written paper will represent 60 percent of the total score for each student.
7. FORMAT: Students submitting an intention to present a paper will be sent specific guidelines that should be followed for the written copy. The guidelines can be found in the *American Journal of Agricultural Economics* (http://aem.cornell.edu/special_programs/AJAE/formatting.htm). Examples of SS-AAEA papers are in the past issues of the *SS-AAEA Journal*.

B. Oral Presentations

The oral presentation will be judged during the scheduled session for undergraduate papers at the AAEA Annual Meeting. Judges for the oral presentations will be different than those judging the written paper evaluations. They will not see the written papers or their evaluations before the oral presentation. Abstracts will be made available to the judges before the presentation.

1. ORDER OF PRESENTATION: Papers will be randomly drawn for order of presentation. If a student is also competing in the Academic Bowl, every effort will be made to avoid conflicts. Students are expected to present their papers at the time indicated in the program.
2. TIME: Each student will be allowed 12 minutes for an oral presentation at the meeting. Each student will be signaled at the end of 10 minutes and again at 12 minutes. Penalties for exceeding 12 minutes will be:
 - a. 12 – 13 minutes (1%)
 - b. 13 – 14 minutes (5%)
 - c. 14 + minutes (10%)
3. QUESTIONS: Each judge will be requested to ask one or two questions of each student.
4. JUDGING: Evaluation of the oral presentation will be judged using the following criteria:
 - a. Economic content (30%)
 - b. Organization of material (15%)
 - c. Communication skills (25%)
 - d. Ability to respond to questions (20%)
 - e. Evidence of student creativity and originality (10%)
5. WEIGHT: The score received on the presentation will represent 40 percent of the total score possible for each student.

II. Deadline for Submission of Statement of Intent and Final Papers

- A. STATEMENT OF INTENT: Each student must submit a Statement of Intent to present a paper by May 15, 2008. This statement is to include a tentative title. The form for this statement is in the Appendix.
- B. SUBMISSION OF PAPER: Send either an e-mail attachment to SSAAEA@aaea.org or five copies of the final paper and one diskette by June 15, 2008. No other submissions will be accepted. Authors must submit papers in either Microsoft Word, or WordPerfect format. Please indicate on the submitted disk the type of software that was used.
- C. ACCEPTANCE OF PAPERS: All students with accepted papers for written judging will be expected to give an oral presentation at the AAEA Annual Meeting. Notification of acceptance will be sent by June 29, 2008.
- D. AWARD: The first place recipient will receive a \$200 cash award.

Please mail or fax Statement of Intent to the AAEA Business Office:

AAEA
Attn: SS-AAEA Paper Competition
555 East Wells St. Suite 1100
Milwaukee, WI 53202
Fax: (414) 276-3349

Academic Bowl

The Academic Bowl Contest allows undergraduate students to test their basic knowledge of agricultural economics. The tournament is set up to allow each team to play at least two games. Teams consist of no more than three players and only two teams may enter from any single institution. The team with the last correct answer selects a category from the board. A question and the point value, selected by the computer, are projected for the students, audience and judges to see. After the moderator reads the question, the first team to press the buzzer can attempt to answer the question. If the team answers the question correctly, it earns the question's point value. If the team answers incorrectly, the point value is subtracted from the team's score and the other team can choose to attempt to answer the question. The team with the highest point total when time expires wins the match. This is a student club activity. Faculty advisor involvement in the bowl competition should be limited to judging and moderating at the national competition.

SS-AAEA advisors typically moderate and two faculty judges have final say as to whether a question is correctly answered. All questions are short answer and divided into eight categories. These categories are

- | | |
|----------------------------------|--|
| 1. Agricultural Business/Finance | 5. Microeconomics |
| 2. Macroeconomics | 6. Potpourri (a mix from the other seven categories) |
| 3. Management | 7. Quantitative |
| 4. Marketing | 8. Resources/Policy |

The Academic Bowl Software may be downloaded from the SS-AAEA homepage:

<http://www.aaea.org/sections/studentsection/index.htm>

The software will provide a sample set of questions. Questions from the official SS-AAEA competition are not distributed, but practice round questions can be provided (contact your regional Vice President).

Specific rules for the competition:

1. A team will typically consist of three members from the same school. The same team members must compete in all rounds of the competition, i.e., substitutions and additions are not permitted. Students from different schools can form a team for the Academic Bowl if there are not enough students from either school attending the meeting to form a team. At least two team members must be from the same institution to determine how the prizes will be awarded. Any decisions about two member teams or related issues will be up to the discretion of the SS-AAEA advisors. Inquiries regarding such teams should be directed to the Junior Advisor.
2. **All participants must be registered for the current AAEA Annual Meeting.** Students who have graduated with an undergraduate degree within nine months prior to the competition, but have not yet begun graduate coursework in the classroom, are eligible to compete (graduate research hours are excluded).
3. A school may register a maximum of two teams in the competition.
4. The entry form and fee (\$75 per team of three, maximum of two teams and \$25 per additional alternate) plus Annual Meeting registration for each team member are due on or before **May 15, 2008** to the AAEA Business Office.
AAEA
Attn: Academic Bowl Registration
555 East Wells St. Suite 1100
Milwaukee, WI 53202
Fax: (414) 276-3349
5. Plaques will be awarded to the first through third place teams, along with \$500 for the first, \$300 for the second and \$100 for the third placed teams.

Guidelines for SS-AAEA Outstanding Chapter

The SS-AAEA wants to help local chapters have meaningful programs. One way to do this is to share what chapters at many colleges and universities are doing. You can help by participating in the Outstanding Chapter Contest. This is an excellent opportunity for your club to gain national recognition and to let your peers know what fine work you are doing. If named the Outstanding Chapter, your club will receive a \$200 cash award and a personalized club plaque.

Judging for outstanding chapter will be based upon the following areas:

1. **CLUB GOALS AND OBJECTIVES:** Each club is expected to have established goals/objectives for the year. Judging will be based upon the goals established as well as the methods used to achieve them.

Example:

Goal: To have an informative program on agricultural activities within your state.

Methods used: Faculty and agricultural leaders were asked to speak at club meetings.
Events were publicized through posters and class announcements.
About XX students attended the five lectures held.

2. **MEMBERSHIP RECRUITMENT:** The viability of an organization is based upon its membership. Each club will be judged on its recruitment activities and the effectiveness of these activities.
3. **ACTIVITIES:** Clubs are expected to fill the needs of their students. Judges will be looking for a well-rounded program, including educational, social and fundraising activities. Although these activities will primarily be on the local level, please indicate participation in regional activities and SS-AAEA activities at the national level. For instance, if your chapter participated in a past Academic Bowl or Undergraduate Student Paper Competition, or if your chapter has a member who is currently a national officer, please indicate that on your information form.

To be considered for Outstanding Chapter Award, four copies of your entry should be typed, bound or stapled, and submitted on 8-1/2 x 11-inch standard paper with a cover page. The form is provided for your convenience in the appendix; any supporting material should be attached to the form. The report should summarize the activities of the club and be organized into separate categories. All chapters submitting an application must be current in dues.

By **May 15, 2008** send your entry form to the AAEA Business Office:

AAEA
Attn: Outstanding Chapter Competition
555 East Wells St. Suite 1100
Milwaukee, WI 53202
Fax: (414) 276-3349

Guidelines for Creative Club Award

The SS-AAEA has a competition that allows chapters to showcase something special that they have done, without constructing the entire Outstanding Chapter Award. To be considered for this award, please submit a one-page description of some creative idea or project. By summarizing the event and presenting it to the SS-AAEA, other chapters will be able to get ideas of how to take on new projects and what has worked out well for others.

Requirements for the one page application:

1. Summarize the creative idea
2. Explain how it was implemented
3. Highlight the results of implementing the creative idea
4. Offer any suggestions you have come up with to improve upon your creative idea

The entries will be available for all members to read at the AAEA Annual Meeting. Then, during the business meeting, members will vote for the best Creative Club. The winning school will be presented with a plaque and a check for \$200. Any format is acceptable. Please feel free to include any supporting documents or pictures that you feel are necessary.

Please send the application by **May 15, 2008** to the AAEA Business Office:

AAEA
Attn: Creative Club Competition
555 East Wells St. Suite 1100
Milwaukee, WI 53202
Fax: (414) 276-3349

THE STUDENT SECTION OF THE AMERICAN AGRICULTURAL ECONOMICS ASSOCIATION – BYLAWS

ARTICLE I

Name

SECTION 1: The name of this organization shall be the "Student Section of the American Agricultural Economics Association," hereinafter referred to as SS-AAEA.

ARTICLE II

Purpose

SECTION 1: The purpose of this organization shall be: (1) to stimulate interest in agricultural economics among undergraduate students of agricultural business and other curricula within a college or university, (2) to promote the interchange of ideas among the student sections of the various schools and faculties thereof, (3) to provide a means of contact among the students and the American Agricultural Economics Association, hereinafter referred to as the Association.

ARTICLE III

Chapters

SECTION 1: Any Department of Agricultural Economics or Department of Economics having programs of undergraduate study in agricultural economics or agricultural business, or any college or university or division thereof having programs of undergraduate study in agricultural economics or agricultural business may submit an application for the creation of a chapter of the SS-AAEA.

SECTION 2: Local chapters will be allowed to join the SS-AAEA on a year-to-year basis by paying chapter dues. Once dues are paid, the chapter shall be considered a part of the Section.

ARTICLE IV

Membership

SECTION 1: Members of a local chapter with currently paid dues shall be deemed automatically to be members of the SS-AAEA by virtue of membership in the local chapter.

SECTION 2: Any undergraduate student majoring or minoring in agricultural economics, agricultural business or other curricula within or administered by the Department of Economics or Agricultural Economics in a college or university, but who is not a member of a local chapter may become a member of the SS-AAEA by filing an application with the Secretary/Treasurer of the SS-AAEA.

ARTICLE V

Dues

SECTION 1: The annual dues for chapters of SS-AAEA shall be set by the Executive Committee of SS-AAEA and payable to AAEEA and shall be for the current calendar year.

SECTION 2: The chapter dues must be paid prior to the Annual Meeting to allow chapter participation in the events of the Annual Meeting. A late fee will be assessed to those dues received after February 1.

SECTION 3: Dues for the individual for the calendar year shall be less than the annual chapter dues amount and set by the Executive Committee of the SS-AAEA.

ARTICLE VI Officers

SECTION 1: The officers of the SS-AAEA shall be: President, Vice-President for each region, Secretary-Treasurer, Newsletter Editor and Journal Editor. All officers must meet the membership requirements of Article IV, Section 1 or Section 2. The term of office shall be for one year and all officers shall be elected at the SS-AAEA Annual Meeting by either secret ballot with a simple majority or by acclamation of the voting delegates present and will take office at the end of the Annual Meeting. These officers shall comprise the Executive Committee of the SS-AAEA.

SECTION 2: There shall be a Vice-President elected from each of the regions listed below.

Western

Alaska	Colorado	Montana	Oregon	Wyoming
Arizona	Hawaii	Nevada	Utah	
California	Idaho	New Mexico	Washington	

North Central

Illinois	Kansas	Missouri	Ohio	Virginia
Indiana	Michigan	Nebraska	South Dakota	
Iowa	Minnesota	North Dakota	Wisconsin	

Northeastern

Connecticut	Maine	New Hampshire	Pennsylvania
Delaware	Maryland	New Jersey	Rhode Island
District of Columbia	Massachusetts	New York	Vermont

Southern

Alabama	Georgia	Mississippi	South Carolina	West Virginia
Arkansas	Kentucky	North Carolina	Tennessee	
Florida	Louisiana	Oklahoma	Texas	

Canada

Alberta	New Brunswick	Nova Scotia	Prince Edward Is	Yukon Territory
British Columbia	Newfoundland	Nunavut	Quebec	
Manitoba	Northwest Territories	Ontario	Saskatchewan	

The voting body for each of the regional Vice-Presidents shall be all voting delegates present at the Annual Meeting from the states in that region. If no election takes place, Article VI, Section 4, A-5 applies. Those chapters outside of the continental United States will be assigned to those regions in closest geographical proximity. For example, Puerto Rico is in the Southern region.

SECTION 3: The Executive Committee and Advisors will hold a planning meeting in the winter via a telephone conference. The Executive Committee and Advisors shall hold additional business sessions when needed throughout the year (i.e., telephone conferences).

SECTION 4: Duties of the officers.

- A. The President Shall:
1. Preside at all meetings of the SS-AAEA.
 2. Appoint such committees as the President deems necessary.
 3. Maintain contact with the advisors as elected by the SS-AAEA and approved by the President of the Association.
 4. Act as chief executive of the SS-AAEA.

5. Fill all vacancies in the Executive Committee by appointment(s) that were not filled through the election process or became empty due to resignation. The appointments made by the President of the SS-AAEA must have the approval of the Executive Committee.
 6. Turn the President's complete file over to the President-elect on expiration of term of office.
 7. Inform other national officers at all times of the President's activities concerning the SS-AAEA.
- B. The Vice-Presidents (Elected by Regions) Shall:
1. Elect a presiding officer to preside at all meetings of the SS-AAEA in the absence of the President.
 2. Perform such duties as are assigned to the Vice-President by the President.
 3. Maintain contact with chapters in their region.
 4. Turn the Vice-President's complete file over to the Vice-President-elect from that region upon expiration of office.
 5. Encourage recruitment and/or organization of local chapters in that region of membership in the SS-AAEA.
 6. Inform other national officers at all times of the Vice-President's activities concerning the SS-AAEA.
- C. The Secretary-Treasurer Shall:
1. Record all minutes of the SS-AAEA meetings.
 2. Furnish a copy of the minutes of the SS-AAEA meetings to each student chapter as soon after the Annual Meeting as is practical and submit a copy thereof for approval at the next Annual Meeting.
 3. Carry on correspondence for the SS-AAEA.
 4. Maintain contact with AAEA Newsletter Editor.
 5. Maintain a record of club advisors at various schools.
 6. Inform other national officers at all times of the Secretary's activities concerning the SS-AAEA.
 7. Report on Financial Statements at Student Section Business Meetings.
- D. The Newsletter Editor Shall:
1. Keep the chapters informed at all times of the activities of the Executive Committee and the SS-AAEA.
 2. Report to all chapters the planned activities to be presented at the summer meeting.
 3. Maintain a current year file, which shall be turned over to the Newsletter Editor-elect upon expiration of term of office. All years prior shall be maintained at the office.
 4. Collect news from chapters for dissemination to all member chapters.
 5. Inform other national officers at all times of the Newsletter Editor's activities concerning the SS-AAEA.
 6. Publish a semiannual newsletter for local chapters, and members as described under Article IV, Section 2.
- D. The Journal Editor Shall:
1. Provide the publications of an *SS-AAEA Journal* as directed by the Executive Committee.
 2. Inform other national officers at all times of the Journal Editor's activities concerning the SS-AAEA.
 3. Maintain and update the historical record of the SS-AAEA.
 4. Turn over current year journals and the SS-AAEA history to the Journal Editor-elect upon expiration of term of office. Turn in all past available files to the SS-AAEA office.
- E. The Immediate Past President Shall:
1. Assist officers and advisors in completing their responsibilities.
 2. Provide advice and counsel to the President.
 3. Serve as an ex-officio member of the SS-AAEA Executive Board

SECTION 5: The Executive Committee shall be composed of the officers of the SS-AAEA with the President as chairman. It shall be the duty of this committee to:

- A. Handle all matters of policy for SS-AAEA.
- B. Approve expenditures of SS-AAEA funds, under the supervision of the advisors of the SS-AAEA.
- C. Organize and conduct regional and national meetings.

SECTION 6: Nominations for officers of the SS-AAEA shall be made from the floor at the SS-AAEA business meeting at the annual summer meetings. Each of the candidates should have support from their department or school for assistance in fulfilling the duties of their office.

ARTICLE VII

Advisors

SECTION 1: The advisory group of SS-AAEA shall be composed of four faculty members from institutions that have a chapter of the SS-AAEA with currently paid dues. The term of each advisor shall be four years with rotating terms. The advisor elected in the current year shall be designated as the Freshman Advisor, moving to Sophomore, then Junior and Senior Advisor in following years. The advisor with tenure shall be designated the Senior Advisor.

SECTION 2: The election process for an advisor shall be through a nominating committee appointed by the President of the SS-AAEA with the committee presenting two nominees that, prior to submittal, are approved by the President of the Association.

SECTION 3: No advisor shall serve two consecutive terms.

SECTION 4: Duties of the advisors.

- A. Assist the Executive Committee of the SS-AAEA in preparing the annual budget.
- B. The Senior Advisor, or a representative chosen by the Senior Advisor, shall approve expenditures from the SS-AAEA in preparing the annual budget.
- C. Make recommendations to the Executive Committee of the SS-AAEA with respect to new advisor nominees.
- D. Assist with program planning for SS-AAEA meetings.
- E. Provide advice and counsel to committees of the SS-AAEA.
- F. Provide advice and counsel to the Executive Committee of the SS-AAEA.
- G. Attend all SS-AAEA functions.
- H. Facilitate the organization in conduct of regional and national meetings in furthering the purposes of the SS-AAEA.
- I. Communicate with and make recommendations to the Executive Board of the Association regarding the affairs and programs of the SS-AAEA.

ARTICLE VIII

Annual Audit

SECTION 1: An annual audit of SS-AAEA funds will be performed in conjunction with the audit of Association funds.

ARTICLE IX

Meetings

SECTION 1: The time and place of the Annual Meeting of the SS-AAEA shall be in conjunction with the Annual Meeting of the Association.

SECTION 2: Annual Meetings are open to all members of the SS-AAEA as prescribed in Article IV of these Bylaws.

SECTION 3: The voting procedure to be followed at the meetings of the SS-AAEA shall be as follows: each chapter with current dues is allowed up to two voting delegates with each delegate allotted one vote, there will be no proxies and all voting delegates must be present at the roll call to determine who voting delegates are.

SECTION 4: For purposes of transacting business, representatives from at least 20 percent of the chapters with current dues shall constitute a quorum.

ARTICLE X Standing Committees

SECTION 1: Standing committees shall be established by the Executive Committee of the SS-AAEA. Members of such committees shall be appointed by the President.

SECTION 2: Standing committees shall be reviewed each year and either continued or dissolved upon the decision of the Executive Committee.

ARTICLE XI Local Chapters

SECTION 1: Local chapters shall establish Constitutions, Bylaws, and elect such officers as they deem necessary, but such constitutions and by-laws must be in conformity with the SS-AAEA and the Association's Constitutions and Bylaws.

SECTION 2: It shall be the duty of the officers of the chapter to inform the Secretary-Treasurer of the SS-AAEA of any and all changes in the elected officers and advisors within thirty (30) days of such change.

SECTION 3: Local chapters shall make an annual report to the Secretary-Treasurer of the SS-AAEA by May 1.

ARTICLE XII Amendments and Bylaws

SECTION 1: Amendments to these Bylaws may be made by a 2/3 secret ballot vote of the voting delegates present at the summer meetings, followed by transmittal to the Executive Board of the AAEA for approval. The addition of Bylaws and the revision thereof shall be accomplished in a like manner.

SECTION 2: Any changes or amendments to these Bylaws shall be reviewed by the outgoing President of the Executive Board to insure that those changes or amendments are consistent with the AAEA Operating Policies.

SS-AAEA HANDBOOK

APPENDIX

2008



SS-AAEA
Chapter Membership Dues
Due February 1, 2008

Chapter Information:

School Name _____ Date _____
 Chapter Advisor _____
 Mailing Address _____
 City _____ State _____ Zip _____
 E-mail _____
 Phone Number (_____) _____ Fax Number (_____) _____

Dues Information:

	Fee	_____
2008 Chapter Dues	\$ 25	_____
Late Penalty (After February 1)	\$ 5	_____
	TOTAL:	_____

_____ CHECK: Checks should be made payable to AAEA.

_____ AMEX _____ DISCOVER _____ MASTERCARD _____ VISA

CARD #: _____

Expiration Date: ____/____/____ (mm/yyyy) Card Verification Number (CVN) # _ _ _ _

NAME AS APPEARS ON CARD: _____

CARD BILLING ADDRESS: _____

CITY, STATE, ZIP/POSTAL CODE: _____

SIGNATURE: _____

E-MAIL (for receipt): _____

**Please send a roster of your chapter members with
 name, e-mail address and expected year of graduation to:
 AAEA**

**Attn: SS-AAEA Chapter Dues
 555 East Wells St. Suite 1100
 Milwaukee, WI 53202
 Fax: (414) 276-3349**

You must pay your Chapter Dues in order to participate in the 2008 Annual Meeting in Orlando.



**Student Paper Competition
Statement Of Intent
2008 AAEA Annual Meeting in Orlando
Due May 15, 2008**

Student Name: _____

Name of School: _____

Student Phone Number: _____

Student E-mail Address: _____

Current School Address: _____

Permanent Address: _____

Academic Class: FRESHMAN SOPHOMORE JUNIOR SENIOR

Estimated Graduation Date: _____

Chapter Advisor: _____ Daytime Phone Number: _____

The tentative title of my paper: _____

Send this statement of intent to the AAEA Business Office:

AAEA
Attn: SS-AAEA Paper Competition
555 East Wells St. Suite 1100
Milwaukee, WI 53202
Fax: (414) 276-3349

by **May 15, 2008** to indicate your interest in participating in the 2008 Student Paper Competition.

Send an e-mail with your final paper as an attachment to SSAAEA@aaea.org by June 16, 2008.



SS-AAEA
Academic Bowl Entry Form
2008 AAEA Annual Meeting in Orlando
Due May 15, 2008

School Information:

School Name _____ Date _____

Contact Person _____

Daytime Phone Number _____ E-mail Address _____

Mailing Address _____

Chapter Advisor _____

Daytime Phone Number _____ E-mail Address _____

Number of Teams: ONE TWO

Number of alternates _____

*Please note that alternates may only be substituted prior to the start of competition at the Annual Meeting.

All entry forms and required materials must arrive in the AAEA Business Office by **May 15, 2008**:

AAEA
Attn: Academic Bowl Registration
555 East Wells ST. Suite 1100
Milwaukee, WI 53202
Fax: (414) 276-3349

The following must be included with this entry form:

- A check for \$75 per team and \$25 per designated alternate made payable to AAEA
- An Annual Meeting registration form and payment for each student competing.



SS-AAEA Outstanding Chapter Application
2008 AAEA Annual Meeting in Orlando
Due May 15, 2008

I. General Information

School Name _____ Date _____

Name of Club _____

Address _____

Contact Person _____ E-mail _____

Advisor(s) _____ E-mail _____

Chapter Officers, Phone Numbers and Addresses

President _____

Vice-President _____

Secretary _____

Treasurer _____

II. Executive Summary: No longer than two pages.

III. Club Goals and Objectives: List club goals and objectives. Include short summary of how your club achieved these goals and objectives.

IV. Membership and Recruitment: Describe your club's recruitment activities. Please attach a separate sheet that lists all members and their current year in school in addition to their home addresses and E-mails.

V. Activities: Include participation in regional and national activities.

A. Fundraising: List and describe up to three of the most important fundraising activities the club participated in during the past year. Please indicate the amount of money raised.

B. Education, Professional and Service: List and describe any education, professional, and service activities which the club participated in during the past year (i.e. job interview workshop, tours of agricultural industries, etc.).

C. Social: List and describe any social activities the club participated in during the past year.

VI. Improvement: Please document how this year's club has been more successful than last year's club.

Copies of Outstanding Chapter Submissions will be available for review at the 2008 AAEA Annual Meeting in Orlando.

Please return FOUR copies of your submission by **May 15, 2008** to the AAEA Business Office:

AAEA
Attn: Outstanding Chapter Competition
555 East Wells St. Suite 1100
Milwaukee, WI 53202
Fax: (414) 276-3349



SS-AAEA
Creative Club Application
2008 AAEA Annual Meeting in Orlando
Due May 15, 2008

Name of School _____ Date _____

Name of Club _____

Contact Person _____

Address _____

Advisor(s) _____

Daytime Phone Number _____ E-mail Address _____

On a separate sheet of paper:

- Summarize the creative idea
- Explain how it was implemented
- Highlight the results
- Offer any suggestions you have to improve on your creative idea

Please send the application to the AAEA Business Office by **May 15, 2008:**

AAEA
Attn: Creative Club Competition
555 East Wells ST. Suite 1100
Milwaukee, WI 53202
Fax: (414) 276-3349