AERE Policy Handbook[1]

(last revised October 23, 2026)

I. Mission

Founded in 1979, the Association of Environmental and Resource Economists (AERE) was established as a means of exchanging ideas, stimulating research, and promoting graduate training in resource and environmental economics.

AERE brings together and strengthens a welcoming community of economists working on environmental and natural resource challenges by supporting cutting-edge research, communicating knowledge, fostering professional skill-building, and encouraging collaboration. (adopted October 14, 2025)

II. Purpose

The purpose of the AERE Policy Handbook is to summarize policies that guide the AERE Board of Directors and staff as they fulfill the mission of the association and conduct its operations. Policies are adopted on an individual basis and incorporated into this handbook which is periodically reviewed and updated as needed. Many of the Handbook policies are defined in guidance documents found in the "AERE admin" folder on Dropbox.

III. Amendments

Policies may be amended by a majority vote of the members of the AERE Board of Directors present at a meeting at which a quorum is present. Board 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 Board.

IV. Governance Whistleblower Policy

If any employee, volunteer, or member reasonably believes that some policy, practice, or activity of AERE is in violation of law, a written complaint may be filed by that employee with the President. It is the intent of AERE to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. AERE will not retaliate against an employee, volunteer, or member who, in good faith, has made a protest or raised a complaint against some practice of AERE, or of another individual or entity with whom AERE has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy. AERE will not retaliate against an employee, volunteer, or member who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of AERE that the individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment. Retaliation is defined

[1] Many of the polices described in this handbook were originally compiled from the AERE Operations Guide, revised 2001, by Nancy Bockstael and Charles Kolstad. In most cases, subsequent revisions are delineated by dates.

as adverse job actions (such as termination, denial of bonus, reduction in salary, transfer to a lower position, or suspension), termination of membership, threats or subtler forms of harassment. (January 3, 2010)

V. Conflict of Interest Policy

No member of the Board or appointed members of a committee serving at the request of the Board shall participate in any discussion or vote on any matter in which he or she or a member of his or her immediate family has a potential conflict of interest due to having material economic involvement regarding the matter being discussed. If a potential conflict of interest appears, the individual with the potential conflict must make it known to the relevant Board or Committee. It is the shared responsibility of the individual and the relevant Board or Committee to properly deal with the situation. The President of AERE is expected to make inquiry if a potential conflict appears to exist and the individual has not made it known.

Possible corrective measures include:

- *Disclosure to the Board or Committee***.** In most cases, it is expected that the possibility of subjectivity or bias will be sufficiently offset by disclosing the "other interest" to the entire Board or Committee. The Board or Committee will be expected to take the individual's "other interest" into consideration when discussions, debates, or decisions occur.
- *Recusal.* In some instances, it may be determined that the avoidance of conflicts of interest, or even the mere appearance of conflicts of interest, will dictate that the disclosing individual should avoid discussions, debates, and decision making on subjects related to the disclosure. The individual will remain a member of the Board or Committee but will withdraw from portions of meetings or activities appropriately.
- *Resignation.* There could be situations, expected to be rare, in which the Board or Committee member's "other interest" is so extensive or pervasive that, in the view of the Board, the Committee, or the AERE membership, the leader's involvement in discussions, debates, or decision making on any subject will be adversely affected. In that case the individual will be asked to resign. If resignation is not forthcoming, the Board will decide on alternatives consistent with AERE's bylaws and governing state law. (est. January 3, 2010)

VI. Apparent Authority Policy

It is the policy of AERE that any communication on behalf of the AERE may only be made at the direction of the President, Board or Executive Director. No public statements may be made, either verbal or written, that conflict with the official position or policy of the AERE. Leadership should understand that by virtue of their position, their statements may be perceived by the public as official and made on behalf of the AERE. Accordingly, when making public statements, an AERE volunteer leader should clearly state whether he or she is speaking on behalf of AERE and when he or she is speaking in his or her personal capacity. To control official communications, stationery and business cards shall be solely

for the use of the President, Executive Director and association management staff. Other officers and members of the Board or committees may not use AERE stationery. Staff will prepare letters sent on behalf of the organization while retaining a copy in official AERE files. Exceptions may be made to the policy as long as the purpose of the letter is made known and approved by the President and Executive Director in advance. If the exception is approved, a copy of the correspondence will be provided to staff within 24 hours of dissemination for permanent file retention. (est. January 3, 2010)

VII. 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 AERE 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 Board members, staff and all volunteers involved in the administration of programs and services on behalf of the Association. AERE will follow the document retention schedule that is accepted by the Management company and is deemed to be in line with association best practices. (est. January 3, 2010)

VIII. Code of Professional Conduct

AERE directors, officers and committee members are expected to abide by AERE's Code of Professional Conduct. Directors, officers and committee members shall affirm that no deliberative body, including a college or university, a grant-making or other agency, or a court has determined that or is investigating whether they have committed scientific or professional misconduct, including any form of harassment, discrimination, or retaliation, nor have they been subject to disciplinary action at their home institution and that they are currently in good standing. The full code of conduct and procedures for handling complaints regarding the conduct of an AERE member, Board member or Officer are posted on the AERE website. (est. December 23, 2021)

IX. Statement on AERE and Advocacy

The Association supports our members' abilities to participate in the broadest range of engagements in their individual capacities and seeks to foster an environment of open discussion and research that respects a diversity of viewpoints. To make this possible, the Association maintains a stance of institutional neutrality and refrains from issuing statements or taking positions that undermine this neutral stance. For further guidelines on communication and professional conduct see Sections VI and VIII of AERE's Policy Handbook. (est. October 14, 2025)

X. Insurance

AERE will carry liability insurance for Directors and Officers. (est. January 4, 2008)

XI. Board of Directors

As described in the By-Laws the Board of Directors shall be composed of eleven voting

members and several ex-officio members without vote who may be appointed by the Board. The voting members shall consist of the Association President, President-Elect (in the second year of a President's term) or immediate past President (in the first year of a President's term), Vice-President, Secretary, and Treasurer, and six other Board members elected by the Association membership.

Officers

As described in the By-Laws AERE Officers consist of the President, President-elect (or Immediate Past President), Vice President, Secretary, and Treasurer. The By-Laws describe the length of the terms of the Officers and any restrictions on whether Officers may succeed themselves. The election of these officers is described below.

Ex-Officio Members

The Executive Director serves on the Board ex-officio and is a non-voting member. The editor of the *Journal of the Association of Environmental and Resource Economists (*JAERE*)* will be an ex-officio member of the Board. (added sometime before 2002). The editor of the *Review of Environmental Economics and Policy* (REEP) will be an ex-officio member of the Board. (est. January 6, 2006)

Duties of Board Members

<u>President</u> (rev. October 2026)

1. Execute decisions made by the Board.
2. Preside over the annual business meeting, typically held in conjunction with the AERE Winter Luncheon at the January ASSA meetings.
3. Serve as "master of ceremonies" at the AERE awards luncheon at the AERE Summer Conference and other special sessions and social events at that meeting as needed.
4. Ensure that all invited paper sessions are organized at the ASSA meeting and AERE summer conference.
5. Make the following appointments:
    a. New chairs of the Membership, Communications, and Career Development Committees.
    b. New chairs of the Scholars Program, Community Engagement, Graduate Student Engagement, Mentoring, and Teaching and Pedagogy Working Groups.
    c. New Board members of the Summer Conference Advisory Committee.
    d. AERE Representatives to the World Council of Environmental and Resource Economics Associations (WCEREA).
6. Ensure that committees and working groups are proceeding on their tasks in a timely way and dealing with the results of committees' and working groups' work.

7. Notify the Board and the winner of the Publication of Enduring Quality award. Notify the Executive Director so that a plaque can be ordered.
8. Approve the summer conference fee in conjunction with the Treasurer. (est. January 7, 2011).
9. Organize the selection of new JAERE editors when terms expire.
10. Attend the annual EAERE meeting in June, for which AERE supplies $1,000 travel money. (optional) (est. January 5, 2007)
11. Write text of periodic communications with members in AERE e-News messages and in AERE e-flash messages.
12. Coordinate board process for naming AERE Fellows from membership nominations.

President-Elect (or Immediate Past President)

1. Serve as a member of the Board for the year preceding presidency.
2. Serve as a member of the Executive Committee for the year preceding presidency.
3. Serve as a member of the Summer Conference Advisory Committee for the year preceding presidency.
4. Perform other duties as delegated by the President.

Vice President (rev. October 2026)

1. Form a Nominating Committee each year by March 1 (according to the by-laws) and present the Nominating Committee to the Board for approval. This committee is not a rotating committee, but newly constituted each year. The VP chairs the committee and there are usually three or more additional members. A slate of officers and directors is due to the Secretary by August 1 (according to the by-laws).
2. Notify Board member election winners and losers of the results of the election.
3. Recommend to the Board the following appointments:
    a. New members of the Membership and Communications Committees.
    b. New members of the Oates Dissertation, Publication of Enduring Quality, and Best JAERE Paper Award Committees.
    c. New members of the AERE@ASSA and AERE@AAEA Program Committees.
    d. New chairs of AERE@ Regional Program Committees.
    e. New members of the AERE@OSWEET Committee
4. Recommend to the President new chairs of the Scholars Program, Community Engagement, Graduate Student Engagement, Mentoring, and Teaching and Pedagogy Working Groups.
5. Serve as a member of the Executive Committee.
6. Serve as a member of the Summer Conference Advisory Committee.

7. Serve as liaison between chairs of AERE@ Regional Program Committees and the Board.

Secretary (rev. October 2026)

1. Take minutes at AERE Board meetings and distribute copies of the minutes to be approved at the next Board meeting.
2. Keep an electronic file of all motions made and passed by the Board, including e-votes that occur between meetings; post these on the AERE Board Web site.
3. Manage electronic files shared among Board members.
4. Maintain and update the AERE Policy Handbook.
5. Maintain and update the AERE Membership Handbook.
6. Provide this Handbook and other material to newly elected Board members before their terms begin.
7. Serve as a member of the Executive Committee.
8. Serve as a member of the Summer Conference Advisory Committee.

Treasurer (rev. October 2026)

1. Supervise preparation of the fiscal year budget proposal and financial statements, and present them to the Board of Directors.
2. Provide advice and oversight regarding the budgetary implications of the summer conference and other spending requests.
3. Approve the summer conference fee in conjunction with the Summer Conference Advisory Committee. (est. January 7, 2011).
4. Serve as Chair of the Finance Committee.
5. Serve as a member of the Executive Committee.
6. Serve as a member of the Summer Conference Advisory Committee.
7. Supervise the preparation of audits and financial reviews and present them to the Board of Directors.
8. Supervise the preparation of tax returns.

Executive Director

The executive director is assigned by AERE's management firm to serve as a liaison between AERE and the firm and to provide support in all aspects of management as outlined in the Contract for Management Services (see the current contract for details: "Dropbox\AERE Administration\Management firm").

Board Members (rev. October 2026)

1. Participate in all Board meetings and come prepared to discuss written reports for

consideration at those meetings.

2. Participate in e-votes that occur as needed between board meetings.
3. Attend the annual AERE Summer Conference.
4. Attend the AERE lunch at the January ASSA meeting.
5. Serve on at least one Board committee as appointed by the President.

XII. Board Meetings

The AERE Board of Directors meets quarterly. Traditionally, the Board meets in-person in conjunction with the ASSA meetings in January of each year and the AERE summer conference or WCERE meetings. The time and location of the board meetings must be communicated to all members of the Board at least 30 days prior to the meeting. The President can call additional meetings as needed to conduct the business of the organization by communicating a notice at least 21 days in advance to all Board members. If in the judgment of the Secretary circumstances require an earlier meeting, the Secretary may call a meeting by contacting each Board member via telephone or electronic contact at least seven days prior to the meeting. Additionally, a majority of the elected Members of the Board may also call a meeting by presenting a signed written or electronic request to the Secretary in time for him/her to follow either of these procedures.

XIII. Elections

Elections are held annually by electronic ballot of all members of the Association. All ballots must be received by December 1 of each year. The elections are decided by the highest number of votes cast for each office. In the case of a tie vote, the other members of the new Board shall decide who among those receiving the same vote shall hold the office.

The slate of candidates standing for office will be delivered by the Nominating Committee by August 1 of each year. In addition, a candidate can be nominated by petition by five percent of the members of the Association who are then in good standing. In order to qualify, petitions containing the signatures and addresses of the members must be received by the Secretary by August l of each year.

XIV. Membership

Membership Types

There are four membership types: Individual, Student, Institutional, and University.

Dues

Membership dues are assessed on a calendar year. The membership year begins on January 1 and ends December 31.

The dues schedule can be found at the AERE website, **www.aere.org**.

Individuals who renew for 3-years receive a 10% discount. (as of August 16, 2022).

Individuals from low and middle income developing countries (acc. to World Bank) can become members at a lower rate. Institutions in low and middle income developing countries can become university/institutional members at a rate of $100 with benefits equal to university level. (June 9, 2011)

Members of the European Association of Environmental and Resource Economists (EAERE) can join AERE at a reduced rate, and AERE members can join EAERE at a reduced rate.

Member Benefits

Membership benefits will be provided as set by majority vote of the Board of Directors. A list of current membership benefits may be found on the AERE website: www.aere.org.

Membership Meeting

The AERE Annual Meeting is held each year during the Winter Luncheon at the Allied Social Science Association (ASSA) meeting.

Membership List Access (rev. 2017)

AERE does not provide its email list (or email on behalf of others) except in rare instances, even if for research requests. AERE may, on occasion with board approval, conduct research-oriented activities using its membership email list if the research has direct benefits for AERE and its membership.

We provide our membership mailing addresses, in excel format, for a fee. The following rules should be followed when creating and sharing member data.

1. Name(s), title(s), mailing addresses and affiliations (organization and department) are provided for members who agree to share their information. There may be several fields that provide duplicate information on mailing addresses – we provide all related fields.
2. No information on membership status (e.g., date joined, date expired, membership type) may be given.
3. Mailing addresses are not shared for members who check the box: "Do not publish my information." All information for members who opted to not have their information published should be deleted before providing the data.
4. A count of the total number of people who opted-out of sharing their data should be told to the data purchasers.
5. Upon request, purchasers may be given the following data for members who opted-out of sharing their data: state and country listed in the primary mailing address

XV. Committees and Working Groups[2]

The following policies apply to all committees and working groups, unless otherwise specified by a committee or working group's composition rules:

1. Positions designated for appointment by the President, Nominating Committee, or the respective committee or working group chairs, do not require majority Board approval.
2. Chairs and members are AERE members in good standing.
3. Terms for non-Board appointments begin on July 1 and end on June 30.
4. If a chair or member vacates their position before their term expires, a replacement shall be appointed to serve the remainder of the unexpired term and shall have the option of serving a subsequent full term.

Executive Committee

Charge: The committee is authorized to act on behalf of AERE between Board meetings and is responsible for ensuring that decisions align with AERE's mission and policies.

Composition: President (acting as Chair), President-Elect or Immediate Past President, Vice President, Secretary, Treasurer, and Executive Director (ex officio).

Duties: The committee meets or otherwise communicates regularly to advise the President, address urgent matters requiring timely action, set Board meeting agendas, and maintain organizational momentum. The committee investigates AERE policy violations, including complaints related to diversity, equity, and inclusion.

Nominating Committee

Charge: The committee is responsible for assembling a slate of candidates to stand for election as Officers and Board members, and for filling designated committee and working group position vacancies.

Composition: Vice President (acting as Chair) and two to three members. Members serve one-year terms and cannot be Board members. Members are nominated by the Vice President and require majority Board approval.

Duties: The committee submits nominations for new Officer and Board member candidates to the Secretary by August 1 of each year. In odd years, the committee must find two candidates for each of the following positions: President-Elect, Vice President, and two Board members. In even years, the committee must find four candidates to compete for two Board member positions. The committee submits nominations to fill vacancies for designated committee and working group positions on an as-needed basis, but preferably one month before a known position is vacated.

[2] The organizational structure was heavily revised in June 2026. Unless otherwise noted, the most recent revision to a specific committee or working group description was in October 2026.

Finance Committee (est. June 2026)

Charge: The committee provides the fiscal oversight and strategic planning necessary to safeguard AERE's resources and support its ongoing financial health and operations.

Composition: Treasurer (acting as Chair) and three members. Members serve three-year terms, which are staggered such that one member's term expires each year. New members, who cannot be Board members, are nominated by the Treasurer and require majority Board approval. *To establish this rotation initially, the first three members shall be appointed to terms of one, two, and three years respectively.*

Duties: The committee develops and manages an operating budget; establishes financial goals and objectives; implements Board-approved financial policies; monitors AERE's financial position and investment portfolio; and manages the investment of financial assets. The committee also ensures compliance with applicable financial and legal reporting requires and makes recommendations to the Board on significant financial matters.

Summer Conference Advisory Committee (est. January 2010)

Charge: The committee is responsible for organizing the AERE Summer Conference, which includes coordinating with, and providing assistance and guidance to, the Summer Conference Organizing Committee (OC).

Composition: President (acting as Chair), the Executive Committee, an appointed Board member, and AERE Meeting Planner. The President appoints the additional Board member, who serves on this committee and the OC for the duration of the conference cycle; the Board member is a liaison between these two committees.

Main duties:

- Solicit new reviewers and refresh the list of existing reviewers for conference abstracts in the fall.
- Organize AERE Fellows award ceremony and business meeting.
- Select the OC and location.
- Select a keynote speaker and potentially a pre-conference workshop.

Shared duties with the OC:

- Coordinate with AERE committees and working groups that are organizing events.
- Fundraise for the conference.
- Determine the role of virtual and hybrid sessions.

Summer Conference Organizing Committee

Charge: The committee is responsible for developing the academic program and related events at the AERE Summer Conference.

Composition: Chair and/or Co-Chair, an appointed Board member, and additional members as needed. The Summer Conference Advisory Committee appoints the committee. The committee should include one member from the OC of the prior summer conference to

ensure continuity and transmission of knowledge.

Duties:

- Manage the call for abstracts, abstract review, and selection of papers for presentation.
- Organize accepted abstracts into sessions and find session chairs.
- Select themes of sponsored sessions in conjunction with government agency and other supporters of the sponsored session tracks.
- Additional responsibilities are listed in the Summer Conference Advisory Committee description.

Membership Committee

Charge: The committee is responsible for providing oversight and coordination of membership recruitment, retention, and provision of activities.

Composition: Chair and three members. The Chair is a Board member, appointed by the President, who shadows the outgoing Chair in their first year and serves as Chair during their second and third years. Members include the chairs of the Community Engagement and Graduate Student Engagement Working Groups, and one at-large member. The at-large member serves a three-year term. New at-large members are proposed by the Nominating Committee and require majority Board approval.

Duties: The committee is responsible for identifying the needs of AERE members and developing strategies to increase member satisfaction and the recruitment and retention of members. To support these efforts, the committee periodically administers a membership survey to assess satisfaction, identify institutional needs, and track organizational trends. Based on these data and evaluations, the committee proposes actionable strategies and policy adjustments. The Chair fosters two-way communication between the Board and the committee's two working groups, attending working group meetings as often as appropriate, by mutual agreement with the working group chairs.

Communications Committee (est. June 2026)

Charge: The committee develops communication strategies and provides guidance on AERE communications.

Composition: Chair, AERE Social Media Coordinator (de facto), and three additional members. The Chair is a Board member, appointed by the President, who serves a three-year term: shadowing the outgoing Chair in their first year, and serving as Chair during their second and third years. A new successor is selected every two years, during the final year of the sitting Chair's term. Members serve three-year terms, which are staggered such that one member's term expires each year. New members are proposed by the Nominating Committee and require majority Board approval. *To establish this rotation initially, the first three members shall be appointed to terms of one, two, and three years respectively.*

Duties: The committee, in coordination with the Executive Director and AERE's management firm, monitors and evaluates the AERE website, social media, conference app,

email communications, and other communications infrastructure. The committee identifies priorities and develops strategies to increase the scope and effectiveness of internal and external communications. When a vacancy arises, the committee works with the Executive Director to solicit applications for a graduate student to fill the role of AERE Social Media Coordinator. The AERE Social Media Coordinator is nominated by the committee and requires majority Board approval.

Career Development Committee (est. June 2026)

Charge: The committee is responsible for providing AERE members with mentoring, skill development, and networking opportunities.

Composition: Chair and three members. The Chair is a Board member, appointed by the President, who serves a three-year term: shadowing the outgoing Chair in their first year, and serving as Chair during their second and third years. A new successor is selected every two years, during the final year of the sitting Chair's term. Members include the chairs of the Scholars Program, Mentoring, and Teaching and Pedagogy Working Groups.

Duties: The committee coordinates and advises on the activities of the three associated working groups. The Chair fosters two-way communication between the Board and the committee's three working groups, attending working group meetings as often as appropriate, by mutual agreement with the working group chairs. The committee may also propose ad-hoc professional development opportunities for AERE members to enhance their skills and knowledge through activities that emphasize research methods, academic and policy communication skills, new technologies, career transitions, and career opportunities.

Scholars Program Working Group (est. October 2020)

Charge: The working group is responsible for the AERE Scholars Program, which connects a diverse cohort of early-career environmental and natural resource economists with established professionals serving as mentors to foster professional growth, community, and inclusivity within AERE.

Composition: Chair, Chair-Elect or Past-Chair, and two members. The Chair serves a four-year term on the committee: Chair-Elect in the first year; Chair in years two and three; and Past-Chair in the fourth year. The President appoints the Chair following a recommendation and consultation process with the Nominating Committee. Members serve staggered two-year terms, such that one member is replaced each year. New members are appointed by the Chair.

Duties: The working group manages the recruitment and selection of both early-career scholars and mentors. The committee provides specialized training to prepare mentors, designs and facilitates cohort-based professional development and peer networking opportunities, and actively cultivates an inclusive, empathetic, and supportive culture across all program initiatives. Operating under a continuous succession model, each leadership cohort trains its successors, ensuring that accumulated institutional knowledge is carried forward to continually refine the program.

Community Engagement Working Group (est. January 2020)

Charge: The working group advances a collaborative professional environment for the AERE community, fosters open dialogue, and cultivates a positive, inclusive climate across all association activities and events.

Composition: Chair and three members. The Chair typically serves as a member for at least one year before appointment. The President appoints the Chair following a recommendation and consultation process with the Nominating Committee. The Chair serves a two-year term; the appointment can be extended for a second term subject to Nominating Committee approval. Members serve three-year terms, which are staggered such that one member is replaced each year. New members are appointed by the Chair. *To establish this rotation initially, the first three members shall be appointed to terms of one, two, and three years respectively.*

Duties: The working group organizes and supports activities that build a positive, collaborative climate within AERE, including social and community-building events at AERE conferences and meetings. It facilitates open discussion among members on strengthening community and connection within the association and can bring related proposals to the Membership Committee for consideration by the Board.

Graduate Student Engagement Working Group (est. May 2019)

Charge: The working group is responsible for initiatives that further graduate student engagement.

Composition: Chair, one non-student member, and three to four graduate student members. The Chair typically serves as a member for at least one year before appointment. The President appoints the Chair following a recommendation and consultation process with the Nominating Committee. The Chair serves a two-year term; the appointment can be extended for a second term subject to Nominating Committee approval. The non-student member is appointed by the Nominating Committee and serves a three-year term. New graduate student members are appointed by the Chair and serve one to two years at the discretion of the Chair.

The graduate students are given free AERE Memberships for years overlapping with their service, and – when applicable – a travel expense reimbursement of up to $1500 per student, and a conference fee waiver, to attend the AERE Summer Conference.

Duties: The working group is responsible for monitoring how graduate students engage with AERE including membership, communication, professional development, mentoring, and the job market. The committee is also responsible for proposing, evaluating, and monitoring initiatives that affect AERE graduate students. The committee sets the criteria for selecting award recipients of the AERE Graduate Student and Postdoc Travel Scholarship Program.

Mentoring Working Group (est. June 2026)

Charge: The working group endeavors to engage and support the AERE membership through mentoring activities that provide career guidance, skill development, and networking opportunities.

Composition: Chair and three members. The Chair typically serves as a member for at least

one year before appointment. The President appoints the Chair following a recommendation and consultation process with the Nominating Committee. The Chair serves a two-year term; the appointment can be extended for a second term subject to Nominating Committee approval. Members serve three-year terms, which are staggered such that one member is replaced each year. New members are appointed by the Chair. *To establish this rotation initially, the first three members shall be appointed to terms of one, two, and three years respectively.*

Duties: The working group identifies and facilitates mentoring activities (e.g., peer mentoring groups, virtual one-on-one matchups) for scholars at all career stages, focusing on activities with the potential to extend benefits to a large number of AERE members while requiring relatively low delivery cost and low participation commitment from mentors.

Teaching and Pedagogy Working Group (est. June 2026)

Charge: The mission of the working group is to improve the quality of education in environmental and natural resource economics.

Composition: Chair and three members. The Chair typically serves as a member for at least one year before appointment. The President appoints the Chair following a recommendation and consultation process with the Nominating Committee. The Chair serves a two-year term; the appointment can be extended for a second term subject to Nominating Committee approval. Members serve three-year terms, which are staggered such that one member is replaced each year. New members are appointed by the Chair. *To establish this rotation initially, the first three members shall be appointed to terms of one, two, and three years respectively.*

Duties: The working group organizes events that provide opportunities for educators to discuss pedagogical strategies and course design, and for the dissemination of research on teaching methods and teaching effectiveness. The working group further focuses on activities that support the creation and dissemination of teaching resources, and peer mentoring around teaching.

Oates Dissertation Award Committee

Charge: The committee is responsible for selecting the winner of the Wallace E. Oates Outstanding Doctoral Dissertation Award annually.

Composition: Chair and five members. Members serve three-year terms, which are staggered such that two members are replaced each year. New members are proposed by the Nominating Committee and require majority Board approval. The Nominating Committee selects and appoints as Chair one of the third-year members.

Duties: Each summer, AERE receives nominations for the award from dissertation chairs. The committee reviews the nominations, selects a winner, and conveys the results by mid Fall to the AERE President, Vice President, Executive Director, and JAERE editor (who will publish the dissertation abstract).

Publication of Enduring Quality Committee

Charge: The committee is responsible for selecting the winner of the PEQ Award annually.

Composition: Chair and two members. Members serve three-year terms, which are staggered such that one member is replaced each year. A member serves as Chair in their third year. New members are proposed by the Nominating Committee and require majority Board approval.

Nomination process: Any member (or group of members) of AERE can nominate a publication. Nominees may include individuals who are not members of AERE. The committee reviews the nominations and submits a recommendation to the Board for approval prior to the Spring Board Meeting.

Nomination packages should consist of (1) a cover letter, (2) a document supporting the nomination, and (3) the publication itself. The supporting document (not to exceed three pages) should include quantitative as well as qualitative information describing the merits of the publication for this award (e.g., number of citations or copies printed). Publications that have been nominated in the past can be renominated.

Nominated publications that are not selected in the year of nomination will be considered for two additional years (for a total of three years of consideration) without a re-nomination. If the same publication is nominated from a mutually exclusive set of nominators during the three-year consideration window, this will be treated the same as a new nomination. That is, the publication will be considered for the award year associated with the new nomination, plus two additional years.

Best JAERE Paper Award Committee

Charge: The committee is responsible for selecting the annual winner of the best JAERE paper.

Composition: Two JAERE Co-Editors-in-Chief and one at-large member. The at-large member serves for a term of three years. New at-large members are proposed by the Nominating Committee and require majority vote approval.

Duties: The committee solicits nominations from the journal editors and co-editors in the fall, evaluates nominations, selects a winner, and informs the President by early December.

AERE@AAEA Program Committee

Charge: The committee organizes association-sponsored (i.e., AERE@) activities at the annual AAEA summer conference.

Composition: Chair and two members. Members serve three-year terms, which are staggered such that one member is replaced each year. A member serves as Chair in their third year. New members are proposed by the Nominating Committee and require majority Board approval.

Duties: The committee is responsible for soliciting and selecting research submitted to be presented in AERE sessions at the AAEA conference. To the extent possible, committee members are expected to attend sessions and engage with speakers.

Financing: AERE allocates $1000 annually to the committee for the purpose of reimbursing

travel expenses incurred by committee members to attend the AAEA conference. Funding is available only to those who lack institutional travel support.

AERE@ASSA Program Committee

Charge: The committee organizes association-sponsored (i.e., AERE@) sessions at the annual ASSA winter conference.

Composition: Chair and two members. Members serve three-year terms, which are staggered such that one member is replaced each year. A member serves as Chair in their third year. New members are proposed by the Nominating Committee and require majority Board approval. Terms begin on January 1. *To establish this rotation initially, the first three members shall be appointed to terms of one, two, and three years respectively.*

Duties: The committee is responsible for soliciting and selecting research submitted to be presented in the AERE sessions at the ASSA conference. To the extent possible, committee members are expected to attend sessions and engage with speakers.

Financing: AERE allocates $1000 annually to the committee for the purpose of reimbursing travel expenses incurred by committee members to attend the AAEA conference. Funding is available only to those who lack institutional travel support.

AERE@ Regional Program Committees

Charge: AERE organizes association-sponsored (i.e., AERE@) sessions at the EEA, MEA, SEA, and WEAI annual meetings.

Composition: The committees are specific to each regional meeting and are each led by a Chair or Co-Chairs. New chairs are proposed by the Nominating Committee and require majority Board approval. Chairs can appoint additional committee members at their discretion. Term length is indefinite, and chairs are reviewed annually by the Nominating Committee.

Duties: The committees are responsible for soliciting and selecting research submitted to be presented in the AERE sessions at their respective conferences. To the extent possible, members are expected to attend sessions and engage with speakers.

Financing: AERE allocates $1000 annually to each organizing committee for the purpose of reimbursing travel expenses incurred by committee members to attend their respective regional conference. Funding is available only to those who lack institutional travel support.

AERE@OSWEET Committee

Charge: The committee organizes an online research seminar series in environmental and natural resource economics, with priority given to junior faculty, graduate students, and scholars in underrepresented groups.

Composition: Three to four members with renewable 1-year terms. New members are proposed by the Nominating Committee and require majority Board approval.

Duties: The committee is responsible for soliciting and reviewing submissions, and organizing a monthly presentation session. The committee communicates information on upcoming sessions to the Executive Director and the AERE Tweeter, and the committee

itself advertises through other relevant channels. To the extent possible, committee members are expected to attend sessions and engage with the speakers.

XVI. Publications

Journal of the Association of Environmental and Resource Economists (JAERE)

Editors: A team of four JAERE editors are appointed by the board for four-year terms. The terms are staggered so that one editor is expected to rotate off each year. JAERE editors must be AERE members in good standing. The editor team selects co-editors and selects one of their members to serve on the Board ex-officio as a non-voting member. A JAERE Editor will give a report to the Board annually, and will also give a report to the membership at the annual membership meeting.

Submission Fees: A submission fee will be charged.

Review of Environmental Economics and Policy (REEP) (est. April 2009; rev. April 2023)

Editors: REEP has one lead Editor, three Co-Editors, and two editors of the "Features" section.

The lead Editor of REEP must be an AERE member in good standing and serves on the Board ex-officio as a non-voting member. Editor selection follows a process established by an MOU between AERE and EAERE. The process starts by issuing a call of interest. Then the AERE president appoints a committee to evaluate the proposals. The committee includes an EAERE member appointed by the EAERE president. The committee makes a recommendation. The EAERE Board votes on whether to support the recommendation. Then AERE, who financially owns REEP, is responsible for the final decision. The lead Editor is selected by the AERE Board of Directors to serve a 3-year renewable term.

AERE provides an honorarium of $9000 annually to the REEP Editor. (est. April 6, 2023)

The REEP Editor will give a report to the Board annually, and will also give a report to the membership at the annual membership meeting.

The Co-Editors and Features editors are jointly selected by the Editor of REEP and the Board of Directors of AERE for 3-year renewable terms. (est. June 29, 2010)

The Editorial Board should typically include one individual not from North America or affiliated with a North American institution. (est. June 29, 2010)

Submission Fees: There are no submission fees. The editors and co-editors commission papers on topics of interest based on solicited or unsolicited proposals; commissioned articles go through peer review and can be rejected.

XVII. Awards[3]

AERE Fellows Program (est. January 2004)

The AERE Fellows Program recognizes outstanding contributions to the field by members of the association. The Awardees have demonstrated a significant contribution to the advancement of the profession of environmental and resource economics.

The Board determines who will be made an AERE Fellow through multiple rounds of voting. Up to three Fellows can be selected per year.

Nomination Process (est. January 2012; rev. June 2025)

Any member (or group of members) of AERE can nominate a candidate for Fellow. A nomination packet must include a vita of the nominee, a two-page nomination letter and at least one additional letter of support from a second individual. Nomination letters should outline contributions the individual has made to warrant the award. Potential contributions include advances to the knowledge base in environmental and resource economics, a record of policy-advising activity, a record of mentorship and cultivation of new human capital, including contributions to fostering diversity, equity and inclusion in environmental and resource economics, increasing visibility of the field, and service to the AERE community.

Individuals nominated for AERE Fellows who are not elected in the year of nomination will be considered for two additional years after the year of nomination (for a total of three years of consideration) without a re-nomination. People that have been nominated in the past can be renominated.

Oates Dissertation Award[4]

The Oates award will be given at an awards luncheon. The winner receives a plaque, a $1,500 cash award, and a $500 travel grant to attend the awards luncheon.

D'Arge and Kneese Best Paper in JAERE Award[5]

The Ralph C. d'Arge and Allen V. Kneese Award for Outstanding Publication in JAERE recognizes an outstanding research paper published in the *Journal of the Association of Environmental and Resource Economists* during the past year. The award is given annually and announced at an awards luncheon.

Publication of Enduring Quality

The Publication of Enduring Quality (PEQ) award will be given at an awards luncheon. The winner receives a plaque.

[3] A Petry Prize in the Economics of Climate Change was awarded once in 2006 through funding provided by Glenn Petry (Professor Emeritus of Finance at Washington State University).
[4] Established in 2014. Named in the memory of Wallace E. Oates in 2016.
[5] Established in 2008 as the Ralph C. d'Arge and Allen V. Kneese Award for Outstanding Publication in JEEM. Revised to JAERE in 2014.

AERE Distinguished Service Award (est. June 2013)

This award has been periodically given to recognize exceptional service to AERE. Individuals may be nominated for the award at the January meeting of the Board of Directors. If multiple people are nominated at a January Board meeting, each board member will cast a vote for no more than one nominee by January 31st following the Board meeting. If there is a clear front-runner, one award will be given at the summer awards luncheon. If there are two close votes, two awards may be given at the summer awards luncheon.

AERE Graduate Student and Postdoc Travel Scholarship Program (est. January 2024)

This program provides need-based travel support, in the form of conference registration fee waivers and a $500 stipend, for graduate students and postdocs to attend the AERE Summer Conference. Applicants are required to be AERE members. Priority is given to PhD students in economics or a closely related field who have been selected to present at the conference. The AERE Graduate Student Engagement Committee manages the application and selection process. The number of scholarships available each year will be determined through the annual budget process.

XVIII. Meetings

ASSA Meeting

The AERE winter meeting is held jointly with the Allied Social Science Associations (ASSA) meeting in January of each year. Each year the meeting includes a number of AERE-organized sessions and may also include joint AERE/ASSA sessions. An AERE Luncheon and Business Meeting is also held during which reports of the status of AERE and its operations by the President and Treasurer will be given as well as reports from the editors of JAERE and REEP.

World Congress (rev. Feb 3, 2023)

Every four years AERE and other associations comprising the World Council of Environmental and Resource Economists Associations jointly organize a World Congress of Environmental and Resource Economists. AERE appoints members to serve on the conference committee, takes on some financial risk, and shares in conference revenue. AERE's commitment to the World Council is explained in a Memorandum of Understanding posted in the "Admin" folder on Dropbox.

AERE Summer Conference (est. June 1, 2009)

The AERE Summer Conference will be held each year except in years when there is a World Congress of Environmental and Resource Economists with the goal of offering more opportunities to AERE members.

Presenters, discussants, and chairs at AERE sessions are required to be AERE members. (January 4, 2004).

Other Associations' Meetings

The AERE Board is authorized to select members-at-large to organize sessions under the AERE imprimatur at meetings *other than* ASSA and AAEA. This includes organizers of AERE sessions at Regional Meetings (aka AERE@ sessions) (est. January 3, 2003)

Presenters, discussants, and chairs at AERE sessions are required to be AERE members. (est. January 4, 2004).

XIX. Financial Management

The management company is under contract to provide financial services to AERE. These services include, but are not limited to: working with the AERE Treasurer to record all financial transactions and maintain accounting records, providing monthly financial statements, conducting investment transactions at the discretion of the Treasurer, reviewing AERE investment policies and consulting with investment managers to present potential realignment to the Treasurer, and processing accounts payable and accounts receivable. See the management contract for a full description.

Financial Audit

a. Starting in 2023, the financial records of the Association shall be reviewed every other year by a licensed Certified Public Accountant, unless it is a year in which an audit is conducted. The first review under this policy will be in 2024 (for the 2023 fiscal year).

b. Starting in 2026, the financial records of the Association shall be audited every six years by a licensed Certified Public Accountant. The first audit under this policy will be in 2028 (for the 2027 fiscal year).

The above policies result in a six-year cycle with reviews in the second and fourth years, and an audit in the sixth year. Under this policy, the first review will be in 2024 (for the 2023 fiscal year), the second review will be in 2026 (for the 2025 fiscal year), and the audit will be in 2028 (for the 2027 fiscal year).

c. The audit or review for the previous fiscal year should be completed prior to the Fall AERE Board Meeting, and the outcome of which should be reported by the Treasurer at the Fall Board Meeting.

d. The AERE Treasurer or President may independently call for one financial review of the financial records of the Association in any year when an audit or financial review is not otherwise scheduled, provided the review does not cost more than $4,000 or a demonstrated reasonable amount. The review must be conducted by a licensed Certified Public Accountant.

Budget (rev. June 2024)

The AERE Board of Directors' approved fiscal year budget shall constitute authorization for expenditure. AERE's fiscal year aligns with the calendar year (January 1 to December 31).

By the Fall Board Meeting, the Board shall discuss and vote on the proposed budget for the next fiscal year. The final budget shall be approved by March 31 of the fiscal year.

If a budget has not yet been approved for the current fiscal year, the Treasurer is authorized to disburse funds in a manner that is consistent with the previous fiscal year's budget and any subsequent Board-approved expenditure and revenue changes for the current fiscal year.

At the Winter Board Meeting, the Board shall review any notable differences between the previous year's expenses and revenues (based on end-of-year projections) and that fiscal year's budget.

At the Spring Board Meeting, the Board shall review in detail the financial statements of the previous year's actual expenses and revenues.

XIX. Guidelines for Funding Support (est. Nov 11, 2023)

The Association of Environmental and Resource Economists is an international organization dedicated to the encouragement of exchange of ideas, research, and other professional activities relating to environmental and natural resource economics and management, including that of an interdisciplinary nature. For these purposes it issues publications, newsletters, organizes meetings and symposia to stimulate work in its area of interest, and promotes the education and professional activities of its members.

The Association is dedicated to freedom of discussion and research and undertakes to avoid partisan positions with respect to any individual, group, political philosophy, or research method. The Association accepts funding to support its activities including conferences, workshops, publications and other projects and activities.

The Association will not accept funding support that violates any of the principles listed above. Notably, the Association will not accept funding that would require the Association to promote the views of sponsors at public events, on its website or in its communications, etc. as a condition for funding.

Categories of Support

1. Unencumbered Support for the Association

The Association will accept unencumbered support from government, industry, non-governmental organizations, universities or other entities. Unencumbered support includes donations to the Association or any other funding support that does not have specific requirements for the use of the funds.

2. Institutional and University Memberships

The Association receives funds from institutions (industry, government, non-governmental organizations, universities, or other entities) for institutional memberships and university

memberships. These memberships provide specific benefits that are described by the Association (including listing in Association publications and web pages, etc.).

3. Funding Support for Conferences and Symposia

The Association will accept support for conferences or symposia providing that the support does not place any restrictions on the Association's ability to promote free discussion of research ideas and results. AERE may accept funds for conferences that are restricted in some fashion (e.g., prohibitions on purchases of alcohol), though AERE representatives reserve the right to determine whether those restrictions are in conflict with its guidelines. The Association will acknowledge the support provided for conferences, workshops and other similar activities by identifying sponsors in conference program materials and at conference venues. The Association will not accept funding that limits the Association's ability to provide open discourse. The Association Officers and Board of Directors and the Conference Organizing Committee will be responsible for the assessment of offers of funding support and their consistency with these guidelines.

Some examples of specific forms of conference funding are identified below:

- The Association will accept funds for specific components of the conference – for example funding for refreshment breaks, luncheons, dinners, or other similar components of the conference. The institution providing such funding will be acknowledged in the program for the conference, verbally at the event, and with signs posted at the event.
- The Association will accept sponsorship for travel support for specific groups or individuals including keynote speakers, attendees from developing countries, students, or other individuals that the Association and / or the conference organizers wish to invite. In all cases the decisions of whom to invite remain with the Association.
- The Association will allow the development of tiered funding support for conferences where higher levels of funding support are acknowledged by including the sponsor in a higher tier (e.g., gold, silver, bronze tiers each tied to a minimum funding amount). The determination of the number of tiers and minimum funding for each tier will be the responsibility of the Conference Organizing Committee.
- The Association will also offer entities such as book publishing companies the opportunity to provide a display of books and journals and similar products and services. The fee for such exhibits and displays will be determined by the Association for each conference.

4. Other Support for the Association

The Association will accept support for other activities, beyond conferences and symposia, as long as the funding does not violate any principles outlined above. The AERE Board reserves the right to determine whether any restrictions on support are in conflict with its guidelines.

The Association will be transparent in terms of funding it receives by providing information upon request regarding sources of funding for all activities. In addition, the Association will report on its website an annually updated list of all sources of funding including institutional and university memberships, and organizational financial supporters of AERE activities that donate more than $5,000.