



Virginia Tech Department of Agricultural and Applied Economics

ADVISORY BOARD BYLAWS

Approved October 6, 2014
Amended January 26, 2024

I. AAEC DEPARTMENT

The Department of Agricultural and Applied Economics (the Department) at Virginia Tech provides students, public officials, and the private sector with the education and knowledge necessary to make sound economic decisions. The Department delivers an integrated program of teaching, research, and extension that considers household, firm, local, state, national, and international dimensions.

II. NAME

The organization shall be called the Virginia Tech Agricultural and Applied Economics Department Advisory Board (the Board)

III. PURPOSE

The overall goal of the Board is to assist and advise the Agricultural and Applied Economics Department in carrying out its missions. The specific purposes are to:

- Promote the research, teaching, and extension/outreach programs with external clientele groups
- Inform the Department on external factors and opportunities affecting the Department and clientele groups.
- Aid the department in planning student internships, placement, and professional development.
- Advise the department on effective engagement with external clientele groups to support Departmental initiatives and programs.
- Assist in generating financial support for departmental programs.

IV. MEMBERSHIP

Membership on the Board shall be selected from leaders in industry, government, and academia. A member shall serve one three-year term and shall be eligible for reappointment to additional terms thereafter with approval by the board and the department head. The terms shall be staggered such that one-third of the membership is

renewed each year. The term of the newly appointed members shall begin on January 1st of the year of their appointment and shall end on December 31st after the completion of three years of service. Should a Board member resign or be unable to continue, a new Board member will be appointed by the Department Head to fill the unfinished term.

The Board shall be composed of:

- The AAEC Department Head,
- The Chairs of any standing external advisory committees for departmental programs,
- No more than 12 members are recommended, but more members may be added as appropriate

No more than one Board member shall be from any one organization (subgroups of an organization do not count as a separate organization, such as different branches of the Farm Credit system).

The Chairs of the Department Undergraduate, Graduate, and Extension Committees will serve as ex-officio, non-voting, members of the Board.

V. SELECTION CRITERIA

Nominations to the Board may be made by the faculty, alumni, or Board members. Leaders in the field who are recognized for their sound judgment, decisive actions and personal integrity shall be eligible for membership. In addition, the Board members shall have knowledge and interest in the mission areas served by the Department. Members shall be willing to attend meetings and devote time to serve the Board and the Department. Members of the Board will be appointed by the Department Head with approval by the Department's Governance Committee.

VI. MEETINGS

The Board shall conduct meetings at least once a year. Meetings shall be held in Blacksburg unless the Board chooses to meet elsewhere. Board meetings can also be conducted via conference call, webcast, or other appropriate technology to facilitate meeting participation and reduce meeting costs. Additional special meetings may be called by the Board Chair, the Department Head, and standing committee Chairs as necessary. The agenda for the meetings shall be developed jointly by the Board Chair and the Department Head upon consultation with the Board members and faculty.

VII. OFFICERS

Board officers shall consist of the Chair, the Vice-Chair, and the Department Head. The Chair and Vice-Chair of the Board shall be elected from among and by the Board members to serve a one-year term commencing at the close of the annual meeting.

Duties of the officers shall be as follows:

A. AAEC Board Chair

- Preside at the meetings of the Board
- Act as the Board's representative at functions as necessary
- Appoint Board members to conduct special studies prior to the Board meetings

B. AAEC Board Vice Chair

- Serve as Chair in the absence of the elected Chair
- Succeed the Chair to fill an unfinished term

C. AAEC Department Head

- Act as a liaison between the Board, the AAEC faculty, and other support groups of the Department, College of Agriculture and Life Sciences, and Virginia Tech
- Appoint Board members to fill unfinished vacancies
- Schedule and facilitate Board meetings in consultation with the Board Chair

VIII. BOARD DUTIES

The Board will advise the Department on all issues related to the Department. Meeting minutes will be provided to the Department Head to use for internal decision-making subsequent to Board meetings. The Board will transact such business as may be necessary between the regular meetings of the Board. Ad-Hoc Working Committees may be appointed by the Board as necessary.

IX. FINANCES

Board members shall be responsible for all expenses incurred in connection with their Board duties.

X. AMENDMENTS

Amendments to these bylaws may be proposed by any Board Member. A vote of the AAEC Department Faculty shall be required to amend the by-laws.