

PROCEDURE MANUAL
of the
AMERICAN FISHERIES SOCIETY
ALASKA CHAPTER



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Purpose of the Procedures Manual

This manual is a living document prepared as a reference source for officers, committee chairs, and members of the Alaska Chapter (from here on, “Chapter”) of the Western Division (from here on, “Division”) of the American Fisheries Society (from here on, “Society”). This manual originated from the Administrative Handbook developed in February 1978. The manual describes the general structure and operation of the Chapter, and the duties and responsibilities of officers and committees, as prescribed in the Bylaws (Appendix A). This manual serves as an information resource for members, and went through updates in 2006, 2011, 2019, and 2022. The manual and the Chapter should be open to new ideas and changes that will result in a better organization and improvements in our profession.

Chapter Objectives

The objectives of the Chapter are to promote scientific research and enlightened management of aquatic resources of Alaska for optimum use and enjoyment by the public, and to encourage comprehensive and continuing education for fisheries scientists.

Chapter History

The Chapter was initiated in 1971 by Jon Nelson, a USFW fish biologist, who transferred to Kenai, Alaska, from Bismarck, North Dakota. He sent a petition to organize the Chapter with 14 signatures (10 were required) in July 1972. The petition was approved by the Executive Committee of the Parent Society in September 1972 at the annual AFS meeting in Hot Springs, Arkansas. For some reason not apparent in Chapter records, the Executive Committee re-approved the petition at the 1973 annual meeting in Orlando, Florida.

The initial meeting to incorporate the Chapter was held in Juneau on May 22-23, 1974. Bylaws were drafted (Appendix A), Jon Nelson was elected President, Chuck Meacham became the Vice-President, and Al Davis became Secretary-Treasurer. Since the initial meeting, the Chapter has been holding an annual Chapter meeting at a variety of locations across Alaska.

The annual meeting continues to be the cornerstone of the Chapter. The meeting provides an opportunity for a diverse group involved in fisheries to share information and learn about the spectrum of management and research for the conservation and utilization of aquatic resources in Alaska. Providing this forum and opportunity to develop our profession remains a vital role of the Chapter.

The Chapter’s responsibilities are commensurate with the increasingly complex demands and expectations the public has of aquatic resources. The Chapter has become more involved in resource policy issues (See Appendix B, Advocacy Policy and Procedure). The Chapter has commented on a wide range of policy decisions, including forestry practices; riparian habitat protection; instream flow; no-net loss of wetlands; and the establishment of sanctuaries for the conservation of genetic diversity in our anadromous fish populations. In 1993, the Chapter began a project to assess the status of Pacific salmon and steelhead stocks in Alaska, including the identification of stocks that are at risk of extinction from anthropogenic and natural factors. With primary support from The Pew Charitable Trusts, the Chapter review of Pacific salmon and steelhead in Southeast Alaska was published in *Fisheries* in 1996⁷. More recently, comments on the proposed Pebble Mine in Southeast Alaska, the Susitna-Watana Dam, or reservation of water rights on the Middle Tanana River have been put forth by

the Chapter.

Reflective of the diverse program of professional activities and accomplishments, the Chapter received the Outstanding Chapter Award from the American Fisheries Society in 1995 and 1999.

The duties and responsibilities of officers and committee members of the Chapter have also increased as Chapter activities have expanded. To support Chapter activities, the Chapter maintains from 15 to 20 ad hoc committees.

This manual is intended to clarify the responsibilities of officers and committee members and to provide more details than are found in the Chapter bylaws. Because the duties and responsibilities of the Chapter will continue to evolve, this manual, a living document, will require annual updating and revision, which will be a duty of the Immediate Past President with assistance from the Resolutions and Bylaws Committee.

¹ Heard, W. R. (rapporteur). 1988. Report of the 1987 Alaska Chinook salmon workshop. NOAA Northwest and Alaska Fisheries Center Processed Report 88-06, Juneau.

² Koski, K, and W.J. Hauser, [eds.]. 1984. Aquatic habitat restoration in northern ecosystems. Proceedings of the Symposium on Aquatic Habitat Restoration in Northern Ecosystems, Girdwood, Alaska 19-22 September 1994, 97 p.

³ Reynolds, J.B. [Ed.]. 1997. Fish ecology in North America. American Fisheries Society, Symposium 19, Bethesda, 345 p.

⁴ Rice, S.D., R.B. Spies, D.A. Wolfe, and B.A. Wright [eds.]. 1996. Proceedings of the *Exxon Valdez* Oil Spill Symposium, American Fisheries Society, Bethesda, MD.

⁵ University of Alaska Sea Grant. 1999. Ecosystem approaches for fisheries management. University of Alaska Sea Grant, AK-SG-99-01, Fairbanks, 756 pp.

⁶ Mecklenburg, C.W., T.A. Mecklenburg, and L.K. Thorsteinson. 2002. Fishes of Alaska. American Fisheries Society, Bethesda, 1037 p.

⁷ Baker, T.T., A.C. Wertheimer, R.D. Burkett, R. Dunlap, D.M. Eggers, E.I. Fritts, A.J. Gharrett, R.A. Holmes, and R.L. Wilmot. 1996. Status of Pacific salmon and steelhead escapements in Southeastern Alaska. *Fisheries* 21(10):6-18.

Chapter Membership

The membership of the Chapter shall be composed of those American Fisheries Society members in good standing with **both the Society and the Chapter** residing in, working in, or having a professional interest in the State of Alaska. Individuals can join the Alaska Chapter on an annual basis, or if they are a lifetime member of the Parent Society they can join the Chapter as a lifetime member. The lifetime Chapter membership was established during the business meeting on November 4, 2009. Since the foundation of the Alaska Chapter in 1974, the Chapter membership has subsequently ranged from 310 to 578 members.

Duties of Officers & Student Representative

Section 3 of the Bylaws states that the officers of the Chapter shall be members of the Chapter and consist of a Past-President, President, President- Elect, Vice-President, Secretary, and Treasurer. Officers and the Student Representative shall be elected from ballots via a manner deemed appropriate by the Executive Committee (e.g., online voting system). Terms of the President, President- Elect, and Vice-President, and Student Representative are approximately one year, commencing at the end of the annual Chapter business meeting and terminating at the end of the subsequent business meeting. Officers proceed through the ranks at the end of each term in the following order: Vice-President, President-Elect, President, and Past-President. Terms of the Secretary and Treasurer shall be four

years.

The elected Student Representative is a voting member of the Executive Committee, but not an officer. The Student Representative must be enrolled in an Alaska university or college and be a member of the Chapter.

Past-President

The Past-President serves as a voting member of the Executive Committee. Responsibilities of the Past-President include:

- Distribute copies of the Bylaws and Procedures Manual to new officers;
- On an annual basis, review and revise if necessary the Procedures Manual with assistance from the Resolutions and Bylaws Committee;
- Seek and recommend nominations for officers to the Executive Committee and provide biographies of the nominees for office and the ballot in a format deemed acceptable by the Executive Committee (e.g. online voting system);
- Coordinate an election when an office is vacated;
- Provide notice of proposed changes to the Bylaws to the Chapter membership at least 30 days prior to vote;
- Update the Bylaws to reflect changes approved by the membership, and forward Chapter Bylaw changes to the Parent Society Constitutional Consultant and Parent Society Executive Committee for approval;
- Advise the Resolutions and Bylaws Committee on updates to the Procedures Manual;
- With approval of the Executive Committee, nominate recent Chapter award recipients for appropriate awards given by the Division;
- Forward relevant reports and correspondence from their year as President to the Chapter Historian for archival including notes from the previous year's Chapter business meeting, Executive Committee teleconferences, and copies of the *Oncorhynchus* from the year served as Chapter President;
- Communicate regularly with committee chairs to ensure that committee responsibilities are actively pursued.

President

Section 4 of the Bylaws states, "The President of the Chapter shall preside at all meetings, serve as the Chair of the Executive Committee, represent the Chapter to the Division and Society, and make such appointments and perform other duties and functions as are authorized and necessary and, discharge other duties that may be required by the Society Executive Director and Division officers.

The President represents the Chapter and is responsible for oversight of all aspects of Chapter operation, ensuring Chapter, Division, and the Society goals and objectives are met on an annual and long-term basis.

The President serves as a voting member of the Division Executive Committee, responds to issues brought to the Chapter's attention by the Parent Society, Division, Chapter membership, and members

of the public, and keeps Society staff and officers and Division officers informed of Chapter activities. The President will attend either the mid-year or annual meeting of the Society Executive Committee at Chapter expense. If unable to attend either of these meetings, the President shall designate another member of the Executive Committee to attend.

The President is the first Chapter contact for individuals soliciting information or financial contributions and needs to be prepared to either respond directly or defer such requests to other committee chairs or members. The President is responsible for editing, signing, or designating a signer for all Chapter correspondence and disbursing Chapter funds as authorized by the Chapter Executive Committee.

Other President's duties include:

- Identify the work plan for the Chapter's Executive Community for the year;
- Represent the Chapter as the primary source of communication to the Division and Society;
- Preside over the annual Chapter meeting and extend an invitation to the Division and Society leadership;
- Chair the annual business meeting and any special meetings of the Chapter and appoint a qualified member to serve as parliamentarian at that meeting;
- Chair and prepare agendas for the monthly or bi-monthly Chapter Executive Committee teleconferences;
- Inform the President-Elect and other Executive Committee members of Chapter activities so that, if necessary, the President-Elect can perform the duties of the President;
- Form special committees of the Chapter, appoint chairpersons for all standing and special committees, and inform the Chapter membership about committee chairs and activities;
- Request committee chairs to prepare annual reports as prescribed in the Society Procedure Manual;
- Plan and arrange a mid-year Executive Committee retreat;
- Maintain email correspondence with membership throughout the year,
- Establish and revise any ongoing Memorandum of Understandings (MOUs);
- Submit a President's report for inclusion in each quarterly issue of the Chapter newsletter, *Oncorhynchus*.

President-Elect

Section 4 of the Bylaws states that, "The President-Elect shall be Chair of the Program Committee of the Chapter meeting and shall assume the duties of the President in the event of their inability to act and discharge other duties that may be required by the Society Executive Director and Division officers.

The President-Elect serves as a voting member of the Executive Committee. Duties of the President-Elect include:

- Work closely with the President to provide continuity of the Chapter activities into the next year;
- Perform as the annual meeting Program Chair and work with the Chapter's standing committees to execute all arrangements for the annual Chapter meeting (e.g., venue, program, speakers, name cards, continuing education, fundraising, auctions and or raffles, social media

- updates);
- Order a Past-President's plaque for presentation to the outgoing President at the annual Chapter business meeting (usually coordinated through the Chapter Treasurer or Awards Committee Chair);
- Anticipate and make necessary committee chair appointments immediately after succession to President or as is necessary during the term as President;
- Disburse Chapter funds as authorized by the Chapter Executive Committee;
- Develop MOUs for partnerships with any needed partnerships;
- Provide quarterly updates on activities (particularly annual meeting planning) for inclusion in the newsletter *Oncorhynchus*.

Vice-President

Section 4 of the Bylaws states that, "The Vice-President shall be Chair of the Membership Committee, shall assist the Program Chair, shall perform other duties as needed; and, shall discharge other duties that may be required by the Society Executive Director and Division officers."

The Vice-President serves as a voting member of the Executive Committee. Duties of the Vice-President include:

- Seek out and appoint Chapter members to serve on the Membership Committee and work with the Membership Committee to increase membership;
- Assist the President-Elect in the organization of the annual meeting and disburse Chapter funds related to the annual meeting as authorized by the Chapter Executive Committee;
- Manage the Chapter's website.

Secretary

Section 4 of the Bylaws states that, "The Secretary shall keep the official records of the Chapter; submit a copy of the minutes of the annual business meeting to the Executive Director of the Society within 30 days after said meeting; and discharge other duties that may be required by the Society Executive Director and Division officers.

The Secretary serves as a voting member of the Executive Committee. Duties of the Secretary include:

- Prepare and distribute minutes of the annual business meeting and Chapter Executive Committee meetings to members of the Executive Committee;
- Record the minutes of the annual business meeting and submit a copy for proofreading to the Chapter Executive Committee within 30 days of said meeting;
- Compile minutes of the Executive Committee monthly meetings and other special Executive Committee meetings;
- Maintain letterhead and supplies and the Chapter computers/printers;
- Draft motions and resolutions as directed by Executive Committee;
- Maintain records of activities, minutes, and other aspects of the Chapter and ensure these records are available to the incoming Secretary;
- Coordinate with the Chapter historian to ensure meeting minutes, resolutions, or other important Chapter documentation are preserved in an accessible format;
- Submit annual Chapter meeting minutes to the Division.

Treasurer

Section 4 of the Bylaws states that “The Treasurer shall collect and be custodian of Chapter funds; disburse funds as authorized by the Executive Committee or membership; submit a record of receipts and disbursements at the annual Chapter meeting; and, discharge other duties that may be required by the Society Executive Director and Division officers.

The Treasurer serves as a voting member of the Executive Committee. Duties of the Treasurer are listed in detail in Table 1 and summarized below:

- Maintain records of financial transactions, membership payments, and all other records related to managing the Chapter funds and forward these records to the incoming Treasurer;
- Forward to Parent Society any membership payments received during the Chapter’s annual meeting;
- Receive, hold, invest, and disburse funds as needed for Chapter functions and approved by the Executive Committee;
- Receive and maintain Chapter debit and/or credit card;
- Maintain financial records in standard accounting format as needed for review by Chapter and Society officers;
- Prepare an annual financial report for submission to the membership at the annual business meeting and as needed for state and federal revenue agencies;
- Arrange for periodic independent third-party audits of the Chapter ledger;
- Serve as a standing member of the Chapter Financial Assets Oversight Committee and the Molly Ahlgren Scholarship Committee.

The Treasurer may spend up to \$500 without seeking approval of the Executive Committee. Two signatures, preferably from the Treasurer and President, are required for all checks for expenditures from Chapter accounts equal to or above \$2,000. Executive Committee members have check signing authority and signature cards will be updated after each annual Chapter meeting.

Table 1. Duties of the Alaska Chapter Treasurer.

Related Activity	Task Description
Annual Financials	Prepare IRS Form 1099s and file 1096 for subcontractors
Annual Financials	Renew CCR registration on-line in collaboration with FAOC Chair
Annual Financials	Liaise with the FAOC to update the Chapter’s Budget and Spending Plan
Annual Financials	Once previous fiscal year’s books are finalized, work with third-party CPA to provide info. needed to complete annual IRS reporting; submit Form 990-EZ to IRS by April 15
Annual Financials	Reconcile checking accounts, investment accounts and provide to Exec Committee and FAOC
Annual Financials	Meet quarterly with Wells Fargo Advisors rep. as a standing member of the Financial Assets Oversight Committee via teleconference to review investment portfolio

Annual Financials	Prepare financial reports as requested by Executive Committee
Annual Financials	Serve as Committee Member of Financial Assets Oversight Committee
Stand-Alone Continuing Education Courses	Assist the Chapter's Registrar on processing registrations
	Do Electronic Invoicing w/Quickbooks as needed
	Process credit card payments, provide financial updates to Exec Committee and Continuing Education Committee
Annual Meeting	Prepare meeting registration w/ Meeting Chairperson and Provide support to Meeting Chairperson regarding meeting finances/budget
Annual Meeting	Maintain, update, and transmit registration information in lead-up to meeting, including numbers of registrants for meetings and special functions (fun runs, socials, etc).
Annual Meeting	Write checks for annual meeting; make check deposits to Wells Fargo or First National checking
Annual Meeting	Coordinate with VP and local arrangements committee to pay deposits and other items for securing upcoming meeting venue
Annual Meeting	Oversee registration desk and in-person registrations; prepare and present Treasurer's Report for Business Meeting;
Annual Meeting	Finalize books after annual meeting; provide backup copy of Quickbooks to CPA for their review
Annual Meeting	Provide banking signature cards to all officers for signature after business meeting so that checking account signers are updated.
	Coordinate with student representative regarding volunteers for registration waivers

Student Representative

Section 4 of the Bylaws states that "The Student Representative shall assist the Program Committee with annual meeting arrangements, especially student coordination and assistance. The Student Representative acts as a liaison between the Chapter and the approved student subunit(s) of the Chapter and represents the Student Subunit at the Division Student Colloquium. The Student Representative shall also undertake special projects at the request of the Executive Committee."

The Student Representative is not an officer, but serves as a voting member of the Executive Committee, must be enrolled in an Alaska university or college, and be a member of the Chapter. Duties include:

- Attend in person or via teleconference monthly meetings of campus Student Subunits (as many as possible, and not just on the student's home campus) and report back to the Executive Committee on student activities, concerns, and issues;
- Coordinate student volunteers at annual meetings in collaboration with the Program

Committee, including advertising the meeting location/theme/activities and volunteer opportunities to students;

- Serve on the annual meeting Program Committee;
- Develop the student travel budget and coordinate student travel fund disbursement for the annual meeting in collaboration with the Chapter Treasurer;
- Share information about Chapter activities and Executive Committees activities with students;
- Communicate opportunities for serving as Student Representative during the call for nominations period;
- Solicit applications for Chapter supported travel to annual meetings, Division student colloquiums, etc.;
- Coordinate auction item solicitation from students and coordinate silent auction items for annual Chapter meeting;
- Maintain files about student representative timeline and tasks for future student representatives related to the annual meeting (registration, drink tickets, name tags, etc.)
- Maintain travel spreadsheet for student volunteers related to annual meeting, communicate this with Treasurer and President-Elect;
- Write quarterly reports for inclusion in the Chapter newsletter regarding student activities;
- Serve as a voting member of the Molly Algren Scholarship Committee

Student Subunits

The original Student Subunit at the University of Alaska Fairbanks was previously called the Arctic Unit, until a change to the Chapter Bylaws in 1993 made it specifically a student organization of the Chapter. Section 11 of the Bylaws states that —The Alaska Student Unit is a statewide organization of Chapter members who are AFS student members. The Alaska Student Unit provides representation for and attention toward issues concerning students of fisheries and aquatic sciences. Although Student Unit meetings are open to anyone, only student members of the American Fisheries Society who are enrolled at an Alaskan university or college may hold office or vote in the Unit. Student members on any university or college campus in Alaska may organize a campus group of the Student Unit, including group officers. Each Subunit must have a faculty advisor who is also a member of the Chapter.

The Student Representative will be a student enrolled in an Alaska university or college in a fisheries, aquatic science, marine science, or other fisheries-related field, and serves as a voting member of the Chapter Executive Committee, representing student interests. They are a standing member of the Diversity Committee. The Executive Committee will seek nominations for a Student Representative, through a call to the membership and student groups and through collaboration with the current student representative. The student representative will be elected via voting by students, in the same ballot call as the Chapter's Vice-President.

Duties include:

- Attend in person or via teleconference monthly meetings of campus student groups (as many as possible, and not just on the student's home campus) and report back to the Executive Committee of student activities, concerns, and issues;
- Coordinate student volunteers at annual meetings in collaboration with the Chapter Treasurer

and President-Elect, including advertising to students the meeting location/theme/activities and volunteer opportunities;

- Coordinate student travel fund disbursement for the annual meeting in collaboration with the Chapter Treasurer;
- Spread information about Chapter activities and Executive Committees activities;
- Communicate opportunities for serving as Student Representative during the call for nominations period;
- Solicit applications for Chapter supported travel to annual meetings, Division student colloquiums, etc.;
- Coordinate auction item solicitation from students and coordinate silent auction items for annual Chapter meeting;
- Maintain files about student representative timeline and tasks for future student representatives related to the annual meeting (registration, drink tickets, name tags, etc.)
- Maintain travel spreadsheet for student volunteers related to annual meeting, communicate this with Treasurer and President-Elect;
- Write quarterly report for inclusion in newsletter regarding student activities.

Chapter Historian

The Chapter Historian is appointed by the Chapter President, with the concurrence of the Executive Committee. The Historian serves at the discretion of the Chapter President for an indefinite period. The Historian maintains historical records of the Chapter and makes them available, as needed and contingent upon available funds, to the Executive Committee, to the membership at Chapter events, and to interested individuals. The Historian prepares summaries of Chapter history upon request of the Executive Committee. The Chapter Historian maintains the Chapter archives, a detailed set of important Chapter documents and photographs. The Historian uses these documents to prepare reports or summaries of historical value to the Society or to the Chapter membership.

Each year, the Historian shall:

- Prepare a file folder in the archives for the year beginning just after an annual meeting and ending at the conclusion of the next annual meeting;
- Receive and actively collect Chapter documents and photographs for the current year and file them in the archives, including a complete annual set of *Oncorhynchus*, the Chapter newsletter, and non-Chapter materials relating to activities and events;
- Attend the annual Chapter meeting, or is represented at the annual meeting. Serve as meeting photographer, taking group photographs of session speakers and officers, and of members at various annual meeting activities. Collect programs and other materials of historical value to the Chapter;
- Receive from the outgoing President, soon after the annual meeting, a package of important, non-sensitive documents, such as letters to/from VIPs outside the Chapter, that the President deems useful for the archives (routine correspondence is not useful), Executive Committee teleconference notes, etc.;
- Continually seeks to acquire documents and photographs from earlier years, not in the archives, in order to make the Chapter historical record more complete.

Newsletter Editor

The Editor of the Chapter newsletter, *Oncorhynchus*, is appointed by the Chapter President (with support of the Executive Committee). The Editor is responsible for publishing at least four newsletters each year: Winter, Spring, Summer, and Fall issues. Primary means of distribution is digital; newsletters are emailed and published online. Some Chapter members prefer to receive hard copy, and therefore each issue will be mailed so that the selected membership will receive the newsletter on about the 1st of January (Winter), April (Spring), July (Summer), and October (Fall). A new volume number starts with the Winter issue.

Each newsletter will include a President's Corner. Other items for newsletter publication are Chapter, Division, and Parent Society news; information on the annual meeting, schedule of upcoming events, requests for award nominations; and other appropriate Chapter business. The Fall or Winter issue shall include a description of nominees for Chapter office, a ballot for voting for Chapter officers, and a registration form for the annual meeting. At the Editor's discretion and time availability, the newsletter may also include a feature article, information on upcoming meetings, and other newsworthy items about Chapter members including awards, new books, obituaries, and retirements. The editor may solicit these additional contributions quarterly on or about the first day of the month preceding the issue date on the Chapter listserv at akchap@fisheriessociety.org.

The Newsletter Editor is responsible for maintaining the Chapter's relationship with the printer, including providing electronic copy to the printer.

Duties of Committees

General Duties of All Committees

Appointments of committee chairs are only open to Chapter members in good standing. However, a committee chair may appoint individuals who are not Chapter members to the committee in order to incorporate specialized knowledge that facilitates the committee's purpose. Section 5 of the Chapter Bylaws establishes two types of committees: the Executive Committee and the functional committees. The functional committees consist of standing committees—Program Committee, Membership Committee, and Resolutions and Bylaws Committee—and *ad hoc* committees.

Ad hoc committees are further subdivided into on-going and specific purpose committees. On-going committees consist of: Awards, Continuing Education, Cultural Diversity, Electronic Communications, Environmental Concerns, Finance, Fisheries Communication and Education, Molly Ahlgren Scholarship, Past Presidents, and Wally Noerenberg Award Committee. Examples of previous special purpose committees include the Fishes of Alaska Book (Fish Key), the Salmon Stock Status, Fish Ecology in Arctic North America, Alaska Habitat Restoration Symposium, Retired Members, and International Relations Committee.

The following rules apply to all committees (specific guidelines for standing committees and *ad hoc* continuing committees are identified in subsequent sections):

- Chairs of all the Functional Committees will be appointed by the President;
- Each committee Chair will periodically inform the President regarding committee activities

and provide an annual report detailing committee activities and accomplishments during the previous fiscal year;

- Committee Chairs may appoint members to their respective committees and afterwards need to notify the Chapter President;
- The terms of office for members of Chapter committees shall end upon discharge of the duties for which they were appointed or, at the next annual meeting of the Chapter, whichever comes first; the Chair and committee members may be reappointed for consecutive terms;
- An exception to these rules is the term of office for members of the Wally Noerenberg Award Committee (three years) and the Finance Assets Oversight Committee (four years);
- Committee records will be turned over to the incoming committee chairperson, complete and in good order, as soon as possible after the annual meeting. Records not in active use will be turned over to the Chapter Historian.

Functional Committees: Standing Committees

Executive Committee

Background and Purpose:

The Executive Committee is established in Chapter Bylaws as a committee of the Chapter. The primary purpose of the Committee is to function as a Board of Directors in the administration and planning of all aspects of Chapter activities. The committee is authorized by the Bylaws to act for the Chapter members between annual meetings.

Composition:

The Chapter President serves as Chair of the Executive Committee. Other voting members of this committee are the current Past-President, President-Elect, Vice-President, Secretary, Treasurer, and the Student Unit President.

Duties Include:

- Convene at approximately four to six-week intervals throughout the year to conduct Chapter business and as arranged by the President, usually by teleconference;
- At each meeting, review an agenda of Chapter activities prepared by the President and provide input and direction to the President as appropriate;
- Authorize disbursement of funds;
- Approve location and registration fees for the annual Chapter meeting.
- Approve nominations for Chapter officers;
- Review and approve recommendations for Chapter action submitted by the Resolution and Bylaws Committee, Environmental Concerns Committee, or other outside interests who approach the Chapter Executive Committee on a request for support of an issue or fisheries related function. Follow Guidelines of Chapter Advocacy Policy and Procedures (Appendix B). For Executive Committee members who are unable to participate in voting due to conflicts of interest, 2/3 majority will represent Executive Committee members who are able to vote; and,

- Approve, by a 2/3-majority vote, Wally Noerenberg Award recipients.

Financial Assets Oversight Committee

Background and purpose:

The Financial Assets Oversight Committee (FAOC) is a standing committee of the Chapter, established by a Chapter unanimous vote approval during the 14 September 2005 Chapter Business Meeting in Anchorage, AK. Guidance to the FAOC is provided in the Chapter's Procedure Manual under the Chapter Financial Plan within the Chapter Investments section (Appendix C). The purpose of the FAOC is to oversee, advise, and make recommendations for directing the financial assets of the Chapter by way of tracking the Chapter's monetary holdings that are invested through financial or banking institutions.

Composition:

The Chapter President will appoint the Chair and a vice Chair of the FAOC. The Chair will appoint an indefinite number of Alaska Chapter members as desired or deemed necessary to carry out the purpose of the Committee. The current Chapter Treasurer will be a standing member on the Committee. To maintain continuity and historical perspective to the FAOC, the Chair and Vice Chair shall serve staggered four year terms. The FAOC Chair's four-year term shall expire every other mid-term of the Treasurer's term. Any additional members over a three-person committee will have a four-year term (if needed) staggered in respect to current FAOC membership.

Duties Include:

- Actively track Chapter investments by understanding investment strategy, structure, and detail via consultation with financial or banking institution representative(s);
- Hold FAOC advisory meetings with financial or banking institution representative(s) on a quarterly basis at a minimum;
- Report to the ExCom and membership on a quarterly basis or other desired time interval about investment status and activity; and,
- Be prepared to hold the Chair, Vice Chair, and member positions for up to a minimum of four years for the sake of consistency between the financial or banking institution(s) and the Chapter.

Membership Committee

Background and purpose:

The purpose of the Membership Committee is to stimulate and encourage membership and involvement in the American Fisheries Society and to encourage professional certification among Chapter members.

Composition:

The Vice-President is the Chair of the Membership Committee. The Chair will appoint an indefinite

number of others as necessary to achieve the Committee's purpose.

Duties Include:

- Maintain an up-to-date roster of the names and addresses of all Chapter members;
- Contact members who become delinquent each year, determine their reasons for dropping out, and attempt to recruit them to active membership;
- Take other such measures, as it deems appropriate and effective to stimulate interest in the Society and to recruit fisheries professionals for membership;
- Be responsible for and encourage professional certification of Chapter members; and,
- Encourage recruitment of Student members who are likely to develop into committed life-long members of the Society.

Program Committee

Background and Purpose:

The primary purpose of the Committee is to plan and coordinate the program for the annual meeting of the Chapter. This includes selection site location and timing, selecting a meeting theme, recruiting and coordinating including keynote speakers, developing symposium topics and recruiting chairs for symposium, publication of the program (talks, abstracts, maps, etc), and coordination with venues for payment, etc. The Program Committee may also create an ad-hoc local arrangements committee to help arrange local transportation, catering, tour and events, and accommodation.

Composition:

The President-Elect serves as the Program Committee Chair. The Chair will appoint a Local Arrangements Coordinator and other members as needed to achieve the Committee's purpose.

Duties Include:

- Select the location and theme for the annual meeting and announce in the Chapter Newsletter, and at the annual meeting (i.e., announce tentative 2019 meeting location and dates at the 2018 meeting). The selection of the city must be approved by the Executive committee. In practice, meeting locations have been rotated among different geographic regions of the state with a general Central/Northern/Southeast location every three years. In 2016, Chapter meetings were moved to occur in the spring. Therefore, the next year's meeting location would be tentatively announced at the spring meeting, with a definite date and location published in the Summer or Fall Chapter newsletter.
- Complete a tentative agenda with proposed sessions and announce in the newsletter with a Call for Papers no later than the Fall newsletter. Publish revised agenda in the Winter issue. Calls for papers should also be published on the Chapter website and other social media.
- Inform the membership in the Winter and Spring newsletter of arrangements, including transportation options, special events, lodging, meeting rooms, and meals.
- Review registration fee structure for approval by the Executive Committee. The Chapter's intent is that registration requires Chapter membership. Registration forms must provide a fee structure which results in payment of membership fees by those registering who are not currently AFS members. Registration fees shall be adequate to cover the costs of the meetings

and sufficient funds for the production and mailing of the newsletter over the next year.

- Consider any special registration fees; e.g., waiver of registration fees for student members.
- Review submitted abstracts and correspond with authors or symposium chairs concerning acceptance or rejection of papers. Establish and provide guidelines for final abstracts and audio/visual requirements to session chairs and authors.
- Finalize the agenda, compile abstracts, and print or provide in an appropriate digital format for distribution during registration at the annual meeting.
- Arrange for pre-registration, audio/visual equipment, meals, meeting rooms, and needed facilities. Negotiate for reduced group rates for lodging and for complimentary rooms at the host site.
- Obtain list of that year's 25-year pin recipients from the Membership Manager so that list of names can be included in Chapter's annual meeting program and be announced at the Chapter banquet.

Resolutions and Bylaws Committee

Background and purpose:

The primary purpose of the Resolutions and Bylaws Committee is to review proposed resolutions and Bylaw changes and make recommendations to the Executive Committee. This committee also works with the Past President in updating the Chapter Procedures Manual. Resolutions are formal expressions of the Chapter's views and serve as a way for the Chapter to focus attention on relevant issues affecting Alaska's fishery resources. Amendments of Bylaws (Appendix A) passed at an annual meeting take effect at the close of that meeting unless subsequently they are rejected by the Executive Committee, in which case the last version of the Bylaws prior to the rejected amendment will be in effect.

Every resolution that is submitted to the Resolutions and Bylaws Committee must be considered and discussed by the Chapter.

Composition:

The President will appoint the Chair of the Resolutions and Bylaws Committee. The Chair can appoint up to three other members of the Chapter to serve on the Committee.

Duties:

- As provided in the Bylaws, the Committee Chair shall report to the Executive Committee on all resolutions, any issues surrounding a resolution that the Committee finds appropriate, any alternative resolution that the Committee might propose, and provide a recommendation on whether to present a resolution to the membership. The report to the Executive Committee shall include both pro and con statement positions.
- Prepare resolutions for presentation to the membership in an appropriate Society format.
- Review any proposed Bylaw changes for consistency with the objectives of the Chapter and the Constitution of the Parent Society and prepare the proposed changes in an appropriate format.

- Provide the President and the membership an annual report that reviews any resolutions or proposed bylaw changes and actions. This report shall include the Executive Committee.
- Provide rationale if the Executive Committee does not approve a recommended action of the Resolutions Committee.
- Upon approval of a resolution, provide copies to the Secretary of the Chapter and to the Western Division and the Society Resolution Committee Chairs and the Society Executive Director.
- Assist the Past President in annually updating the Chapter Procedure Manual as needed to reflect changes to the Chapter's operating procedures as adopted by the Chapter Executive Committee or the Chapter membership.

Functional Committees: Ad hoc Committees

Awards Committee

Background and purpose:

The committee was established to recognize excellence in professional performance and outstanding contributions to Alaska fisheries. The Awards Committee is responsible for the Meritorious Service Award, Alaska Chapter Service Award, the Best Student Presentation Awards for papers and posters presented at the annual Alaska Chapter meeting. The nomination deadline will be set each year by the Awards Committee depending on when the annual meeting that year is to be held.

Composition:

The President appoints the Chair of the Awards Committee. The Chair may appoint at least two other Alaska Chapter members to facilitate achieving the Committee's purpose.

On an annual basis at the Chapter meeting, recruit judges and entries to the Student Awards.

Best Student Oral and Poster Presentation Awards:

Committee Duties Include:

- Before the meeting, obtain a list of each student presentation by session, and recruit sufficient numbers of Chapter members to serve as judges so that each presentation is judged by a minimum of three people. It is best to have judging forms printed out and assigned to each judge **before** the meeting, so that the judge can have their paperwork throughout the meeting. Reminders to judges about their responsibilities will help ensure each student is reviewed fairly and by at least three reviewers.
- Presentations will be evaluated by Awards Committee members as well as Chapter members present at the annual meeting. Two categories of presentations will be considered: Best Paper and Best Poster. In certain meetings, outside fisheries organizations have contributed financial support for a second-place poster and talk, but the Chapter is responsible only for the top award. Each judge will score every paper and poster using the established rating sheet. If there are concurrent sessions, the chair of the Awards Committee shall assign judges to specific sessions to ensure all papers are rated.

- The award in each category will be determined by the highest average score. In the event of ties, the judges will discuss the merits of the top papers and attempt to reach a consensus; but, if a consensus cannot be reached, the selection will be by a simple majority vote.
- If there is only one presentation in a category, no award will be given for that category. Only one award will be presented to each individual.
- The Awards Committee chair will announce the best paper award at the close of the Chapter meeting. Student award recipients will also receive a monetary prize.

The following awards may or may not be awarded annually. The awards committee still has duties required, even if no award is given in a year.

Meritorious Service Award:

Nominations for the MSA can be based on an outstanding contribution in any area of Alaska fisheries, including research, management, education, planning, industry, and policy development. Nominations do not have to come from AFS members, nor do nominees need to be active members. The contribution or accomplishment of the candidate must be recent and not the result of many years of effort; recognition of career-long contributions is more appropriate for the Wally Noerenberg Award. The Awards Committee will select winners based on strength of the nomination and the accomplishment.

Committee Duties Include:

- Solicit nominations by publishing a nomination form in the Fall and Winter issues of the newsletter and online. Awards Committee members may not nominate candidates. Nominations do not have to come from AFS members, nor do nominees need to be active AFS members. Nominations can be based on an outstanding contribution in any area of Alaskan fisheries, including research, management, education, planning, industry, and policy development.
- The contribution or accomplishment of the candidate must be recent and not the result of many years of effort; recognition of career-long contributions is more appropriate for the Wally Noerenberg Award.
- Selection will be determined by the strength of the nomination and an evaluation of the accomplishment. The Committee will work towards consensus; if consensus cannot be reached, then the selection will be by majority vote. The Committee has the option of rejecting all nominees.
- If conflicts of interest occur between Committee member and nominees, then those members will abstain from participating in the final selection process for those nominees.
- The final selection will be forwarded to the Chapter Executive Committee for final approval. The Awards Committee chair will notify the recipient. The award (a personalized, engraved plaque) will be presented by the President at the next annual Chapter meeting. The committee chair is responsible for procuring the plaque.
- Nominations are good for the current year and for one year thereafter. Individuals not selected must be re-nominated for reconsideration after this time period has lapsed.

Chapter Service Award:

The Chapter Service Award was established to award outstanding service to the Chapter. These candidates should have been involved in some or all of the following activities:

- Active participation in standing or ad-hoc committees;
- Made important contributions to advance the current objectives, long- term goals or stature of the Chapter and fisheries professionals;
- Contributed a significant amount of time to Chapter activities;
- Improved public awareness of the Chapter and Chapter activities;
- Encouraged development of students as fisheries professionals through recruitment and involvement as Chapter members; and
- Recruited fisheries professionals as Chapter members.

Committee Duties Include:

- Solicit nominations by publishing a nomination form through the newsletter and online. Awards Committee members may not nominate candidates. Nominations do not have to come from AFS members, although nominees need to be active AFS members.
- Selection will be determined by the strength of the nomination and an evaluation of the accomplishment. The Committee will work towards consensus; if consensus cannot be reached, then the selection will be by majority vote. The Committee has the option of rejecting all nominees.
- If conflicts of interest occur between Committee member and nominees, then those members will abstain from participating in the final selection process for those nominees.
- The final selection will be forwarded to the Chapter Executive Committee for final approval. The Awards Committee chair will notify the recipient. The award (a personalized, engraved plaque) will be presented by the President at the next annual Chapter meeting. The committee chair is responsible for procuring the plaque.
- Nominations are good for the current year and for one year thereafter. Individuals not selected must be re-nominated for reconsideration after this time period has lapsed.

Continuing Education Committee

Background and purpose:

The Continuing Education Committee was established to provide training that will improve and expand the knowledge and skills of Alaskan biologists so that they can become more effective stewards of fishery resources and fish habitats. Specialized continuing education provides fishery professionals with opportunities to improve their professional skills and to become informed of significant new scientific findings or techniques.

Composition:

The President appoints the Chairperson or co-Chairs of the Continuing Education Committee. The Chair will appoint an indefinite number of Chapter members as necessary to achieve the Committee's purpose.

Duties Include:

- Ensure that the training needs of Alaskan fishery scientists are met by conducting surveys of Chapter members to determine what types of professional training are desired.
- Organize courses and workshops by soliciting instructors, scheduling time and place, developing course agendas, coordinating travel and local arrangements, preparing course announcements, determining appropriate income and enrollment fees, determining minimum and maximum enrollment numbers, conducting enrollment, providing receipts as necessary, and conducting a course evaluation.
- Announce all courses and workshops, their fee structure, and enrollment requirements in the Chapter newsletter and on the Web Pages, as soon as possible, prior to the course date. Course fees should be adequate to cover the cost of the workshop, including instructor fees and any materials.
- Develop an agenda and "best-estimate" event budget, including any projected costs for publication and distribution of proceedings. Prior to the Continuing Education event, transmit list of registrants to identify individuals who have paid registration fees, those who still need to be invoiced. and those who are exempted from registration fees (e.g., special guest speakers or teaching assistants)
- As possible throughout the year, coordinate training efforts with State and Federal agencies, other professional societies and private organizations involved in fisheries resource management, enhancement, and research. Maintain updated records on the Chapter website and other social media of opportunities for continuing education, even if not offered specifically through the Chapter.

Cultural Diversity Committee

Background and purpose:

The Cultural Diversity Committee was organized in 1992 to increase opportunities and encourage active involvement of minorities and women in the Chapter. A goal to establish two \$10,000 Cultural Diversity Travel Award Endowments began in 1994. Initially, major donations were received from the Western Division and individual members. The Executive Committee matched several of these donations and also contributed \$3,000 of the proceeds from the 1998 Chapter meeting.

The first \$10,000 endowment was reached in 1999. This plus the additional \$3,000 was increased to \$15,000 by contribution from the Executive Committee in 2004. The award provides funding to attend the annual Chapter meeting.

Composition:

The President will appoint the committee chair or co-chairs. The committee chair(s) will solicit participation by Chapter members.

Award Procedures and Guidelines:

The primary purpose of this award is to fund entry-level applicants who are involved in the natural resource field to attend the annual Chapter meeting. Award monies are derived from the interest off of a principal of the Cultural Diversity Travel Award Endowment. The committee tries to get as many deserving recipients funded to the meeting as possible with the available funding.

Announcements are made for the availability of this award and sent to different government,

university, private, native corporations, etc. throughout the state of Alaska. The application process is described on the Chapter website.

Applicants must meet the following requirements:

- Be an Alaskan Native or Minority (woman, black, Hispanic, or other ethnic minority) in a field of fisheries science or other natural resource related discipline.
- Be in an entry level position or student, defined as one or more of the following:
 - 1) Fisheries Biologist I, Fish and Wildlife Technician II or III, or natural resource position equivalent in the State of Alaska employment system.
 - 2) GS-7 or lower level position in the U.S. government employment system.
 - 3) Have an entry-level fisheries or related science position in the private sector.
 - 4) Be a student in good standing in the field of fisheries or a related discipline.

Overall, applicants will be evaluated on their work and/or educational experiences and interest in the natural resources field, interest in professional advancement, reason(s) for attending the conference, reference contact information, and financial need.

The Cultural Travel award recipient may receive one or all of the following:

- One-year membership to AFS
- Round-trip travel to and from the Chapter conference
- Lodging
- One Banquet ticket
- Chapter conference registration

This award is based on need and the committee will try to support as many deserving candidates to the meeting as possible.

The award recipient will be introduced at the Chapter conference. The recipient will also be expected to write a brief statement about their experience at the Chapter conference to be submitted for publication in the Summer issue of the Chapter newsletter, *Oncorhynchus*. Applicants will also be encouraged to attend the student-mentor luncheons at the Chapter conferences to provide positive role models by interactions with students.

The Cultural Diversity Travel Award Committee will provide information on Committee activities to the Chapter Executive Committee and at annual Chapter Business meetings.

Electronic Communications Committee

Background and purpose:

This committee was established at the 1995 Chapter meeting in Wasilla. The main purpose of this committee is to maintain and keep current the Chapter web site on the internet. The committee is also responsible for routing and responding to email sent to our Chapter email address.

Composition:

The President will appoint the committee chair or co-chairs. The committee chair(s) will solicit

participation by Chapter members.

Duties Include:

- Maintain Chapter Website, including updating meeting information and other information as necessary.
- Respond to communication received through the Chapter website.
- Be responsible for maintaining the Chapter email distribution list.

Environmental Concerns Committee

Background and purpose:

The Environmental Concerns Committee (ECC) is an *ad hoc* on-going committee of the Chapter. It was established by the Executive Committee to provide coordinated technical and policy analysis and Chapter input and comments on environmental issues that affect Alaska's fishery resources.

Composition:

The President will appoint the Chair of the ECC. The Chair will appoint an indefinite number of other Chapter members as desired or necessary to facilitate achieving the Committee's purpose.

Special expertise in particular areas will need to be solicited to address specific environmental issues.

Duties Include:

- Provide technical review and advice on environmental issues affecting fishery resources in Alaska when the Chapter's opinion or position is solicited by members or by external organizations or agencies.
- Formulate through consensus a Chapter position on such issues for review by the Chapter Executive Committee. Such positions should reflect the concerns of the membership as a whole.
- The ECC formulates resolutions for review by the Resolution and Bylaws Committee on issues that require major policy statements.
- Deadlines associated with EIS comments and legislative action often preclude using the Resolution process with full membership approval. In such cases, the ECC can generate a Chapter statement on an issue by the following steps:
 - A. Issue is raised by ECC member or Chapter member at large. Proposer must also provide draft statement and supporting materials. ECC Chair refers draft statement to ECC members for review.
 - B. ECC Chair consolidates comments and redrafts or assigns ECC member with appropriate expertise to redraft statement accordingly. Revised statement sent back to ECC for approval.
 - C. Approved statement sent to Executive Committee for their approval. If approved then statement is sent out under Chapter President's signature.

Fisheries and Environmental Education Committee

Background and purpose:

The Fisheries and Environmental Education Committee is an *ad hoc* on-going committee of the Chapter. It was established by the Chapter Executive Committee to impart outreach knowledge, and stimulate respect and stewardship of Alaska's unique fisheries and aquatic resources.

Composition:

The President will appoint the Committee Chair. The Committee Chair will solicit participation by Chapter members and appoint committee members as necessary for the Committee to achieve its goal.

Duties Include:

- Promote stewardship of Alaska's fisheries and aquatic resources;
- Sponsor a fisheries outreach session during the annual Chapter meeting;
- Provide advice and contact names to fisheries professionals needing assistance with outreach activities;
- Provide information on Committee activities to the Executive Committee, Chapter Secretary, and at annual Chapter meetings;
- Develop a communication network among fisheries educators. A Directory of Fisheries and Aquatic Educators will help facilitate this communication network. This directory will be distributed to each of the committee members and any interested Chapter members to improve networking and communication. It will also be distributed to the State's largest educator associations ANROE (Alaska Natural Resource & Outdoor Education Association) and NAME (Northwest Aquatic and Marine Educators Association) to serve as a resource reference.

Molly Ahlgren Scholarship Award Committee

Background and Purpose:

The Molly Ahlgren Scholarship Award Committee is an *ad hoc* on-going committee of the Chapter. It was established in memory of former Chapter President Molly Ahlgren. Professor Molly Ahlgren was an Associate Professor of Environmental Science at Sheldon Jackson College. The Alaska Chapter of the American Fisheries Society (Chapter) elected her to be the Chapter's president in 2005, after many years of her active involvement and leadership in the Chapter. Less than two weeks after assuming the role of Chapter president, she was killed in a boating accident.

The Chapter responded by creating the Molly Ahlgren Scholarship Award (Scholarship) fund to honor her and her life's work. Initially, the Scholarship was opened to students at Sheldon Jackson College, as this seemed to be consistent with what she would have wanted. However, in 2007 Sheldon Jackson College suspended operations. Accordingly, at the Chapter's 2007 annual meeting, the membership approved the following changes for the Scholarship: 1) the Scholarship is open to students attending the University of Alaska system, Alaska Pacific University, and Sheldon Jackson College—if the latter institution should return to operation, and 2) the Scholarship will only be available for a student's senior undergraduate year.

The committee has developed an application and will be responsible for annually reviewing and passing judgment on all applications in a timely manner. Applicants need to submit an application (Appendix E) and will be evaluated on their work and/or educational experiences and interest in the fields of fisheries and aquatic science, interest in professional advancement, and reason(s) for financial need.

Composition:

The Chapter President will appoint the Chair of the Molly Ahlgren Scholarship Award Committee. The chair will appoint an indefinite number of Chapter members as desired or deemed necessary to carry out the purpose of the Committee.

Duties Include:

- Annually update the application document by 1 August.
- Distribute the Application Procedure to all eligible academic institutions, the Chapter web site, and the *Oncorhynchus* in the early Fall of each year to solicit applicants.
- Select no more than three applicants for further consideration as finalists. The Committee may choose not to consider any of the nominees as finalists.
- Determine an award recipient, and a first and second alternate.
- Recommend the proposed recipient (if any) to the Executive Committee; the Executive Committee must approve by a two-thirds majority.
- Arrange for travel and registration for the annual meeting for the award recipient as provided by the Chapter.
- Ensure that the Executive Committee commissions an award certificate.
- Ensure that the disbursement of the funds is in a timely manner for use during the recipient's first semester of their senior year.
- Report on Committee activities to the Executive Committee and at annual Chapter business meetings.

Past-Presidents Committee

Background and Purpose:

The Past Presidents Committee (PPC) is an *ad hoc* on-going committee of the Chapter. The Past Presidents Committee was established at the 20th annual meeting of the Chapter on November 17, 1993 in Fairbanks. The Chapter's Executive Committee believed that Past Presidents possess a large reservoir of knowledge and experience of potential value to the Chapter, and they felt that a more formal mechanism for tapping into this experience was needed. The Executive Committee suggested that establishing a committee composed of Past Presidents would provide a process for including Past Presidents of the Chapter in regular and special Chapter activities. The committee was formed and held its first meeting at the Fairbanks Chapter meeting.

Composition:

All Past Presidents of the Chapter are members of the committee. The Past President will serve as chair of the committee during their presidency. No other officers of the committee are identified or proposed at this time.

Duties Include:

- Convene annually in association with the Chapter's annual meeting during the Past Presidents Luncheon. The Chapter President or the committee chair may call special meetings as necessary;
 - Provide advice and comment to the Chapter President and Executive Committee on issues affecting fish and fisheries in Alaska or special concerns facing the Chapter. Recommendations from the Past Presidents Committee may take the form of verbal briefings or written comments.
- Particularly important to the Chapter is the committee's advice and comment on advocacy issues that come before the Chapter. The committee will respond to concerns from the Chapter President or Executive Committee over advocacy issues and provide feedback or recommendations on whether the Chapter's advocacy positions appear to be fair, impartial, apolitical, science-based, and adhere to the Chapter's policies and procedures.

Wally Noerenberg Award Committee

Background and purpose:

The Wally Noerenberg Award for Fishery Excellence (WNA), the highest award of the Chapter, is bestowed as a special honor on individuals who have made great and outstanding contributions to Alaska fisheries. This award was established in 1981 by resolution of the membership. Contributions by nominees may include: scientific research; technological development; species and habitat management; innovations in harvesting, processing, or marketing; academics and fishery education; or involvement in national and international affairs affecting Alaska fisheries. Detailed information about the formation and administration of the Wally Noerenberg Award and Committee is included in the 1981 resolution that established the Award, and in amendments and resolutions as adopted by the Chapter membership during the 1983 and 1989 business meetings.

Composition:

The WNA Committee is composed of three Past-Presidents of the Chapter and a Committee Chair. The Chapter President will appoint the Committee Chair for a three-year term. The Chair must be a Chapter member, but cannot be a Past President of the Chapter. Three Past Presidents (current Chapter members) will be randomly selected to serve on the Committee. Once selected, Committee members will serve staggered three-year terms each, so a single Committee member is replaced each year. If a term is vacated prematurely, a new Past President will be randomly selected to fulfill the incomplete term. No Committee member, including the Chair, may be currently serving as a voting member of the Executive Committee.

Duties:

- Solicit nominations by publishing the established form in *Oncorhynchus*. The nomination deadline is January 31 in a given year. Supporting documents are requested but NOT required at the time of nomination (i.e., prior to January 31). The WNA Committee may contact nominators to provide additional supporting materials if the original nomination packet does not provide sufficient information to determine the nominee's qualifications for the award.
- Review all WNA nominations; select, by secret ballot and simple majority, not more than three nominations for further consideration as finalists. The Committee may choose not to consider

any of the nominees as finalists.

- Seek supportive documentation for the nomination as needed to come to a decision.
- Determine which (if any) finalist will be selected by simple majority vote. The Chair will not vote except in the case of the death or resignation of a Committee member.
- Submit recommendation to the Executive Committee, which will make the final determination whether or not the award is bestowed in a given year. Executive Committee must approve by a two-thirds majority.
- Ensure that the Executive Committee commissions a plaque and provides a cash award to the recipient.

Past Special Project Ad Hoc Committees

Fishes of Alaska Book Committee

Background and Purpose:

The Fishes of Alaska book project was formally initiated in 1990 as a special purpose ad hoc committee to oversee the preparation of a guide to Alaska's marine and freshwater ichthyofauna. As a starting point, Rae Baxter, a retired fishery biologist with the Alaska Department of Fish and Game, had compiled an extensive number of personal fish observations into a notebook document entitled *Annotated Key to the Fishes of Alaska*. The Chapter project, as originally envisioned, would be to (1) assist Rae with funding to complete a draft manuscript, and (2) develop and manage a scientific review process, provide technical editorial services, and oversee production phases of the book.

Rae passed away in March of 1991. At the time of his death, he had not completed his draft manuscript and none of the documents he left had been formally reviewed. The Committee, recognizing the significance of the effort, re-evaluated the project and initiated fundraising to continue the project. With financial contributions from federal, state, and private organizations the Chapter has been able to conduct a substantial amount of research, writing, and reviews to produce a scientifically credible book on the fishes of Alaska. A contractor, Point Stephens Research (Juneau, Alaska), was hired in 1991, and its owners, Kitty and Tony Mecklenburg, meticulously researched the scientific literature, museum collections and databases to prepare new family descriptions, species accounts, documented ranges, and keys that comprise a major regional monograph on Alaska's fishes.

This document was published by the AFS Parent Society and the committee was subsequently disbanded.

International Relations Committee

Background and purpose:

The International Relations Committee was an *ad hoc* committee of the Chapter. It was established by the Executive Committee to serve as the Chapter's liaison with the international fisheries community, to provide a conduit for information sharing among Chapter members and fisheries scientists from other countries, and to encourage the exchange of ideas and knowledge across political boundaries.

Composition:

The President will appoint the Chair of the International Relations Committee. The chair will appoint an indefinite number of Alaska Chapter members as desired or deemed necessary to carry out the purpose of the Committee.

Duties Include:

- Encourage and facilitate communication and exchange of ideas among Alaska Chapter members and members of the international fisheries community;
- Widen the program at Alaska Chapter meetings by facilitating the inclusion of a foreign speaker from an Arctic or sub-Arctic region of the world to discuss fisheries related issues, programs and problems from a different perspective;
- Encourage participation of Alaska Chapter members in fisheries conferences, exchanges, and projects occurring in other countries; and,
- Provide the President of the Alaska Chapter with an annual report of Committee membership, activities and accomplishments.

Note: The committee has been inactive since 2005.

Appendix A. Alaska Chapter Bylaws.

Below are the Bylaws as revised and accepted at the annual Chapter business meeting on May 24, 2018.

Section 1

Name and Objectives

The name of this organization shall be the American Fisheries Society Alaska Chapter, and herein after referred to as the Chapter. The objectives of the Chapter shall be as set forth in [Article 1](#) of the American Fisheries Society (hereafter Society) constitution:

1. Promote the conservation, development, and wise use of the fisheries;
2. Promote and evaluate the development and advancement of all branches of fisheries science and practice;
3. Gather and disseminate to Society members and the general public scientific, technical, and other information about fisheries science and practice through publications, meetings, and other forms of communication; and
4. Encourage the teaching of fisheries science and practice in colleges and universities and the continuing education and development of fisheries professionals.

An additional objective of the Chapter is to encourage the exchange of information by members of the Society who belong to this Chapter.

Section 2

Membership

The membership of the Chapter shall be composed of those American Fisheries Society members in good standing with **both the Society and the Chapter** residing in, working in, or having a professional interest in the State of Alaska.

Section 3

Officers

The officers of the Chapter shall consist of a Past-President, President, President-Elect, Vice-President, Treasurer, and Secretary. The elected Student Representative is a voting member of the Executive Committee, but not an officer.

Officers shall be elected from ballots presented in the Chapter newsletter, (*Oncorhynchus*), **and/or through an online voting system**. The tenure of the term of the Past-President, President, President-Elect, Vice-President is the **duration between the Chapter annual meetings**. At the end of the first annual meeting, the Vice-President shall succeed the President-Elect, who in turn shall succeed the President, who in turn shall succeed the Past-President. The term of the Treasurer and Secretary shall be **four years**, with the Treasurer's election occurring on even numbered years and the

Secretary's election occurring on odd numbered years. In the event of a cancellation of an annual meeting, the officers and members of any committee shall continue to serve until the next scheduled meeting.

In case of a vacated position in the succession, officers shall succeed for the remainder of the term and the Executive Committee shall conduct an election for the office of Vice-President.

Section 4

Duties of Officers

The Past-President serves as a voting member of the Executive Committee and shall be responsible for changes to Bylaws and Procedures Manual, coordinating an election when an office is vacated, assist the Chapter President as needed for Chapter functions, and discharge other duties that may be required by the Society Executive Director and officers of the American Fisheries Society Western Division (hereafter Division).

The President of the Chapter shall preside at all meetings, serve as the Chair of the Executive Committee, represent the Chapter to the Division and Society, and make such appointments and perform other duties and functions as are authorized and necessary and, discharge other duties that may be required by the Society Executive Director and Division officers.

The President-Elect shall be Chair of the Program Committee of the Chapter meeting and shall assume the duties of the President in the event of his/her inability to act; and, discharge other duties that may be required by the by the Society Executive Director and Division officers. The President-elect shall chair and appoint a Program Committee before the annual meeting. This committee will be responsible for the majority of aspects of the annual meeting, including but not limited to, development of symposia, plenary speakers, and presentation of papers at the annual Chapter meeting.

The Vice-President shall be Chair of the Membership Committee, shall assist the Program Chair, and shall perform other duties as assigned; and, discharge other duties that may be required by the Society Executive Director and Division officers.

The Treasurer shall collect and be custodian of Chapter funds; disburse funds as authorized by the Executive Committee or membership; submit a record of receipts and disbursements at the annual Chapter meeting; and, discharge other duties that may be required by the Society Executive Director and Division officers.

The Secretary shall keep the official records of the Chapter; submit a copy of the minutes of the annual business meeting to the Executive Director of the Society within 30 days after said meeting; and discharge other duties that may be required by the Society Executive Director and Division officers.

Section 5

Chapter Committees

The Executive Committee of the Chapter shall consist of the elected officers of the Chapter and **the**

Student Representative. All are voting members of the Executive Committee. The committee is authorized to act for the Chapter between meetings and to perform appropriate duties and functions.

Functional committees and the Chairs of committees, except as listed in Section 4 of these Bylaws, shall be appointed by the President annually or as may be necessary for the conduct of Chapter activities.

The terms of office for members of Chapter committees shall end upon discharge of the duties for which they were appointed **by the Chapter President**, or at the next annual meeting of the Chapter, whichever comes first.

Section 6

General Membership Meetings

The Chapter shall hold at least one general membership meeting at a time and place designated by the Executive Committee annually, **unless voted upon by a quorum of the Chapter membership to change the annual meeting timing.**

Section 7

Voting and Quorum

Decisions at meetings of the Chapter shall be in accordance with the Constitution of the American Fisheries Society. Robert's Rules of Order shall govern in all cases not covered by the Constitution or these Bylaws.

A quorum at any general membership meeting for the transaction of official business shall be 20 members of the Chapter.

Section 8

Fees

The Executive Committee may assess fees to cover the costs of meetings and Chapter activities. Membership dues shall be modified through the resolution process.

Section 9

Amendment of the Bylaws

Bylaws of the Chapter may be amended by a 2/3 majority of those members voting, provided that prior notice of at least 30 days be given to the membership of the proposed change(s). Said change(s) must be approved by the Executive Committee of the Society before taking effect.

Section 10

Resolutions

Resolutions place the view of the Chapter on record regarding the matters affecting fisheries resources.

To protect the credibility of the Society, the membership must thoroughly and rigorously review resolutions. There must be opportunity for the broadest participation in discussion and debate.

- a. Submission* - A resolution must be submitted through the President to the Chair of the Resolution Committee.
- b. Resolutions Committee Report* - The Resolutions Committee Chair (or substitute appointed by the President if necessary) shall report to the Executive Committee any resolutions, any reports on issues surrounding a resolution that the Committee finds appropriate, any alternative resolutions the Committee might propose, and a recommendation on whether to present a Resolution to the membership.
- c. Executive committee review* - The Executive Committee will review the Resolutions Committee Report and decide whether to present a resolution to the membership for a vote at the Annual Meeting. If the Executive Committee does not approve the Resolutions Committee recommended actions on a resolution, then the Executive Committee shall append rationale for its decision to the Resolution Committee Report.
- d. Prior distribution* - The President shall distribute the Report to the membership not less than 30 days before the **ballot** or Annual Meeting.
- e. Emergencies* - The President may, with the consent of the Executive committee, determine that an emergency exists and waive the requirement of prior publication.
- f. Voting* - Resolutions must be approved by a 2/3 majority of members voting by ballot or at the annual Meeting.

Section 11

Alaska Student Subunits

Student Subunits of the Chapter are organizations of Chapter student members at regional levels, affiliated with and recognized as student clubs by Alaskan colleges and universities. Alaska Student Subunits provide representation for and attention toward issues concerning students of fisheries and aquatic sciences.

Appendix B. Advocacy Policy and Procedures.

Preamble:

In response to a general decline in natural diversity of many aquatic systems in North America, the American Fisheries Society has become increasingly proactive in protecting aquatic habitats and fish resources. The Society has developed positions on several national issues including wetlands legislation, reauthorization of the Magnuson Act, and mining law reform, and has published 30 official Policy Statements on a wide range of habitat, environmental, and fisheries issues. On these issues of relevance to fisheries and aquatic resources, the Society has provided legislators and other policy makers with information relevant to the decision making process.

The members of the Chapter of the American Fisheries Society represent a wide breadth of knowledge and experience in the field of aquatic science. Adoption of an advocacy procedure will guide the Chapter in using the expertise of its membership to provide science-based information to influence public policy on fisheries and aquatic habitat issues.

The following procedures are recommended to guide the Chapter in adopting advocacy positions on fisheries and aquatic resource issues. Any aquatic resource issue, in Alaska, North America, or the world, may be addressed by the Chapter. The positions taken by the Chapter are suggested by members, reviewed by the Environmental Concerns Committee, approved by the Chapter's Executive Committee and/or membership and then appropriate action is taken.

The Chapter recognizes that science-based information is critically important to the issue resolution process, and must be provided in a timely manner. The Chapter is committed to a policy of supporting our fishery resources and intends to help resolve aquatic habitat and fisheries issues objectively and based on the best available scientific information.

Policy: The Chapter will publicly champion an aquatic habitat or fisheries issue if the following criteria are met:

1. The issue is pertinent to conservation of aquatic resources and habitats;
2. The issue is supported by 2/3 of the Chapter's membership or by **unanimous consensus** of the Executive Committee. If conflicts of interest arise amongst some members of the Executive Committee, then a unanimous vote will comprise 2/3 of the Chapter Executive Committee;
3. The Chapter can provide relevant, science-based information to help resolve the issue;
4. Minority opinions are solicited and included in the advocacy materials released to the public; and,
5. The Chapter commits to maintain involvement in the issue until it is resolved.

The following actions may be taken by the Chapter to provide information for resolution of aquatic habitat or fisheries issues:

1. Provide written comments, recommendations or letters to public or private policy bodies.
2. Draft and publish Chapter resolutions.
3. Prepare position or policy papers.
4. Testify at public hearings, legislative committee meetings, scientific meetings, or other forums.
5. Prepare media releases or letters to printed media editors.

6. Sponsor workshops or symposia.
7. Prepare and file "amicus curiae" or other briefs in legal proceedings.

Procedures:

The following steps shall be taken by the Chapter when a decision has been made to take a public position on an aquatic habitat or fisheries issue:

1. A Chapter member or committee raises a concern or issue through a written Request for Action submitted to the Environmental Concerns Committee. The Request for Action shall include the following information:
 - a. A description of the issue of concern;
 - b. Scientific information that describes how aquatic resources will be affected by the identified issue of concern;
 - c. The action requested of the Chapter;
 - d. A list of individuals or organizations, including addresses and phones/faxes to whom the requested Chapter action is to be directed;
 - e. A list of resources the Chapter can bring to help resolve the issue;
 - f. A minority viewpoint on the issue; and,
 - g. The date by which the Chapter advocacy action must occur to be effective.
2. The Environmental Concerns Committee may deny the Request for Action or may return the Request for Action to the member or committee if additional information is needed; see Modification or Denial steps below. An approved Request for Action is forwarded to the Executive Committee.
3. The Executive Committee reviews the Request for Action and determines if the proposed action is consistent with policy. This review includes determination if, given the urgency of the concern and potential effects of the proposed action, the issue warrants review by the full membership.
4. If full membership review is warranted, the Environmental Concerns Committee publishes the Request for Action in the next *Oncorhynchus* and online; immediately distributes the Request for Action to all members along with a questionnaire requesting comments and recommendations by a specific date; or takes a poll of a random sample of members. Comments received are compiled by the Environmental Concerns Committee and addressed by the originator of the Request for Action or by the Executive Committee. If necessary, a revised Request for Action is prepared based upon review comments received. Another review process may be required before action can be taken. A 2/3 membership majority is required to take the proposed action.
5. If full membership review of the Request for Action is not warranted due to the issue and/or time constraints, the Executive Committee will obtain comments and advice from peer reviewers from within or outside the Chapter membership. The Executive Committee can request, if desired, at least a week to consider any requests before taking any action.

6. The Executive Committee takes the requested action.
7. Action taken by the Executive Committee is published in the next issue of *Oncorhynchus*. The Environmental Concerns Committee tracks the progress of the issue of concern, and periodically updates the membership in *Oncorhynchus*.

Modification or Denial of a Request for Action: The Environmental Concerns Committee or the Executive Committee may deny a Request for Action. If a Request for Action requires additional information or other modification before action can be taken, it may be returned to the originator for revision. The following steps describe this process:

1. If the Executive Committee determines the Request for Action is not consistent with Chapter or Society policy, the Request for Action may be denied.
2. If the Environmental Concerns Committee or Executive Committee determines the Request for Action requires revision before further formal review, that committee may work with the originator to modify the Request for Action.
3. If the originator does not concur with the above procedures, the Request for Action may be denied.
4. For any Request for Action that is denied, the acting committee shall issue a written statement to the originator explaining the denial.
5. When a Request for Action is denied and the originator believes the Chapter should take action, the originator shall be encouraged to place the issue before the membership as a written position in *Oncorhynchus* and in a debate at the next Chapter annual meeting. The final outcome of debated issues will be decided by 2/3 majority of the members present at that annual Chapter business meeting.

Appendix C. Alaska Chapter Financial Plan.

I. INTRODUCTION

The Alaska Chapter of the American Fisheries Society is a nonprofit organization dedicated to sound stewardship of Alaska's aquatic resources, primarily through the education of aquatic resource professionals and the distribution of information to resource stakeholders. It is intended that opportunities provided by the Chapter for education, mentorship, and professional growth and recognition be available, and affordable, to as many aquatic resource specialists as possible, particularly for Chapter members. This Financial Plan was originally prepared by a Financial Plan Committees comprised of Chapter past presidents. This plan is intended to guide the Chapter membership and the Executive Committee (ExCom) in managing and spending the Chapter's financial assets. The ExCom is responsible for ensuring that the guidelines in this plan are followed to the extent practicable.

Unforeseen events will arise, and the ExCom shall have the flexibility to make decisions about the Chapter's financial resources, or consult the Chapter membership, as the situation warrants (see Project Approval).

II. LONG-TERM FINANCIAL GOAL

The long-term financial goal of the Alaska Chapter is to be economically solvent while using Chapter resources for various membership services, and to encourage sound scientific research and enlightened management of aquatic resources of Alaska for optimum use and ecosystem health. To these ends, the Chapter may use its financial resources to support continuing education and information exchange among aquatic resource professionals, student participation in Chapter events, and special projects that are compatible with the long-term goal. It is desirable, but not imperative, that each Chapter activity or event yield a net profit. However, to maintain financial solvency within any fiscal year, it is critical that the Chapter balance its financial obligations with its revenue base, including adapting to variable investment returns and proceeds from Chapter activities. Because of these uncertainties, this Financial Plan is intended to provide general policy guidance and is not meant to be a specific spending plan.

III. ANNUAL FINANCIAL CYCLE

The Chapter fiscal year, from December 1 to the following November 30, has recurring activities that generate and use revenue. Primary activities are the annual meeting, continuing education classes, publication of the

newsletter *Oncorhynchus*, maintenance of a web site, and liaison to the Western Division and the Parent Society. Revenue streams are also used for awards, student support, ExCom travel, and other purposes according to the plan articulated below. The Chapter's monetary assets shall be maintained in several designated funds, described in Section IV-B. Some funds are restricted and may only be used for designated activities. Unrestricted funds may be

⁸ This plan was prepared by members of the Chapter Financial Plan Committee: Bill Bechtol (2003 co- chair), Bill Wilson (2003 co-chair), Bill Hauser, Tom Kron, Peggy Merritt, Kate Wedemeyer, Alex Wertheimer, and Lou Carufel.

used for any Chapter activities, including supplementing restricted activity expenses. Generally, the Chapter membership shall approve major expenditures (Table C.2), but the ExCom shall approve expenditures to conduct the daily business of the Chapter's primary activities. The Chapter receives income from a variety of sources, including activities listed above; grants; gifts; and other sources, such as Fishes of Alaska book royalties. These revenues provide the financial base to conduct the Chapter's annual activities. In addition to maintaining financial self-sufficiency, the Chapter will maintain a contingency balance for unforeseen exigencies. Chapter investments shall be reviewed at least annually by an investment advisor.

IV. THE PLAN

This plan is a living document that shall be adopted and amended, as is deemed appropriate by either the ExCom or the Chapter membership. Records of such changes shall be documented in the minutes of the annual Chapter business meeting. This plan primarily addresses two main components of Chapter finances. First is to provide guidelines on how capital generated or received by the Alaska Chapter is to be expended, dispersed, or distributed in the fulfillment of the Alaska Chapter goals and objectives. Second is to provide recommendations on the investment and transfer of Chapter monies so as to provide for optimal long-term protection of those funds until such time as the monies are needed.

Chapter Expenditures

Prioritized Expenditures

Table C.1 shows a prioritized list for monetary expenditures by the Alaska Chapter. These priorities are further clarified in language embodied in the Chapter Bylaws and the Chapter Procedures Manual. Amounts provided should be viewed as guidelines and not fixed limits. In some cases, the utility of an expenditure can be maximized to achieve multiple objectives. For example, a guest lecturer brought to the annual meeting as a

keynote address or banquet speaker can also be used to teach a continuing education course in exchange for providing travel and/or lodging costs. Within their 4-year term, the Chapter President will be supported, if financially possible, to attend a Parent Society and Division Level meeting. ExCom members traveling for Chapter business will seek travel funds from their sponsoring organization to the extent feasible; Chapter resources for ExCom travel will be secondary, and in such cases, the ExCom should restrict the level of travel to sending the Chapter President-elect to the Parent Society meeting, the Chapter President to a Division meeting, and providing travel expenses for current ExCom members to attend the annual Chapter meeting.

Using the above guidelines, the Chapter should seek to generate gross annual revenues from its annual meeting and continuing education classes of approximately \$65,000, with proceeds primarily used to defray annual meeting and course costs, and secondarily used to fund the newsletter, business and accounting costs, guest lecturers, ExCom travel, outreach activities and award supplements.

Table C.1. Estimated costs and revenue sources for monetary expenditures by the Alaska Chapter.

Expense Category ^{a/}	Beneficiaries	Purpose	Annual Cost (K)	Source Funds ^{b/}	Annual Income (K)
Membership Dues	Membership	Varied	\$0.3	A	\$3.0
Contingency	Membership	Contingencies	\$1.0	A	\$0.0
Annual Meeting	Membership	Education	\$40.3	A	\$55.0
Newsletter	Membership	Education	\$1.6	A	\$0.0
Accounting & Business Costs	Membership	Education	\$1.9	A	\$0.0
Continuing Education Courses	Res. Professionals	Education	\$2.8	A	\$3.0
Guest Lecturers	Membership	Education	\$2.7	A	\$0.0
Student Travel ^{a/}	Students	Mentorship	\$4.0	A	\$0.0
Cultural Diversity Travel ^{ac/}	Minorities	Mentorship	Varied	CDF	Varied
Wally Noerenberg Award ^c	Res. Professionals	Professionalism	Varied	WNF	Varied

Other Awards	Res. Professionals	Professionalism	\$2.3	A	\$0.0
ExCom Travel	Membership	Representation	\$8.0	A	\$0.0
International Relations	Res. Professionals	Education	\$0.0	A	\$0.0
Web Hosting	Membership	Education	\$1.5	A	\$0.0
Environmental Outreach	Res. Professionals	Education	\$0.0	A	\$0.0
Special Projects	Res. Professionals	Varied	Varied	A	Varied
Silent Auction Prizes	Membership	Student Travel Scholarship	Varied	ST	\$5.5
Molly Ahlgren Scholarship ^c	Students		Varied	MASF	Varied
TOTAL			\$66.4		66.5

^{a/} Travel awards may cover a portion of the travel costs to the annual Chapter meeting; actual travel award amount will vary by meeting location.

^{b/} A = Fund A; CDF = Cultural Diversity Fund; WNF = Wally Noerenberg Fund; ST = Student Travel; MASF= Molly Ahlgren Scholarship Fund. See Section IV.B for detailed descriptions of funds.

^{c/} Endowments with principal threshold amounts.

Depending on the financial resources available, lower priority expenditures that depend on General Fund revenues might not be funded each year. A contingency balance of approximately \$30,000 should be maintained in the General Fund after all other annual expenses have been met.

Chapter Project Guidelines

In fulfillment of its mission, the Chapter may undertake special projects, either alone or in collaboration with other organizations. Past examples include habitat restoration workshops, a salmon stock status study, publication of Fishes of Alaska, and hosting of Western Division, national, or international meetings or symposia. Funds to initiate a special project may be committed from the General Fund or from other sources such as grants, gifts, or agency donations. Chapter projects will be implemented through either an appointed *ad hoc* or a standing Chapter committee. Projects may be ongoing, annual, or one-time activities. The committee chair serves as the liaison between the committee guiding an activity and the Chapter President or ExCom.

1. Project Plan - Before any Chapter project is initiated, a project plan shall be prepared and submitted for approval. The project plan shall include at least the following:

- (1) Proposed budget, including annual and total project expenses and income;
- (2) The amount and source of funding, including Chapter funds, identified and available when the project plan is drafted;
- (3) Project timeline;
- (4) Project deliverables, including annual and final reports that include budget tracking or other documentation to be made available to the membership through either the annual Chapter business meeting or the *Oncorhynchus*;
- (5) Project participants;
- (6) Product recipients and/or beneficiaries;
- (7) Contingency plan for financial exigencies and technical problems; and
- (8) Other criteria deemed appropriate by the ExCom.

2. Project Approval - Project plan approval is hierarchical and depends on the anticipated costs to the Chapter, expected net revenue, recurrence rate, and complexity of the project (Table C.2). As a general guideline and to provide financial security to the Chapter, it is suggested that projects not be approved unless 60% of the total project expense has been encumbered into Chapter accounts or supporting agency accounts. Because goals and objectives may change during a project, the financial status and prognosis for successful completion of the project should be periodically evaluated by the ExCom and annually reviewed by the Chapter membership. Projects for which anticipated expenditures increase by more than 5% from the original project budget must be resubmitted to the ExCom for approval.

Table C.2. Approval schedule for Chapter special projects.

Gross Expense	Project Recurrence Rate	Approval Level
Up to \$200	One event per year	Chapter President

Up to \$2,500	One event per year	ExCom
Up to \$5,000	Multiple events per year	ExCom
More than \$5,000	Any single event or multiple events per year	Membership

Chapter Investments

The second component of the Chapter Financial Plan involves the investment of Chapter capital. Because the Chapter membership is comprised of volunteers that generally lack the necessary skills to determine the appropriate investment vehicles for Chapter funds, the use of external expertise is recommended. The primary objectives of financial investments should be to: (1) provide a non-depreciative medium for the storage of Chapter funds; (2) ensure sufficient funds are available for regularly scheduled Chapter activities, such as awards, travel or scholarships; (3) ensure sufficient funds are maintained as liquid assets with short-term availability for ongoing Chapter business; and (4) provide funds that may be needed for unforeseen exigencies. Ideally, some projects may be funded through annual interest on capital invested in dedicated accounts. Because the investment required to generate meaningful interest may be substantial, other Chapter monetary assets may be needed to supplement investment returns for some activities.

The Chapter will maintain two investment types with earnings earmarked for specific uses. Fund A proceeds (earnings) can be used for items including: grants for student travel to the Chapter's annual meetings; annual meeting budget overruns; and miscellaneous Chapter awards. Unexpended annual earnings from Fund A shall be reinvested into Fund A.

Endowments are the second type of investment. The Wally Noerenberg Fund, Cultural Diversity Fund and Molly Ahlgren Scholarship Fund endowments will be managed to achieve an annual investment return large enough to cover the annual cost of the awards. Earnings from the Wally Noerenberg Fund will be used for the cash award for the Wally Noerenberg Award for Fisheries Excellence, including award administration costs for plaques or certificates, postage, etc. Earnings from the Cultural Diversity Fund will be used to fund travel grants awarded by the Chapter's Cultural Diversity Committee. Earnings from the Molly Ahlgren Scholarship Fund will be used for a scholarship(s) awarded by the Molly Ahlgren Scholarship Committee and fund inflation proofing as detailed in the Molly Ahlgren Scholarship Principles. These endowments shall be managed to be self-perpetuating and contain principal amount thresholds that may not be breached without Alaska Chapter membership approval. If an award is made in a year when fund earnings are insufficient for the

desired magnitude of the award, the ExCom may supplement the awards from Fund A. In a year that the awards are not granted, fund earnings will be reinvested into the corpus of the respective fund.

An additional financial instrument is a checking account or similar vehicle used for holding the funds for 1) cash flow for the Chapter's daily business operations through the year and 2) for receipt and expenditure of annual meeting revenues and expenses. Receipt and expenditure of monies associated with the annual meeting will be held in a checking account housed at a full-service banking institution for a minimal period of time; i.e., once annual meeting expenses are paid, a minimal balance (approximately \$500) will be maintained in that account. For year-round (non-meeting) operations, an interest-bearing checking account will be used for payment of Chapter expenses; a sufficient balance will be deposited in it after the annual meeting to provide for that year's routine business operations and cash flow. Then, any surplus revenues from the annual meeting will be deposited in Fund A for subsequent investment, unless directed otherwise by the ExCom.

Given the varied objectives of the Chapter Funds described above, a professional investment advisor should be consulted regarding the appropriate investment vehicle for each fund.

Investment of proceeds from special projects into Fund A facilitates the long-term goals of the Chapter. The book Fishes of Alaska provides an example of a major Chapter project undertaken in the past in anticipation of a yield of substantial education, scientific, and financial benefits to the Chapter. The Chapter receives annual royalty revenue from Fishes of Alaska sales. Under a 2002 agreement, net revenues from book sales will be distributed 60% to the Parent Society, 30% to the Chapter, and 10% to the authors. Chapter revenues will decrease as book sales decline over time. Revenues received by the Chapter from sales of Fishes of Alaska shall be invested into Fund A.

V. ANNUAL REPORT

It is important that Chapter financial structure and revenue flow be transparent to the membership and other interested parties. The Chapter Treasurer shall annually prepare a Treasurer's Report of Chapter finances for the previous fiscal year. The report shall be presented to the membership at the annual meeting and published in the *Oncorhynchus*.

An annual Financial Report (i.e., Profit and Loss Statement and a Balance Sheet for the previous fiscal year) will be provided to the ExCom (and be made available at the annual Chapter business meeting), after finalization and review by the Chapter's CPA. That report summarizes all revenues received, spent, and invested, the status of all fund balances, and shall include at a minimum:

- costs and net revenues of the previous fiscal year's annual meeting;
- costs and net revenues of continuing education classes;
- costs of the Oncorhynchus;
- Chapter business expenses, including accounting, ExCom travel, and other expenditures;
- payments for scholarships, awards, student travel, or Cultural Diversity Travel;
- contributions and supplements to Chapter Funds; and
- costs and net revenues from other uses of Chapter financial resources.

Appendix D. Chapter logos by Ray Troll, commissioned by Alaska Chapter in 2005.





Appendix E. Molly Ahlgren Scholarship Fund

Background and history of the Molly Ahlgren Award:

Professor Molly Ahlgren was an Associate Professor of environmental science at Sheldon Jackson College. The Chapter elected her as the Chapter's president in 2005, after many years of her active involvement and leadership in the Chapter. Less than two weeks after being installed as Chapter president, she was killed in a boating accident. The Chapter responded by creating the Molly Ahlgren Scholarship (Scholarship) fund to honor her and her life's work. Initially, the Scholarship was opened to students at Sheldon Jackson College, as this seemed to be consistent with what she would have wanted. However, in 2007 Sheldon Jackson College suspended operations. Accordingly, at the Chapter's 2007 annual meeting, the membership approved the following changes for the Scholarship: 1) the Scholarship is open to students attending the University of Alaska system, Alaska Pacific University, and Sheldon Jackson College (SJC)—if SJC should return to operation, and 2) the Scholarship will only be available to undergraduate students in their junior year of studies pursuing a baccalaureate degree involving the disciplines of fisheries or aquatic and biological science.

The committee will be responsible for annually reviewing and judging all completed applications in a timely manner. Completed applications will be evaluated on their work and/or educational experiences and interest in the fields of fisheries or aquatic and biological science, interest in professional advancement, and reason(s) for financial need.

Committee Composition:

The Chapter President will appoint the Chair of the Molly Ahlgren Scholarship Committee. The chair will appoint an indefinite number of Chapter members as desired or deemed necessary to carry out the purpose of the Committee. Individual Campus Group presiding Presidents will be advisors to the Committee. Application to the Scholarship by a presiding Campus Group President will result in the Vice President, Treasurer or Secretary's membership in the advisory role if more than the President applies.

Committee Duties Include:

1. Annually update the Application Procedure document.
2. Distribute the Application Procedure to all eligible academic institutions, the Chapter web site, and the *Oncorhynchus* to solicit undergraduate applicants.
3. Select not more than three applicants for further consideration as finalists. The Committee may choose not to consider any of the nominees as finalists.
4. Determine a Scholarship recipient, and a first and second alternate.
5. Recommend the proposed recipient (if any) to the Executive Committee; the Executive Committee must approve by a two-thirds majority.
6. Arrange for travel and registration for the annual meeting for the Scholarship recipient as provided by the Chapter.
7. Ensure that the Executive Committee commissions a certificate.
8. Ensure that the disbursement of the funds is in a timely manner for use during the recipient's first semester after the awarding of the Scholarship.
9. Report on Committee activities to the Executive Committee and at annual Chapter business meetings.

10. Ensure that the Executive Committee notifies the Ahlgren family of the name, academic institution, and biographical information relating to the selection of the current year's recipient(s) of the Molly Ahlgren Scholarship via correspondence on Chapter letterhead stationery.
-

Alaska Chapter's Molly Ahlgren Undergraduate Scholarship Application Procedure¹

The Molly Ahlgren Scholarship was established by the family of Molly Ahlgren and the American Fisheries Society – Alaska Chapter in 2004 to honor her life and dedication as an Associate Professor of environmental science at Sheldon Jackson College. Honoring her passion for undergraduate education in fisheries and aquatic sciences, this scholarship provides an annual award and recognition to a worthy undergraduate student entering their senior year of studies with the intent of earning a baccalaureate degree in fisheries or aquatic science.

Applicants must meet the following requirements:

- Be entering their senior year of study at the University of Alaska or Alaska Pacific University in the disciplines of fisheries or aquatic science
- Demonstrate potential for future contributions to a fisheries or aquatic science related profession
- Demonstrate financial need
- Be a member of the American Fisheries Society or in the membership submission process

Applicants will be evaluated on their work and/or educational experiences and interest in the fields of fisheries and aquatic science, interest in professional advancement, and reason(s) for financial need. The award recipient will be introduced at that year's Chapter annual meeting. All travel and meeting registration expenses will be paid for by the Chapter. The award recipient will also be expected to write a brief statement about their experience at the Chapter meeting to be submitted for publication in the Winter issue of the Chapter's newsletter, *Oncorhynchus*.

APPLICATION CRITERIA AND PROCESS

1. Applicants must be a member of the American Fisheries Society or have submitted membership materials by the time of application. *AFS member number should be placed on application if current member in good standing.*
2. Applicants must have a major field of study related to fisheries or aquatic science.
3. Applicants must be an undergraduate student entering their senior year and be in good standing at the University of Alaska or Alaska Pacific University.
4. Applicants must submit an application package that contains each of the following:
 - Completed Application form
 - A resume and a copy of their undergraduate transcripts.
 - Letters of reference from two people (one must be faculty of your university) who are

¹ The current version of the Molly Ahlgren Award Application and Procedure is located on the Chapter website.

familiar with the student's background and abilities.

THE APPLICATION PACKAGE SHOULD BE POSTMARKED NO LATER THAN 31
OCTOBER 20xx.

Alaska Chapter's Molly Ahlgren Scholarship Award Application Form

Name: _____ Email address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: (work) _____ (fax) _____ (home, optional) _____

American Fisheries Society member number _____ *(if current member in good standing)*

University of record _____

Degree major _____ Anticipated date of graduation _____

- 1) **Please describe your interests and experiences that demonstrate your involvement in fisheries or other natural resource related issues. Experience may include activities at home, volunteer work, workshops, employment, and/or school. Also, please list any natural resource related awards or honors received.** *(Attach more paper if additional space is needed.)*
- 2) **Please describe your personal and career goals related to fisheries or other natural resource field. Are you interested in a particular field in fisheries or other natural resources?** *(Attach more paper if additional space is needed.)*
- 3) **Please describe your financial needs and how this scholarship will help you to achieve your goal.** *(Attach more paper if additional space is needed.)*