

**Alberta Chapter of The Wildlife Society
Box 4990, Edmonton AB, T6E 5G8**

www.albertadirectory.com/actws/

July 2001

**Prepared by
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Welcome to the Alberta Chapter of The Wildlife Society (ACTWS) Executive Guide!

This document is intended to provide a quick reference to the:

- , structure and function of ACTWS (Part A), as gleaned from chapter bylaws and current procedures/protocols
- , previous Executive decisions (Part B), as gleaned excerpts from formal chapter minutes or the newsletter
- , current ACTWS Bylaws (Part C)
- , documented history (Part D).

It is intended that this document be provided to all incumbent Executive members as they assume their elected duties and incumbent/incoming Chairs of Special Committees as well as any ACTWS member, on request. It is further intended that this be a 'living' document that is updated annually as an assigned duty of the incumbent Past President.

Acknowledgements

The initial goal of this project was simply to compile previous executive motions and decisions to provide a background for incoming executives and to publish these with existing protocols that had been prepared for various committees. The goal gradually expanded so that new protocols were written specifically for the guide, and the bylaws and history were included to provide a comprehensive guide for incoming executives. The authors would like to thank everyone who was patient during this evolving project.

Thanks go to Jon Jorgenson who made copies of old minutes for the authors to review. The 2000/2001 ACTWS executive was particularly supportive of this endeavour. George Hamilton forwarded information on the scholarship committee, Dave McKinnon answered numerous detailed questions, and Elston Dzus and Dave Prescott provided editing comments throughout the process. Special thanks go to Larry Roy who wrote the protocol for the membership committee, and Troy Sorensen who prepared protocols for the newsletter and web site specifically for inclusion in this report.

Table of Contents

| | | |
|-------|--|----|
| A. | ALBERTA CHAPTER OF THE WILDLIFE SOCIETY - EXECUTIVE BOARD AND COMMITTEES | 1 |
| 1.0 | ACTWS Executive Board Duties | 3 |
| 1.1 | President | 3 |
| 1.2 | President-Elect | 4 |
| 1.3 | Secretary-Treasurer | 4 |
| 1.4 | Past President | 6 |
| 1.5 | Directors | 6 |
| 1.6 | Student Director | 6 |
| 2.0 | Standing Committees Duties and Protocols | 7 |
| 2.1 | Audit | 7 |
| 2.2 | Conservation Review | 7 |
| 2.3 | Education and Information | 8 |
| 2.3.1 | Newsletter | 8 |
| 2.3.2 | Web Site | 10 |
| 2.4 | Membership | 11 |
| 2.5 | Nominating and Elections | 12 |
| 2.6 | Programs | 13 |
| 2.7 | Resolutions and Public Statements | 17 |
| 3.0 | Special Committees Duties and Protocols | 18 |
| 3.1 | Awards | 18 |
| 3.1.1 | Awards Committee Duties | 18 |
| 3.1.2 | William Rowan Distinguished Service Award | 18 |
| 3.1.3 | Dedicated Service Award | 20 |
| 3.1.4 | Student Presentation Awards | 21 |
| 3.2 | Scholarships | 21 |
| 3.2.1 | Alberta Chapter of The Wildlife Society Student Award | 21 |
| 3.2.2 | Robert (Bob) K. Goddard Memorial Scholarship | 23 |
| 3.2.3 | Post-Graduate Student Award | 24 |
| 4.0 | Appendix A | 27 |
| B. | ALBERTA CHAPTER OF THE WILDLIFE SOCIETY - EXECUTIVE MOTIONS, DECISIONS AND RECOMMENDATIONS 1989 - 2000 | 43 |
| C. | ALBERTA CHAPTER OF THE WILDLIFE SOCIETY - BYLAWS | 61 |
| D. | ALBERTA CHAPTER OF THE WILDLIFE SOCIETY - HISTORY | 73 |

ACTWS Executive Board and Structural Makeup

| | |
|---------------------|---|
| President | assumed by President-Elect |
| President-Elect | one-year elected term, succeeds to Presidency |
| Secretary-Treasurer | elected annually, preferable minimum of two years per incumbent |
| Past President | one year term, immediately following Presidency |
| 4 Directors | elected two-year term, staggered - two new Directors each year |

Standing Committees

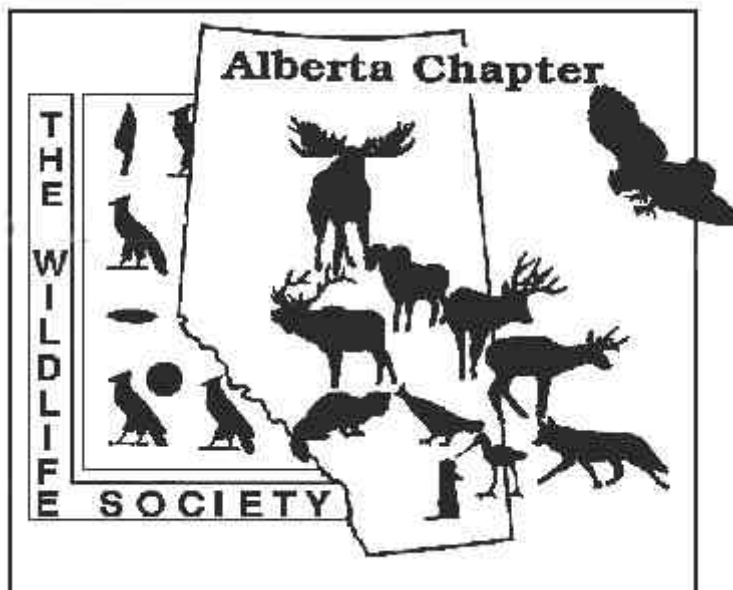
Audit
Conservation Review
Education and Information
Membership
Nominating and Elections
Programs
Resolutions and Public Statements

Special Committees

Awards
Scholarships
Newsletter
Web Site

A. ALBERTA CHAPTER of the WILDLIFE SOCIETY

EXECUTIVE BOARD and COMMITTEES



1.0 ACTWS EXECUTIVE BOARD DUTIES

The Chapter shall be governed by an Executive Board composed of its officers (President, President-Elect, Secretary-Treasurer), the immediate Past President, four Directors, and a Student Director (if available) duly elected to the Board (ACTWS Bylaws, Article VII Section 1).

Duties of the *Executive Board* as extracted from the ACTWS Bylaws:

- , govern the Chapter (ACTWS)
- , represent ACTWS voting members
- , set annual chapter dues
- , advise ACTWS President in appointing persons to chair all Standing and Special Committees, except that of Nominating and Elections
- , appoint President *pro tempore* when the President-Elect cannot serve for the absent President
- , appoint members to fill vacant elected offices (except President) when a vacancy occurs in any unexpired term of office
- , determine and publish time and place of regular Membership Meetings and the Annual Meeting. *Note: to date ACTWS membership meetings have all been combined with the Annual Meeting*
- , call for a Special Meeting at any time, giving due notice to members
- , conduct affairs in conformance with the provisions of Bylaws of ACTWS and The Wildlife Society (TWS). *Note: The Wildlife Society was founded in 1937 and is a non profit scientific and educational society of nearly 10,000 professionals and students. The mission of TWS is to enhance the ability of wildlife professionals to conserve diversity, sustain productivity, and ensure responsible use of wildlife resources for the benefit of society*
- , act for the Chapter between membership meetings and report interim actions to the members at each succeeding membership meeting. Any Board action may be overridden by a two-thirds vote of the voting members attending
- , supervise handling of the financial affairs as conducted by the Secretary-Treasurer
- , designate appropriate material to be retained within the ACTWS files
- , consider resolutions received from ACTWS members and determine appropriate action (see Bylaws, Article VII, Section 5 for further details)
- , consider all materials, comments, suggestions submitted from ACTWS committees or members

1.1 President

Duties of *President* as extracted from the ACTWS Bylaws:

- , supervise Executive Board
- , chair all meetings of the Executive Board

- , sit as *ex officio* member of all committees except Nominating and Elections
- , appoint, with advice from the Executive Board, persons to chair all Standing and Special Committees
- , may assist committee chairs in filling out committee membership
- , serve as ACTWS representative to the Northwest Section (NWS), including provision of news items to NWS, contact for other Chapters within NWS, and assistance in routine NWS business
- , assign duties and responsibilities to the President-Elect in times of absence or inability to attend specific functions/duties
- , authenticate (by way of signature) any use of the Seal of the Chapter. *Note: authentication also requires signature of the Secretary-Treasurer*
- , may, in conjunction with the Executive Board call a meeting of the Membership
- , submit an annual report to the Executive Director of TWS, the NWS representative to TWS, and the NWS President
- , maintain chapter 'Operations Manual', as received from TWS, and provide written record to TWS when the manual is transferred to the incoming President
- , may present, or may designate someone to present, public statements on behalf of ACTWS provided the Executive Board approves and the membership is notified following the statement. Such statements may not conflict with the policy of TWS without prior TWS approval
- , receive all written committee reports/recommendations before the close of each Business Meeting
- , provide general supervision to all ACTWS committees
- , appoint a replacement for any member of the Nominating and Elections Committee who has been nominated for elective position

1.2 President-Elect

Duties of *President-Elect* as extracted from the ACTWS Bylaws:

- , succeed and assume the duties of the President upon completion of the outgoing President's term of office
- , assume duties of the President in his/her absence or inability to serve
- , perform duties assigned by the President
- , chair the Programs Committee *Refer to Section 2.6 Programs Committee for details regarding conference planning*
- , authenticate by signature the Seal of the Chapter in the absence of either the President or the Secretary-Treasurer

1.3 Secretary-Treasurer

Duties of *Secretary-Treasurer* as extracted from the ACTWS Bylaws:

- , bear responsibility for the files, records, and funds of ACTWS. Need not be bonded
- , receive and disburse funds for ACTWS
- , record minutes of all meetings
- , maintain membership rolls and correspondence
- , issue meeting notices and reports, upon direction from the President or Executive Board
- , provide written notification to members of any ACTWS annual or membership meeting
- , take charge of the Seal of the Chapter
- , authenticate by signature use of the Seal of the Chapter in conjunction with the President
- , provide appropriate materials to the Audit Committee prior to each Annual Meeting and before the incoming Secretary-Treasurer assumes office
- , receive the annual chapter dues from members of ACTWS
- , submit complete financial reports at the last meeting of his/her term of office
- , receive notice of any ACTWS member who wishes to resign from ACTWS
- , report the results of all elections or other official actions to the Executive Director of TWS, the NWS representative to TWS, and the NWS President
- , provide a statement of calendar year income and expenses as well as starting and ending balances to the Executive Director of TWS in January of each year
- , receive a written summary of committee activities prior to each ACTWS Business Meeting
- , store files from previous years and pass all ACTWS files to the incoming Secretary-Treasurer

Additional Duties Pertaining to Secretary-Treasurer Position

(from M. Dorrance May 1995)

1. Annual Meeting
 - (a.) Registration

| | |
|---|---|
| <p>Find volunteers to assist with registration Collect money for membership and registration Issue receipts for membership and registration Hand out programs and agendas Signage: registration desk, directional signs to meeting room(s) Tables and chairs for registration desk Provide materials for the registration desk:</p> | <p>Name tags Registration forms Membership forms Receipt books Cash box, \$\$ float, calculator Pens, pencils, markers, tape, string, paper clips, thumb tacks Stamps for cheques and receipts, ink pad</p> |
|---|---|
 - (b.) Collect money and issue receipts for auction or fund raiser
 - (c.) Balance funds received with receipts issued. Good Luck.
 - (d.) Business Meeting:
 - read summary of minutes of previous business meeting
 - take minutes of annual business meeting (and publish in May newsletter)
 - take copy of ACTWS By-Laws. Read them before the meeting
 - provide treasurer's report (and publish in the May newsletter)
2. Check the mail box about once per week (less often in the summer).
3. Answer correspondence as required; maintain a file of all incoming correspondence.
4. Pay bills and keep a record of invoices, including invoices from annual meeting and Canada Post box rental in April.

5. Deposit money from fundraiser in GIC and renew GICs as required.
6. Renew Corporate Registry in September
7. Find members to conduct audit of annual financial report - February.
8. File return for Revenue Canada in February. Use T2 Short for eligible corporations and F1044 (E) Non-profit organization (NPO) information return.
9. Collect membership dues and keep a copy of completed membership forms.
10. Write thank you letters to corporate sponsors.

1.4 Past President

Duties of *Past President* as extracted from the ACTWS Bylaws:

- , member of the Executive Board
- , serve one year term immediately following term as President
- , oversee the annual updating and circulation of the ACTWS Executive Guide

1.5 Directors

- , serve two-year term

No specified duties as per the ACTWS Bylaws; however, in practice, Directors:

- , may be assigned/requested to be a liaison with individual committees, as directed by the President
- , may be appointed by the President as Chair of a Standing or Special Committee
- , are expected to attend Executive Board meetings/conference calls
- , provide a link between members and the Executive Board
- , are expected to raise issues or items of concern for the Executive Board to consider

1.6 Student Director

No specified duties as per the ACTWS Bylaws; however, within ACTWS:

- , this is a discretionary but full-voting position on the Executive Board
- , may be elected or acclaimed
- , one-year term of office
- , must be a Student Member of ACTWS
- , acts as a liaison between Student Members and the Executive Board
- , represents student interests and perspectives to the Executive Board

2.0 STANDING COMMITTEES DUTIES AND PROTOCOLS

2.1 Audit

Duties of the *Audit Committee* as extracted from the ACTWS Bylaws:

- , reviews the financial records and support documents of ACTWS at least annually
- , provides a written report to the Executive prior to the annual meeting and before an incoming Secretary-Treasurer assumes responsibility
- , consists of the Chair and at least two other ACTWS members

2.2 Conservation Review

Duties of *Conservation Review Committee* as extracted from the ACTWS Bylaws:

- , reviews legislative proposals, administrative regulations, environmental assessments and impact statements, and other subjects or issues affecting wildlife or wildlife habitat in Alberta
- , recommends appropriate actions to the Executive Board
- , may solicit assistance in reviewing from any ACTWS member

Conservation Review Committee Terms of Reference

(R. Quinlan, circa 1997)

The Alberta Chapter of The Wildlife Society will become involved in environmental and resource conservation matters which require input from wildlife professionals. This may include input to provincial or federal governments and the private sector on issues of direct impact to wildlife populations or wildlife habitat. It may also include input regarding wildlife management processes or land management activities. Decisions affecting the ability of wildlife professionals to manage Alberta's wildlife may also be responded to by the Alberta Chapter. This could include reviews of approval processes to ensure that wildlife management interests are considered in management decisions.

The Alberta Chapter of The Wildlife Society is not an "environmental action" group and will not generally become involved in issues concerning wilderness aesthetics, emotional attachment to wildlife or land, or outdoor recreation. It will not generally become involved in public demonstrations or political lobbying on environmental issues. The Alberta Chapter will strive to provide professional advice when requested, or proactively upon the approval of the Executive. When an issue develops it should be brought to the attention of the Conservation Committee Chairman. The Chairman will review it and advise the Executive of the options for ACTWS involvement. The final decision on level of involvement will be made jointly by the Conservation Committee Chairman and the Chapter President. The Conservation Committee Chairman will be responsible for correspondence to government, industry, or the public on issues. Correspondence will have prior approval from the Executive but where a short turnaround time prevents this, the Chapter President may approve the correspondence.

2.3 Education and Information

Duties of *Education and Information Committee* as extracted from the ACTWS Bylaws:

- , develop a variety of methods of informing the public of basic concepts of wildlife management
- , inform others of the activities and interests of ACTWS and TWS

Further to these duties:

- , committee Chair (an appointed Director of ACTWS) oversees activities of the newsletter editor and the webmaster; provides a liaison among the editor, the webmaster, and the Executive Board; oversees use and distribution of the ACTWS display; and directs policy and policy changes with regards to these publications/ products

Specific duties of the *Education and Information Chair* include:

1. Find newsletter editor when necessary
2. Solicit newsletter articles from membership
3. Find webmaster when necessary
3. Provide a package to incoming executive including ACTWS brochure

The *Education and Information Committee* is subdivided to include newsletter and web site.

2.3.1 *Newsletter*

- , the *Alberta Wildlifer* is the official newsletter of ACTWS
- , a newsletter Editor is appointed by the President to an undetermined term
- , the Editor is invited and encouraged to attend any meeting of the Executive Board
- , the Editor reports to the Chair of the Education and Information Committee
- , primary duties of the Editor are to solicit, assemble, and edit issues of the newsletter as well as ensure that newsletters contain appropriate announcements, as per the contents outlined below

Specific duties of the Newsletter Editor include:

- , format newsletter to maintain a consistent look and professional appearance
- , receive newsletter items from Education and Information Chair by mail, fax, or e-mail
- , solicit and receive newsletter items from chapter members by mail, fax, or e-mail External (non-members) submissions should be sent to the Education and Information Chair for review
- , copy and retain duplicates of all newsletter items
- , send originals of newsletter items to Secretary-Treasurer
- , store digital and hard copies of final versions of all newsletters and ensure that copies are archived with ACTWS prior to turning responsibilities over to an incoming editor
- , ensure that digital copy of newsletter is submitted to publisher and Education and Information Chair by press deadline
- , ensure that digital copy of newsletter is submitted to webmaster by press deadline

- , make revisions to the newsletter as requested by the Education and Information Chair and resubmit to publisher and webmaster
- , ensure newsletters include all required elements. The Education and Information Chair should be notified one week prior to the press deadline of any missing elements
- , verify spelling in newsletter
- , format and edit submitted articles to maintain a consistent look to the newsletter
- , ensure that all files are transferred in a timely and professional manner to incoming editors
- , ensure that no copyright laws are broken

Contents of the Newsletter

(T. Sorensen, 2000)

Common to Each Newsletter

Letterhead including volume, issue, editors and

ACTWS logo

ACTWS postal and web site address

President's Message

Chapter News

Agency Reports

Alberta Agriculture

Alberta Environment

Alberta Research Council

Canadian Wildlife Service

Consultants

Other NGOs

Parks Canada

Northwest Section News

Parent Society News

Upcoming Events

conferences

workshops

Important dates

Resources for Alberta Wildlifers

websites

new books

new agencies

Contact information for ACTWS Executive and

Committee Chairs

Optional

Feature Articles

Book Reviews

Research Articles

Letters to the Editor

Chapter Position Papers

Poems, Words of Wisdom, Humour, etc.

Executive Meeting Minutes

Prohibited in newsletters

Advertising of private companies (unless approved by executive)

Home phone numbers and e-mail addresses (unless approved)

Libellous statements

December (Winter) Newsletter

Auction Announcement

AGM Announcement

Request for Submissions for Annual Student Scholarships

Membership Dues Reminder

Election Ballot (Separate Mail-out in February)

Biographies of Election Nominees

February (Winter/Pre-AGM) Newsletter

AGM Announcement

Draft Program for Annual General Meeting

Agenda for Annual Chapter Business Meeting

Auction Announcement

Membership Dues Reminder

May (Spring/Post-AGM) Newsletter

Summary of AGM

Summary of Annual Chapter Business Meeting

Treasurer's Report

Announcement of Award Winners

Current Membership List (five columns: Name, Affiliation, Work Phone, City, Expiry)

September (Fall) Newsletter

Announcement of AGM

Call for Papers and Posters

Announcement of Student Presentation Awards

Announcement of Awards

ACTWS Newsletter Deadlines

| Item | Submission Deadline | Press Deadline | Publication Dates |
|---------------------------------------|---------------------|----------------|-------------------|
| Winter Newsletter/Web Site | November 15 | November 25 | December 1 |
| Award Nominations | January 10 | | |
| Student Award | January 10 | | |
| Abstracts for AGM | January 10 | | |
| Spring Newsletter/Web Site (Pre-AGM) | January 15 | January 25 | February 1 |
| Summer Newsletter/Web Site (Post-AGM) | April 15 | April 25 | May 1 |
| Fall Newsletter/Web Site | August 15 | August 25 | September 1 |
| Election Nominations | ? | | |

2.3.2 Web Site

- , the official web site of ACTWS is located at: www.albertadirectory.com/actws/
- , a webmaster is appointed by the President to an undetermined term *Note: the webmaster and newsletter editor may or may not be one person/team*
- , the webmaster reports to the Chair of the Education and Information Committee
- , primary duties of the webmaster are to design and update the web site with appropriate material, as determined by the Executive Board

Specific duties of the webmaster include:

- , receive items primarily from newsletter editor
- , may receive and edit items from outside sources, as approved on case by case basis by Education and Information Chair
- , store digital copies of all web site items and pages
- , ensure that web site is updated on publication dates (four times a year)
- , ensure web site includes all required elements
- , notify the Education and Information Chair one week prior to the Publication deadline of any missing elements
- , format web site to maintain a consistent look and professional appearance
- , verify spelling in web site
- , ensure that no copyright laws are broken
- , ensure that web site can be viewed by a variety of web browsers
- , ensure that web site loads quickly and efficiently
- , inform TWS and NWS of web site address so they can link
- , register web site with various popular search engines
- , make revisions as specified by Education and Information Chair
- , ensure that all files are transferred in a timely and professional manner to replacement webmaster

Contents of the Web Site
(T. Sorensen, 2000)

The ACTWS and TWS logos
Contact information for ACTWS
Executive biographies and photos
Committee contact info
Webmaster e-mail address
Acknowledgement of web site sponsor
Chapter structure
Benefits of ACTWS
Membership history
ACTWS mail-in membership form
ACTWS history
ACTWS Bylaws
Current and previous newsletters
AGM announcement and proceedings

Announcements of Awards
Upcoming events
Link to Parent Society
Links to other wildlife web sites

The following are prohibited:

Advertising of private companies (with exception of web site sponsor)
Home phone numbers and e-mail addresses (unless approved)
Membership lists
Libellous statements

2.4 Membership

Duties of *Membership Committee* as extracted from the ACTWS Bylaws:

- , approve or deny membership in ACTWS
- , encourage maximum number of qualified persons to become members

Membership Committee Terms of Reference
(L. Roy, 2000)

The Membership Committee will actively promote new and renewed membership of the Alberta Chapter of The Wildlife Society. The Committee Chairperson is responsible to monitor both the number and distribution of members. The Chairperson will strive to achieve membership that is at least at a stable number and with healthy distribution among government (federal, provincial), non-government (industry, academia, consulting), and student members (university, college, institute).

Areas of responsibility for the promotion of membership include:

1. Contacts with post-secondary institutions that maintain programs in the "wildlife" field
2. Correspondence with members that have not renewed within two years
3. Update of promotional material
4. Initiation of membership drives

2.5 Nominating and Elections

Duties of *Nominating and Elections Committee* as extracted from the ACTWS Bylaws:

- , *annually* prepare a slate of candidates, preferably two each, for Secretary-Treasurer, President-Elect, and each of two Directors, from the Chapter's voting membership
- , provide slate of candidates for President if the President-Elect is unable to succeed to the position
- , may seek slate of Student Members for the position of Student Director

Note: all candidates must

- *be Voting Members of ACTWS and, if elected, must be or must become Voting Members of TWS*
- *give prior approval to being included on the nominations slate*
- *provide a biographical sketch, preferably including their goals for ACTWS*
- *not sit for more than two consecutive terms in the same elected position. This may be waived for Secretary-Treasurer*
- *be paid up members of ACTWS (members in arrears are not eligible)*
- *no one may hold more than one elected position simultaneously*
- , slate of candidates should represent a cross-section of the membership
- , slate must be provided to members at least 30 days prior to the annual business meeting
- , provide written ballots for distribution to Voting Members
- , count returned ballots *Note: if a member of the Nominating and Elections Committee is nominated, the President will appoint a replacement member for ballot counting purposes*
- , receive signed absentee ballots prior to the scheduled time for counting ballots
- , provide written results of elections to the President prior to the annual business meeting

Nominating and Elections Committee Terms of Reference

(after K. Smith, 1996)

The Executive Board of ACTWS will designate one Executive member to Chair this committee at least 120 days prior to the annual meeting (assuming an annual meeting in March, this would be November/December). The Chair will review membership application / renewal forms to identify members interested in sitting on the Nominating Committee or standing for elected office. The Chair may choose to form a committee to carry out the responsibilities of the election. Nominations for Executive positions will be accepted by the Chair no later than 60 days prior to the Chapter's annual meeting (~ January 15).

In accordance with the bylaws, the responsibilities would include securing at least N+1 nominations for President-Elect, Secretary-Treasurer and two Directors. It is probably desirable (however, not necessary) for all nominees to have been a member of the Alberta Chapter for more than one year (to demonstrate a commitment to the Chapter). It also would be beneficial for the President-Elect nominees to have been involved in the Executive previously (in order to understand the workings of the Chapter prior to assuming deputy responsibilities). If an insufficient number of individuals (based on the membership forms) allow their names to stand to fill all (N+1) positions, the membership master list should be reviewed by the committee/Chair and some deliberation made on other likely

candidates. However, acclamation may be applied in situations where the incumbent agrees and no other candidate is identified. A cross section of the membership (i.e. government/ private industry/ academics/ private consultants) is desired to provide a variety of opinions on the Executive. All candidates will be required to provide a short autobiography indicating their educational background, present endeavours, and objectives for the Chapter.

The completed slate must be ready for distribution to members no later than early February. The names should be included on a separate ballot which must be mailed back to the Nominating and Elections Chair at least 15 days prior to the annual meeting (usually in March). The ballots are counted and verified. The results are kept confidential until the end of the Chapter's annual business meeting, when the Chair will thank all those individuals who let their names stand and then announce the new Executive. Successful candidates should provide a photo for the ACTWS web site.

2.6 Programs

Duties of *Programs Committee* as extracted from the ACTWS Bylaws:

- , chaired by the President-Elect
- , makes all arrangements with regards to all regular and annual meetings
- , provides President with proposed agenda for annual meeting two months in advance

Alberta Chapter, the Wildlife Society Conference Planning Outlines (from notes by R. Bjorge, 1996)

A) Logistics

- where, when, what
- estimated attendance (actually a big issue)(how long will hotel hold rooms, how much are rooms, how many per room)
- tying down venue
- placement of posters
- rooms of adequate size
- backboards for posters
- coffee breaks: how many? food? other beverages? sponsors?
- do we get a break for rooms?
- if more people come than is expected is there capability to increase size of venue?
- cost vs. incomes
- develop a budget
- registration fees?
- goal - break even or make money (auction income is separate)

B) Program

- opening session? If so: theme? how much

time to spend picking/arranging for speakers?
pay expenses for speakers?

- receive proposals for other papers - accept? reject?
- sort proposals into sessions.
- inform speakers of acceptance and timing of talk, special audio/visual needs?
- make sure logistics fit program (room, audio/visual, etc.).
- arrange Chair for each session
- have draft program published in newsletter in mid-January (15th)
- arrange for judging of student presentations and posters.
- evening session? if so, is it in conjunction with anything?

C) Student Aspects

- send meeting notices to universities and colleges. Inform them of prizes for student talks and posters. (often done through key people at each institution.)

- student registration fee?
- inform students of room accommodation
- incentives for student attendance?

D) Corporate Sponsors

- approach key corporate sponsors re: donations
- key component in making conference a financial success, having support for students, and making conference affordable
- should be in place by December/January

E) Auction

- pick time on agenda
- ensure space for display and sale of auction items
- arrange for cash bar
- designate someone to oversee the auction and carry out the following:
 - promotion/advertisement
 - remind folks to bring items
 - arrange for auctioneer
 - arrange for collection of monies (in conjunction with Sec/Tres.)
 - review auction documentation from previous years (e.g., bidding sheets, master record of all donated items)
 - record all aspects of auction

F) Luncheon

- timing?
- order of business?
- presentation of awards
- costs?
- cost recovery: sponsors? registration fees? student discount?

G) Advertising/Promotion

- promote far and wide, within ACTWS and beyond
- include date, time, place, awards for student presentations, amounts of awards, accommodation rates, dates to which rooms will be held, program when available, hotel phone/fax/ 1-800 #

H) Awards/Presentation

- arrange for photographs
- William Rowan Award, Dedicated Service Award: arrange for plaques to be present, winners to be present
- arrange award presentation (logistics only, Awards Committee arranges actual presenters)
- Undergrad and Goddard scholarship: arrange to have winners present or winner's names announced
- miscellaneous awards?
- student presentation awards: arrange logistics of award presentations

Alberta Chapter of the Wildlife Society Conference Registration

(from notes by B. MacCallum, 1998)

1. Keep close control of the cash. Limit number of people who actually handle cash
2. Bring lots of Registration and Membership forms
3. The registration desk becomes the information centre as well as a location to receive auction items
4. Name Tags
5. Keep membership monies separate from conference fees. Write two receipts. Make sure if one cheque is given for the two fees that this is itemized on the cheque
6. If promotional items are sold (e.g. mugs, T-shirts), keep money separate. Provide those people selling items a float from the cashbox. As money accrues, deposit into cash box and have Secretary-Treasurer write a receipt. Continue this way until sales are completed or all money returned
7. Preregistration. Probably unnecessary for most meetings. *Note that if a dinner is held preregistration would be necessary to estimate numbers for the hotel kitchen*

Conference Planning

(M. Dorrance, 1999)

1. Determine date and location of conference in April or June of previous year. Check with universities and colleges to determine if dates conflict with major events
2. Select hotel and obtain contract - summer of previous year. Make sure there will not be a rock band or any other noisy event scheduled in adjacent rooms!
3. Select plenary session topic (ideally in September)
4. Secure funds for speakers coming from outside Alberta. Funds must come from a source that does not normally support the chapter meeting
5. Line up speakers (October)
6. Develop specific plans for Friday night (feature speaker/event is important to attract people to the auction)
7. Solicit corporate donations (start in October). Previous supporters include Nova, Weyerhaeuser, CanFor, Golder Associates, Millar Western, Alpac, URSUS, Westworth & Associates, and Fish and Wildlife (for guest speaker)
8. Develop budget and set registration fees (November)
9. Auction organization and promotion (September/October). Include advertisement in fall and winter newsletters. Provide receipts to donors (upon request) for the price that the item sold at the auction
10. Paper sessions. Call for papers (September newsletter). Request abstract to be submitted by e-mail. Deadline about January 10
11. Develop program - second week in January
12. Notify selected speakers. Request information on visual aids required. Notify people who were not selected
13. Tentative program to newsletter (February issue)
14. Select session chairs (ask candidates for executive, students)
15. Student papers. Announce competition for best paper and oral presentation in September newsletter. Find volunteer judges. Student paper awards. After the meeting, send judges comments to student
16. Poster session. Call for posters in September newsletter. Deadline about January 10th. Request abstract submission by e-mail. Backboards. Backboards require 8' table
17. Judges for student posters. Student poster award presentation - \$100 1st prize. Send judges comments to student
18. Conference promotion (September & December newsletter, announce on web site in September):
 - a. Request abstracts for oral presentation and posters be sent by e-mail
 - b. Present clear instructions on citation
19. Send conference notice to:
 - TWS NW Section newsletter
 - Alberta Society of Professional Biologists newsletter
 - Alberta Society of Professional Biologists web site
 - Canadian Cooperative Wildlife Health Centre, Saskatoon
 - Canadian Society Of Environmental Biologists national newsletter editor (cseb@freenet.edmonton.ab.ca)
 - Notice in information bulletin of AB Environment
20. Send posters announcing the conference to colleges and universities (January, February)
21. Student participation (December - January promotion) - subject to ruling by Executive.

Generally, a transportation subsidy of \$15 per student from outside the conference area. Line up faculty member from each college to organize and promote. Pay single sum to organizer to subsidize transportation or reimburse students directly. Remind students at meeting that there is a student subsidy

22. College contacts:

NAIT - Kim Klause 471-7659

Lethbridge - Terry Kowalchuk 320-3232

U of A - Bill Samuel 492-2360

Red Deer - Sandra McDougal

U of C - Corm Gates 220-3027

Lakeland - Chris Olsen 853-8590

23. Consider promotion items for conference (T-shirts, mugs, etc.)

24. Arrange for Award presentations at the lunch/banquet

25. Registration desk (largely organized by Secretary-Treasurer)

26. Visual Aids Equipment and Operators:

- Slide projectors (need a spare)

- Overhead projector

- Spare bulbs for both projectors

- Arrange for projectionists and persons to run the lights

- Develop program for operators indicating visual aids required by each presenter

- Computer and digital projector

- Arrange for preview room

- Extension cords, tape, pointers

- Test everything before you need it!

27. Develop agenda for luncheon & awards presentation. Include Undergrad Scholarship (framed certificate), Goddard Memorial Scholarship (framed certificate), Dedicated Service award (plaque), Rowan award (plaque), Best student poster / Best student paper awards (cheques). Arrange for photographer for award presentations. Announce subsidy for students from outside area

28. Conference evaluation. Include review sheet on last page of the program. During the last afternoon, remind conference participants to fill out sheets before they go home. Summarize comments for first executive meeting

29. Develop and duplicate final program two or three days prior to conference. Include sponsors (sponsors often come in the last minute)

30. Give final estimate to hotel on number for luncheon or banquet as per the hotel deadline

31. Send thank you notes to: corporate sponsors, invited speakers, people who helped with the conference

32. Publish photos from conference in newsletter. Include summary of plenary session in newsletter

2.7 Resolutions and Public Statements

Duties of *Resolutions and Public Statements Committee* as extracted from the ACTWS Bylaws:

- , restricted to statements designed to better the wildlife profession, TWS, or wildlife resources
- , receives proposed resolutions or public statements from two or more members at any time
- , prepare, submit, and recommend actions on such items to the Executive Board

Note: guidelines for accepting resolutions and creating new policy are outlined in the ACTWS Bylaws (1996) in Article VII, Section 5

3.0 SPECIAL COMMITTEES DUTIES AND PROTOCOLS

Special Committees have no specified duties or authorities defined in the Chapter Bylaws. These committees are designated on an 'as-needs' basis and are bounded loosely by tradition and protocol. In many cases these are ongoing, long-standing committees.

3.1 Awards

Specific outline and protocols for this committee were developed by Don Thomas (1990) and Bill Glasgow (1995) (Appendix A). The following summarizes appropriate duties, criteria, and time lines for the Awards Committee or indicates where this information may be found.

3.1.1 Awards Committee Duties

- , recognize outstanding contributions to the research, management, or conservation of wildlife and their habitats
- , initiate and solicit nominations of ACTWS or TWS members for awards offered by the Northwest Section and/or TWS or any other organization. These include but are not limited to: NWS Einarson Award, TWS Special Recognition Award, TWS Publication Award
- , includes the Chair appointed by the President and Executive Board, and at least two other members
- , term of office is at the discretion of the Executive
- , seek approval from the Executive Board prior to incurring costs associated with the awards
- , notify the Secretary-Treasurer of all costs associated with the awards
- , compile all deliberations of the Awards Committee into a file that is passed to successive committee Chairs
- , arrange for award winners to attend the annual meeting (if possible)
- , arrange for presenters for the Rowan and Dedicated Service awards
- , arrange for plaques, as below

3.1.2 William Rowan Distinguished Service Award

- , established in January 1991. Use of the name was endorsed by the Rowan family.
- , *Alberta Wildlifer 4(3)* includes a feature article on William Rowan
- , original protocol for this award (Thomas 1990) is appended
- , committee should gather and archive biographies of each Rowan Award recipient (Executive Minutes May 1, 1995) *Note: this becomes part of the Awards Committee files and duplicates held by the Secretary-Treasurer ACTWS archives*
- , recipient need not be a member of ACTWS

**Alberta Chapter of The Wildlife Society
William Rowan Distinguished Service Award Protocol**

1. This award will be known as the Alberta Chapter of The Wildlife Society William Rowan Distinguished Service Award.
2. Candidates will be professional wildlife biologists. Candidates would usually be residents in the Province of Alberta or have made some of their notable professional contributions in Alberta, but they need not be members of the Alberta Chapter of The Wildlife Society.
3. Nominations may be made by any Chapter member, the Awards Committee and/or the Executive. Nominations will be solicited from members annually in the fall Alberta Wildlifer. Nominations will include a Curriculum Vita/resume and one or more letters of support from Chapter members.
4. The purpose of this award is to recognize an Alberta wildlife biologist who has made outstanding contributions to the management and conservation of wildlife and their habitats. These contributions might involve excellence in research, teaching, public allocation (e.g., hunting, nonconsumptive use), public education, habitat protection and development, land use planning, impact assessment, endangered species management, work in professional associations or any other area of the wildlife management profession. The candidates will be compared with regard to the value of their contribution, their stature in the province, country and international community, their influence on others, the variety of their contributions, their cooperation with others, their communication skills and their contribution to professional and/or other conservation organizations.
5. The committee members will reach a consensus on whether nominees are suitable for the award based on the criteria in number four above. If there is more than one suitable candidate, the committee members will rank the nominees in their order of preference to receive the award (number 1 being their first choice and so on). The rank numbers for each candidate will be added and the candidate receiving the lowest score will be recommended to the Executive. The Executive Committee will make the final decision.
6. Suitable nominees not selected in the first year of their nomination will be considered during the following two years.
7. The award will be made annually subject to the nomination of suitable candidates.
8. The deadline for nominations will normally be eight weeks before the annual meeting.
9. The award will be a plaque inscribed with the Chapter Name and Logo, the phrase "William Rowan Distinguished Service Award" and the recipient's name.
10. The President or his/her designate will provide a summary of the recipient's contributions and present the plaque to the recipient at the annual meeting.

W. M. Glasgow, Chair, Awards Committee
July 8, 1995

3.1.3 Alberta Chapter of The Wildlife Society Dedicated Service Award

- , established in 1994
- , may be granted to an ACTWS member in recognition of exceptional individual dedication to the Chapter and Chapter activities
- , original version of this protocol is appended

Alberta Chapter of The Wildlife Society Dedicated Service Award Protocol

(M. J. Pybus, September 2, 2000)

1. This award will be known as the Alberta Chapter of The Wildlife Society Dedicated Service Award.
2. The purpose of this award is to recognize individuals providing exceptional dedication to the Chapter and Chapter activities. This may include formal or informal contributions supportive of ACTWS.
3. Candidates will be current or previous members of the Chapter.
4. Nominations may be made by any Chapter member, the Awards Committee, or the Executive Board. Nominations will be solicited from members annually in the fall (September) *Alberta Wildlifer*. Nominations should be in writing and include contributions of the nominee to ACTWS activities as well as signatures of nominator and one or more Chapter members in support of the nomination.
5. The committee members will reach a consensus and forward the names of suitable nominees for the award to the President for consideration by the Executive Board. If there is more than one nominee in one year, the committee will rank the nominees and forward one name to the President. The final decision rests with the Executive Board.
6. Suitable nominees not selected will be held over for consideration in following year(s).
7. The award will be presented annually, subject to nomination of suitable candidates.
8. Deadline for nominations generally will be eight weeks prior to the Annual Meeting; however, in specific instances this may be set aside by the Executive Board.
9. The award will be a wooden plaque inscribed with the Chapter name and logo, the phrase "Dedicated Service Award", the recipient's name, and the year of presentation.
10. The President or his/her designate will provide a summary of the recipient's contributions and present the plaque to the recipient at the Annual Meeting.

3.1.4 Student Presentation Awards

- , an ad-hoc committee established in 1993; distinct committee (separate from other Awards Committee) forms each year at the Annual Meeting
- , as of 2000, two separate awards are presented for the best student oral presentation or best student poster presentation, respectively, at each Annual Meeting
- , recipients are determined by a panel of selected judges
- , specific judging criteria have been developed
- , President-Elect, as conference organizer, identifies someone who agrees to organize and implement judging and selection of an award winner
- , ideally a minimum of 6 judges are solicited from folks attending the Annual Meeting
- , results are made public at the Chapter luncheon/banquet at the Annual meeting
- , award recipients receive a cash award: First Prize - \$100 and a paper certificate of recognition, Second Prize \$75
- , where judges felt appropriate, more than one First Prize has been given for a specific award

3.2 Scholarships

Specific protocols were initially prepared for the ACTWS Undergraduate Student Scholarship by W. Glasgow (1995) and for the Robert Goddard Memorial Scholarship by E. Ewaschuk (1996) (Appendix A). In 1999, a proposed Scholarship Strategy was presented to the Executive Board by G. Hamilton (1999) (Appendix A). A protocol for the Post-Graduate Student Award and revised versions of the ACTWS Undergraduate Student Scholarship and the Robert Goddard Memorial Scholarship were approved in principle by the executive October 16, 2000.

3.2.1 Alberta Chapter of The Wildlife Society Student Award

- , established in 1992
- , general purpose is to increase student awareness of and interest in the Alberta Chapter of The Wildlife Society and the profession of wildlife management as well as to reward excellence in the emerging generation of wildlifers
- , supported by proceeds from annual fund-raising by ACTWS
- , limited to students entering their fourth year of a university program in the Province of Alberta. Program areas include environmental design, biological sciences, forest sciences, animal sciences, zoology or a related field of study

Alberta Chapter of The Wildlife Society, Student Awards Protocol
University Undergraduate Award
(G. Hamilton, 2000)

1. This award will be known as the "Alberta Chapter of The Wildlife Society Student Award".
2. The purpose of this award will be:
 - a) to increase student awareness of and interest in the Alberta Chapter of The Wildlife Society and the profession of wildlife management.
 - b) to encourage students to join the Chapter and provide an opportunity for students and established wildlifers (in a variety of careers) to interact, and
 - c) to reward excellence in the emerging generation of wildlifers.
3. Candidates will be students preparing to enter their fourth year university program at any accredited university in the Province of Alberta. Program areas might be environmental design, biological sciences, forest sciences, animal sciences, zoology or a related field of study.
4. Candidates should have a keen interest in the field of wildlife management that will be demonstrated by:
 - a) a university transcript including third year marks,
 - b) a list of fourth year courses they are planning to take,
 - c) an outline of volunteer and work experience in the field of wildlife management,
 - d) a letter of reference from a faculty member or other wildlife professional, and
 - e) a typed essay (300 words or less) outlining their career plans.
5. The Scholarship Chair will appoint the Student Award Committee ("the Committee"). Typically, it will have three members: a co-ordinator, and two assistants. Its members will use the criteria above to subjectively rank the candidates in their order of preference to receive the award (number one being their first choice and so on). Each candidate will receive a rank score from each committee member. These scores will be added and the candidate with the lowest score will be recommended to the Scholarship Chair. Transcript marks will be used to break ties in rank sums. The Scholarship Chair, in consultation with the President, will make the final decision.
6. The University Undergraduate Award Committee may recommend that no award be made, if it deems that no suitable candidate can be found, according to the above criteria.
7. There will be a call for applications (through posters or other suitable means as determined by the Committee) by late October. The deadline for applications will be determined by the Committee, and will typically be in mid-January. A candidate will be selected in time for arrangements to be made for formal presentation of a framed certificate at the next Annual General Meeting.
8. The amount of the award will be determined by Executive, and will be given to the successful candidate upon evidence of registration in fourth year at a university in Alberta.
9. Funds for the award will consist of earnings from the student award account plus a portion

of the capital raised each year. The long term goal is to have enough capital to sustain the award using only annual earnings. It is recommended that the Secretary-Treasurer maintain the award funds in a separate account for this purpose. It is also recommended that these funds be invested in higher interest yielding bank certificates (5-year Guaranteed Investment Certificates - as guaranteed by the Canada Deposit Insurance Corporation). These funds should not be invested in higher risk securities.

Approved in principle by Executive, October 16, 2000.

3.2.2 Robert (Bob) K. Goddard Memorial Scholarship

, established in 1995. Use of the name was endorsed by the Goddard family
, *Alberta Wildlifer* 7(2) includes a tribute to Bob Goddard
, the award is limited to students enrolled in a technical program focussing on wildlife or a related field of study at an established institution in Alberta
, the purpose is to increase student awareness of, and interest in, ACTWS and the profession of wildlife management and to reward excellence in the emerging generation of wildlife professionals

Alberta Chapter of The Wildlife Society, Student Awards Protocol
Technical Institute Student Award Protocol
(G. Hamilton, 2000)

1. This award will be known as "The Robert (Bob) K. Goddard Memorial Scholarship".
2. The purpose of this award will be:
 - a) to increase student awareness of and interest in the Alberta Chapter of The Wildlife Society and the profession of wildlife management.
 - b) to encourage students to join the Chapter and provide an opportunity for students and established wildlifers (in a variety of careers) to interact, and
 - c) to reward excellence in the emerging generation of wildlifers.
3. Candidates will be students entering the last year (this may be second or third year depending on the program) of their technical program focussing on wildlife. Examples include: the Renewable Resource Option (NAIT), Fish and Wildlife major (Lakeland) and Renewable Resource Management Diploma / Fish and Wildlife Technology (LCC) or a closely related field of study at an accredited institution in the Province of Alberta.
4. Candidates should have a keen interest in the field of wildlife management that will be demonstrated by:
 - a) transcript of their first or second year marks (depending on the program),
 - b) list of courses they are planning to take in their last year,
 - c) an outline of volunteer and work experience in the field of wildlife management,
 - d) a letter of reference from a faculty member or other wildlife professional, and
 - e) a typed essay (300 words or less) outlining their career plans.
5. The Technical Student Award Committee ("the Committee") will be appointed by the

Scholarship Chair. Typically, it will have three members: a co-ordinator, and two assistants. Its members will use the criteria above to subjectively rank the candidates in their order of preference to receive the award (number one being their first choice and so on). Each candidate will receive a rank score from each committee member. The rank scores will be added and the candidate receiving the lowest score will be recommended to the Scholarship Chair. The Scholarship Chair, in consultation with the President, will make the final decision.

6. The Technical Student Award Committee may recommend that no award be made, if it deems that a suitable candidate cannot be found, according to the above criteria.
7. There will be a call for applications (through posters or other suitable means as determined by the Committee) by late October. The deadline for applications will be determined by the Committee, and will typically be in mid-January. A candidate will be selected in time for arrangements to be made for formal presentation of a framed certificate at the next Annual General Meeting.
8. The amount of the award will be determined by Executive, and will be given to the successful candidate at the beginning of his/her last year upon evidence of registration at an accredited Technical Institute in the Province of Alberta.
9. Funds for the award will consist of earnings from the student awards account plus a portion of the capital raised each year. The long term goal would be to have enough capital to sustain the award using only the annual earnings. It is recommended that the Chapter Secretary-Treasurer maintain the award funds as a separate account for this purpose. It is also recommended that the Funds in this account be invested in higher interest yielding bank certificates (5-year Guaranteed Investment Certificates - as guaranteed by the Canada Deposit Insurance Corporation). However, these funds should not be invested in higher risk securities.

Approved in principle by Executive, October 16, 2000.

3.2.3 Alberta Chapter of The Wildlife Society Post-Graduate Student Award

È established in 2000

***Alberta Chapter of The Wildlife Society, Student Awards Protocol
Post-Graduate Student Award
(G. Hamilton, 2000)***

1. This award will be known as the "Alberta Chapter of The Wildlife Society Post-Graduate Student Award".
2. The purpose of this award will be:
 - a) to increase student awareness of and interest in the Alberta Chapter of The Wildlife Society and the profession of wildlife management.
 - b) to encourage students to join the Chapter and provide an opportunity for students and established wildlifers (in a variety of careers) to interact, and
 - c) to reward excellence in the emerging generation of wildlifers.

3. Candidates will be students who are enrolled in a full time post-graduate university program in the Province of Alberta at the time of the award application deadline. Program areas might be environmental design, biological sciences, renewable resources, forest sciences, animal sciences, zoology or a related field of study.
4. Candidates should have a keen interest in the field of wildlife management that is shown by:
 - a) a university transcript including their most recent undergraduate year marks, and marks from any post-graduate courses already completed,
 - b) a list of courses they are planning to take in the coming year,
 - c) an outline of proposed thesis work,
 - d) an outline of volunteer and work experience in the field of wildlife management,
 - e) a letter of reference from a faculty member or other wildlife professional, and
 - f) a typed essay (300 words or less) outlining their career plans.
5. The Scholarship Chair will appoint the Student Award Committee ("the Committee"). Typically, it will have three members: a co-ordinator, and two assistants. Its members will use the criteria above to subjectively rank the candidates in their order of preference to receive the award (number one being the first choice and so on). Each candidate will receive a rank score from each committee member. These scores will be added and the candidate receiving the lowest score will be recommended to the Scholarship Chair. Course marks will be used to break ties in rank sums. The Scholarship Chair, in consultation with the President, will make the final decision.
6. The Committee may recommend that no award be made, if it deems that no suitable candidate can be found, according to the above criteria.
7. There will be a call for applications (through posters or other suitable means as determined by the Committee) by late October. The deadline for applications will be determined by the Committee, and will typically be in mid-January. A candidate will be selected in time for arrangements to be made for formal presentation of a framed certificate at the next Annual General Meeting.
8. The amount of the award will be determined by Executive, and will be given to the student upon evidence of registration for their next year of full-time enrollment.
9. Funds for the award will consist of earnings from the student award account plus a portion of the capital raised each year. The long term goal is to have enough capital to sustain the award using only annual earnings. It is recommended that the Chapter Secretary-Treasurer maintain the award funds as a separate account for this purpose. It is also recommended that these funds be invested in higher interest yielding bank certificates (5-year Guaranteed Investment Certificates - as guaranteed by the Canada Deposit Insurance Corporation). These funds should not be invested in higher risk securities.

Approved in principle by Executive, October 16, 2000.

4.0 APPENDIX A ORIGINAL VERSIONS of PROTOCOLS FOR DUTIES AND COMMITTEES

This appendix contains the original protocols for the various committees as written by the authors. These versions have either been updated and included in Section A, or relevant points have been extracted from several versions and combined for presentation in Section A.

APPENDIX A

To: **Alberta Chapter, The Wildlife Society
Awards Committee members**

2 November 1990

From: Chairman

Subject: Deliberations of Awards Committee meeting of 30 October 1990

Thanks for hanging in there for the Awards Committee Meeting after a long but productive Executive Committee meeting on October 30.

The enclosed pages reflect my interpretation of discussions held at that meeting concerning guidelines for (1) The Awards Committee and (2) A proposed Distinguished Service Award. Please call me before November 12 if you have any additions or deletions.

In 2 weeks, I will prepare an award announcement that will be circulated among wildlife agencies, consultant companies, wildlife organizations, the Chapter Executive and committee chairs. Further, I will request that copies be posted in appropriate billboards.

D. Thomas

Distribution:

Bill Hall, Fish and Wildlife Division
Bill Samuel, Zoology Department, University of Alberta
Ed Telfer, Canadian Wildlife Service
Don Thomas, St. Albert
x.c. Bill Glasgow, Edmonton

APPENDIX A

Awards Committee of the Alberta Chapter of The Wildlife Society (TWS)

1. Objectives:

To recognize outstanding contributions to the research, management, or conservation of wildlife and their habitats.

To initiate and solicit nominations of Alberta Chapter and TWS members for various awards offered by the umbrella Northwest Section, the parent or headquarters body of TWS, or any other organization.

2. Membership:

The Awards Committee shall consist of a Chairperson appointed by the Chapter Executive Committee and at least two other Chapter members.

3. Term:

The committee will have 1 or 2 year terms at the discretion of the Chapter Executive Committee

4. Tie Votes:

Tie votes on procedural matters will be broken by the vote of the Chapter President.

5. Costs of Awards:

All costs of awards will be handled by the Secretary/Treasurer and must be approved by the Chapter Executive Committee before expenses are incurred.

6. Bookkeeping and Continuity:

All deliberations of the Awards Committee are to be filed in a suitable binder that will be forwarded to successive committees.

[D. Thomas, November 2, 1990]

APPENDIX A

Alberta Chapter, The Wildlife Society, Awards Committee

Distinguished Service Award

- A. Name: “Alberta Chapter, The Wildlife Society, Distinguished Service Award” or
“The William Rowan Award for Distinguished Service” (“The Wildlife Society, Alberta
Chapter” also inscribed on the award)
- B. Eligibility:
Professional Biologists
- D. Nominations:
From Alberta Chapter members
Requires signatures of 3 of the above
Curriculum Vitae and supporting narrative
- C. Criteria:
Value of contribution
International, National, and Provincial stature
Influence on others
Cooperation with others
Variety of activities
Communication Skills
Contribution to professional and conservation organizations
- E. Decision:
Objective independent ratings and consensus
Awards Committee makes recommendations to Executive Committee
Executive Committee makes final decision
- F. Frequency of award:
Subject to worthy nominations
- G. Carry-over of nominations:
Nominations valid for 3 years
- H. Deadline for nominations:
Eight weeks before the annual meeting
- I. Type of award:
A “keeper” plaque with suitable inscription
- J. Presentation:
By the President at the annual meeting or related function

[D. Thomas November 2, 1990]

APPENDIX A

Alberta Chapter of the Wildlife Society Dedicated Service Award

Protocol

(undated, anonymous)

1. This award will be known as the Alberta Chapter of the Wildlife Society Dedicated Service Award.
2. The award is to be given as necessary, at the discretion of the Awards Committee, with approval from the Executive of the Alberta Chapter. The original recipient was chosen by the executive.
3. Eligibility for this award is restricted to members of the Alberta Chapter TWS who have actively and unselfishly contributed of their time and resources to further the aims and objectives of the Chapter.
4. This award acknowledges members whose contributions far exceed the expectations of being a member in good standing of the Alberta Chapter. It captures the spirit and essence of dedication to the Chapter.

APPENDIX A

Alberta Chapter of the Wildlife Society, Awards Committee Protocols

July 8, 1995

Hi Margo!

You will find the long awaited Awards Committee Protocols enclosed. These protocols cover the awards themselves and the actions of the committee(s) with regard to the awards. However, I have not included material on the makeup of the committee(s) (i.e. how members are chosen, how many members there should be, etc.) and their specific actions as a committee (i.e. how they resolve disputes, how often they should meet, should they keep minutes, etc.). Don Thomas has covered this topic briefly in his 1990 submission and his comments still apply. I don't have my Chapter Bylaws handy but they may also address this topic in part. The other correspondence with the background is a quick overview of where we've come in the past five years with regard to awards in the Chapter. It does end with a recommendation that the Executive should discuss and resolve regarding the number of committees.

I am resigning as the Chair of the two current committees effective immediately. I am willing to sit as a member to offer some continuity if the new Chair wishes. I completely forgot about the new Technical School Award until the newsletter arrived on June 15, 1995. I have done very little to implement the decision of the members in this regard and will leave this up to the Executive and the new Chair. The protocol regarding the Technical Award is my own and has not been discussed with my committee members, R. McFetridge and A. Todd. It is a carbon copy of the university protocol with minor modifications to fit the college situation as I see it. It would certainly be advisable to get a college person on the next committee (and it may be necessary to have both a college and a university committee if the number of applications is high). It had been interesting to be involved in the fundraising efforts for the Student award and finally see a student receive the award, but it's time for others to take the lead.

I am sending the files for the Rowan Award and the Student Award in a separate package. Thanks for all your help during Chapter activities that I have been involved in to date. That was a good meeting in Hinton this year.

Bill [Glasgow]

APPENDIX A

Alberta Chapter of The Wildlife Society Awards Committees

Background and History

Don Thomas was appointed as the first committee Chair. He was asked by the first President, Bill Glasgow, to make recommendations for an appropriate award(s) for the Chapter and an operational protocol for the Awards Committee. Bill Hall, Ed Telfer and Bill Samuel agreed to serve as committee members and assist Don with the task. The committee developed the attached protocol for its operation and submitted it to the executive on November 2, 1990. It also recommended the "William Rowan Distinguished Service Award" (use of William Rowan's name was endorsed by the Rowan family). The guidelines developed by the committee for the Rowan award were also submitted on November 2, 1990 and are attached. The Chapter executive endorsed the committee's recommendations. Nominations were requested from the membership and the Committee developed its own list of candidates. This committee of four individuals was active for three years (under Presidents Glasgow, Samuel and Rippin) and recommended the first three recipients of the Award, Bill Fuller, John Stelfox and Bill Wishart in 1991, 1992 and 1993 respectively.

Bill Glasgow was asked by Presidents Ken Crutchfield and Brad Stelfox to chair the committee in 1994 and 1995. Along with committee members Dave Ealey and Bob McFetridge in 1994 and Arlen Todd and Bob McFetridge in 1995, the committee recommended the next two recipients of the Award, Ed Telfer in 1994 and Morley Barrett in 1995.

The first committee, chaired by Don Thomas, also nominated Ian Stirling's book "Ecology, Management and Conservation of Polar Bears" for The Wildlife Society's publication award in 1991. Although there have been no other nominations of this type that I am aware of, it would be within the mandate of this committee to make such nominations. Other possible award nominations could be the Northwest Section's "Einarson Award" and The Wildlife Society's "Special Recognition Award."

The "Alberta Chapter of The Wildlife Society Student Award" was adopted as the second award given by the Chapter. Discussions regarding this award began very early in the Chapter's history but firmed up with the executive's decision to apply for a raffle licence in January 1992 to raise funds toward such an award. The raffle in 1992/93 was successful and a successful auction at the 1994 annual meeting made an award consideration possible for 1994. Decisions had to be made regarding the purpose of the award, who would be eligible to apply for the award, what and how much the award would be and how the award would be presented. President Ken Crutchfield asked Bill Glasgow to chair a Student Awards Committee (other members were, Arlen Todd, Bill Samuel, Bob McFetridge, Ken Crutchfield) to develop a proposal for the membership to consider at the March 1994 annual meeting of the Chapter. The attached Student Awards Protocol was presented to the executive and endorsed by the membership at the March 1994 annual meeting. The award was advertised at the University of Alberta, the University of Calgary and the University of Lethbridge in early April 1994. The first award (a \$500 cash award) was given to Phil McLoughlin of the University of Alberta in September 1994. The formal presentation was made to Mr. McLoughlin at the annual meeting in March 1995.

.../2

A call for applications for the 1995 student award was sent to the same three universities in February 1995. After considerable discussion at the annual meeting in March 1995, the membership passed a motion to provide an additional student award. This award would go to a student enrolled in wildlife management and entering their final year in an Alberta technical institute/college. The details of this award were to be worked out by the Executive and the Student Awards Committee, but the intent was to provide an award for the fall of 1995. There was also discussion about providing a third student award to a graduate student at an Alberta university, but no decision was reached regarding the graduate student award.

The original guidelines provided by the Don Thomas committee for the Rowan Award have been modified to reflect what the current committee has been doing (see attached Alberta Chapter of The Wildlife Society William Rowan Distinguished Service Award Protocol, Glasgow, July 1995). The attached protocol for the Student Awards committee are based on those endorsed by the members at the 1994 annual meeting. However, a new section dealing with the technical award has been added (this new section has not been approved by the Chapter Executive).

Recommendation

There are currently an "Awards Committee" and a "Student Awards Committee" in the Alberta Chapter of The Wildlife Society. The membership and chair are currently the same for both committees. However, the student awards will become a very time-consuming task so it is recommended that there be two committees rather than one. This will have to be addressed by the Chapter Executive which had considered amalgamating the two committees into one.

W. M. Glasgow
Chair, Awards Committee and Student Awards Committee
July 8, 1995

APPENDIX A

Alberta Chapter of The Wildlife Society Student Awards Protocol

University Undergraduate Award

1. This award will be known as the Alberta Chapter of The Wildlife Society Student Award.
2. The purpose of this award will be:
 - a) to increase student awareness of and interest in the Alberta Chapter of The Wildlife Society and the profession of wildlife management,
 - b) to encourage students to join the Chapter and provide an opportunity for students and established wildlifera (in a variety of careers) to interact, and
 - c) to reward excellence in the emerging generation of wildlifera.
3. Candidates will be students entering their fourth year university program in the Province of Alberta at the University of Lethbridge, the University of Calgary and the University of Alberta. Program areas might be environmental design, biological sciences, forest sciences, animal sciences, zoology or a related field of study.
4. Candidates should have a keen interest in the field of wildlife management that will be demonstrated by:
 - a) a university transcript including their third year marks,
 - b) a list of fourth year courses they are planning to take,
 - c) an outline of volunteer and work experience in the field of wildlife management,
 - d) a letter of reference from a faculty member, and
 - e) a typed essay (300 words or less) outlining their career plans.
5. The Student Award Committee members will use the criteria above to subjectively rank the candidates in their order of preference to receive the award (number 1 being their first choice and so on). Each candidate will receive a rank score from each committee member. The rank scores will be added and the candidate receiving the lowest score will be recommended to the Executive. Third year marks will be used to break ties in rank sums. The Executive Committee will make the final decision.
6. There will be a call for applications (through posters or other suitable means as determined by the Committee) in late February or early March of each year. Faculty member contacts assisted the first awards committee. The deadline for applications will be July 31 or any other suitable date established by the Committee that allows time for candidates to obtain transcripts.
7. The award will be a sum of \$500 to be given to the student at the beginning of their fourth year. A formal presentation of a framed certificate will be made at the annual meeting of the Alberta Chapter of The Wildlife Society.

.../2

8. Funds for the award will consist of earnings from the student award account plus a portion of the capital raised each year. The long term goal would be to have enough capital to sustain the award using only the annual earnings. It is recommended that the Chapter Secretary / Treasurer maintain the award funds as a separate account for this purpose. It is also recommended that the Funds in this account be invested in higher interest yielding bank certificates (1-year Guaranteed Investment Certificates - as guaranteed by the Canada Deposit Insurance Corporation). However, these funds should not be invested in higher risk securities.

Technical Institute/College Award

Numbers 1, 2, 5, 6 and 8 will apply the same way they do for university students. Numbers 3, 4 and 7 are rewritten below to apply specifically to Technical students.

3. Candidates will be students entering the last year (this may be second or third year depending on the program) of their technical program in the Province of Alberta. The present Committee has not checked the college curricula but (based on our collective experience) feel this award would be limited to the Northern Institute of Technology, Lethbridge Community College and Lakeland College. It is recommended that the next committee research the other Alberta Colleges to determine the eligibility of their students.
4. Candidates should have a keen interest in the field of wildlife management that will be demonstrated by:
 - a) a transcript of their first or second year marks (depending on the program),
 - b) a list of courses they are planning to take in their last year,
 - c) an outline of volunteer and work experience in the field of wildlife management,
 - d) a letter of reference from a faculty member, and
 - e) a typed essay (300 words or less) outlining their career plans.
7. The award will be a sum of \$500 to be given to the student at the beginning of their last year. A formal presentation of a framed certificate will be made at the annual meeting of the Alberta Chapter of The Wildlife Society.

The next committee needs to examine the technical award in more detail.

W. M. Glasgow
Chair, Student Awards Committee
July 8, 1995

APPENDIX A

Alberta Chapter of the Wildlife Society Student Awards Protocol

Technical Institute Student Awards

1. This award will be known as the “**Robert (Bob) K. Goddard Memorial Scholarship**”.
2. The purpose of this award will be:
 - to increase student awareness of and interest in the Alberta Chapter of The Wildlife Society and the profession of wildlife management,
 - to encourage students to join the Chapter and provide an opportunity for students and established wildlifers (in a variety of careers) to interact, and
 - to reward excellence in the emerging generation of wildlifers.
3. Candidates will be students entering the last year (this may be second or third year depending on the program) of their technical program focussing on wildlife. Examples include: the Renewable Resource Option (NAIT), Fish and Wildlife major (Lakeland) and Renewable Resource Management Diploma/ Fish and Wildlife Technology (LCC) or a closely related field of study at an accredited institution in the Province of Alberta.
4. Candidates should have a keen interest in the field of wildlife management that will be demonstrated by:
 - transcript of their first or second year marks (depending on the program),
 - list of courses they are planning to take in their last year,
 - an outline of volunteer and work experience in the field of wildlife management,
 - a letter of reference from a faculty member, and
 - a typed essay (300 words or less) outlining their career plans.
5. The Technical Student Award Committee members will use the criteria above to subjectively rank the candidates in their order of preference to receive the award (number 1 being their first choice and so on). Each candidate will receive a rank score from each committee member. The rank scores will be added and the candidate receiving the lowest score will be recommended to the Executive. The Executive Committee will make the final decision.
6. There will be a call for applications (through posters or other suitable means as determined by the committee) by mid-January. The deadline for applications will be February 15. A candidate will be selected by March 15.
7. The award will be the sum of \$600 (six hundred dollars) to be given to the successful candidate at the beginning of their last year upon evidence of registration at an accredited Technical Institute in the Province of Alberta.
8. Funds for the award will consist of earnings from the student awards account plus a portion of the capital raised each year. The long term goal would be to have enough capital to sustain the award using only the annual earnings. It is recommended that the Chapter

Secretary-Treasurer maintain the award funds as a separate account for this purpose. It is also recommended that the Funds in this account be invested in higher interest yielding bank certificates (5-year Guaranteed Investment Certificates - as guaranteed by the Canada Deposit Insurance Corporation). However, these funds should not be invested in higher risk securities.

Technical Awards Committee
Ernie Ewaschuk, Chair
Pat Herzog
Chris Olsen
Don Pattie
January 5, 1996

APPENDIX A

Proposed Scholarship Strategy

G. Hamilton, September 23, 1999

Background

- GICs are the only allowable investments
- current awards are \$600 each for University and Technical students
- University award is made in December to a student currently enrolled in 4th year
- Technical award (Bob Goddard Memorial Scholarship) awarded to a student in summer upon confirmation of enrolment in his/her final year
- funds currently held amount to approximately \$26,456 (value of GICs upon maturity) plus approx. \$6,600 cash

Concerns to be Addressed

- 1) There should be a defined strategy for awards and their associated investments so that this function can be carried out in an predictable manner.
- 2) Few students have been applying for these awards.
- 3) Awarding of the University scholarship has frequently been done under difficult time lines. (Short time frame for applicants and reviewers.)

Recommendations

- 1) The long-term investment strategy should be to invest in 5-year GICs (which typically gain higher interest rates). Investments should be staggered so that one fifth of the principal matures each year. The long-term goal should be to make awards only from the interest earned (so the fund will become self-sustaining).
- 2) The amount invested should rise to at least \$35,000 (\$7,000 maturing each year). At 5%, this would generate an income of \$1750 per year (or \$875 per award). In fact, raising the awards to \$1,000 each would be preferred, given the high cost of post-secondary education, the cost of living and the low rate of applications. We currently have enough cash to move towards higher awards.
- 3) The University award should be timed to align with the Bob Goddard Memorial Scholarship (i.e. applicants would be in their 3rd year, and would receive the award during the following summer upon confirmation of enrolment in 4th year. This would provide more time for applicants and reviewers, and might improve application rates. Notifications for the 2000 award for University students have already gone out. The application deadline is November 1, 1999, with the award to be made in December. To change to a system of 3rd-year applicants, and summer awards, it is recommended that two University awards be made in one year. (The alternative would be to miss one year.) In other words, the first award would be made in December according to current practice (i.e. to a student currently in 4th year). A second notification would advertise an award available to students preparing to enter 4th year. The winner would be selected in February, with an announcement at the March annual meeting. The award would be paid out upon confirmation of enrolment in 4th year.

Investing would be simpler if both awards are paid out in summer. Cash available following the March annual meeting could be immediately invested according to a documented strategy. There would be no lag time where money sits in the bank, and GICs would mature at an appropriate time for summer payouts.

Implementation

Current holdings are:

| Reference | Maturity | Yield | Principal | Interest | On Maturity |
|-----------|-----------|-------|-----------|----------|-------------|
| 1 | 20-Sep-99 | 5.13 | 2,666.67 | 431.81 | 3,098.48 |
| 2 | 8-Oct-99 | 3.75 | 2,000.00 | 179.13 | 2,179.13 |
| 3 | 8-Oct-99 | 4.5 | 2,237.24 | 316.13 | 2,553.37 |
| 4 | 31-Mar-00 | 3.85 | 2,116.33 | 81.48 | 2,197.81 |
| 5 | 19-Sep-00 | 5.4 | 2,666.67 | 624.36 | 3,291.03 |
| 6 | 19-Sep-01 | 4.5 | 2,000.00 | 414.44 | 2,414.44 |
| 7 | 19-Sep-01 | 6.00 | 2,666.67 | 901.94 | 3,568.61 |
| 8 | 20-Sep-02 | 4.5 | 2,150.03 | | 2,150.03 |
| 9 | 3-Mar-03 | 4.75 | 1,836.6 | 500.45 | 2,337.05 |
| 10 | 1-Mar-04 | | 2,116.33 | | ? |
| 11 | 1-Apr-04 | 5.05 | 4,000.00 | 1,133.57 | 5,133.57 |

In addition, there is approximately \$6,600 in available cash. Therefore, we currently have:

| | |
|-----------------|---|
| Cash | \$6,600 |
| GIC 1 | \$3,098 |
| GIC 2 | \$2,179 |
| GIC 3 | \$2,553 |
| SubTotal | \$14,430 |
| Minus | \$600 University scholarship (December) |
| Plus | GIC 4 (March/00): \$2,198 |
| Minus | Technical scholarship \$600 |
| Minus | 2 nd University award (proposed) \$600 |
| Plus | proceeds from March/00 auction: \$? |
| SubTotal | \$14,828+ (disposable, at this point) |

Since interest rates, fund-raising income, and target award payments are all subject to change, it is recommended that a flexible approach be taken. Specifically, it is recommended that available cash be used in this priority:

- 1) Years 1999 and 2000 awards (3 awards @ \$600).
- 2) Investing \$8,000 in a five year GIC to mature between March and August 2005.

- 3) Topping up other investments to the recommended levels, beginning with those required to mature by summer, 2001.

EXAMPLE For Years 2001 and beyond

| Year | Need* | Have | Ref. | Difference |
|------|----------|-------|-----------|------------|
| 2001 | \$10,000 | 3,291 | GIC 5 | (6,709) |
| 2002 | \$10,000 | 5,983 | GIC 6,7 | (4,017) |
| 2003 | \$10,000 | 4,487 | GIC 8,9 | (5,513) |
| 2004 | \$10,000 | 7,250 | GIC 10,11 | (2,750) |

(18,989)

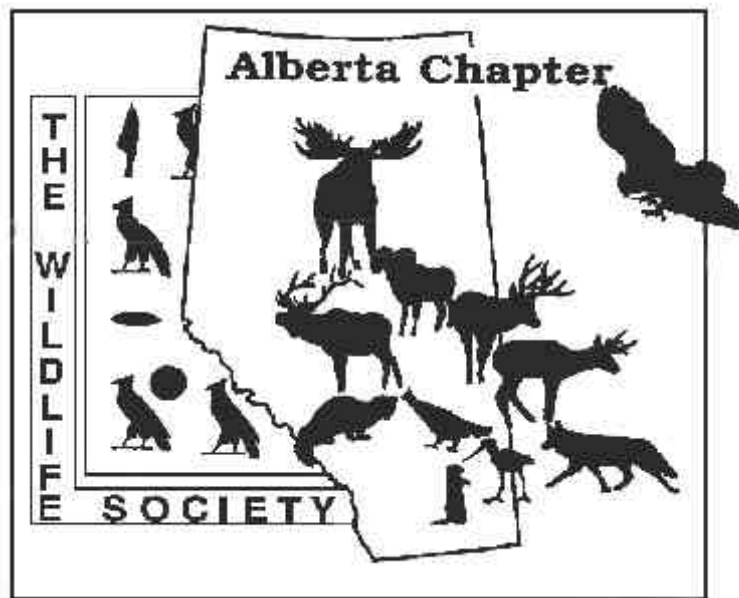
*\$8,000 principal plus \$2,000 for awards

Current cumulative balance is \$14,828 minus \$18,989 = (\$4,161).

Following the March/00 meeting, it would be necessary to have \$8,000 to invest for a five-year term to fund the 2005 payout. If this is repeated for the subsequent four years, the fund would be self-sustaining at the target level. When these investment targets are reached, the overall strategy should be reviewed.

B. ALBERTA CHAPTER of the WILDLIFE SOCIETY

***EXECUTIVE MOTIONS, DECISIONS and
RECOMMENDATIONS 1989-2000***



B. ALBERTA CHAPTER OF THE WILDLIFE SOCIETY - EXECUTIVE MOTIONS, DECISIONS AND RECOMMENDATIONS 1989-2000

This section contains excerpts from ACTWS Executive minutes and other pertinent chapter written material. The intent is to draw out specific items of protocol, finance, and chapter business that previous Executives have discussed and decisions that were made. The source is identified within each item. Note: this summary should not be considered all-inclusive and does not replace the original Executive Minutes, a complete set of which is present in the ACTWS archives and a copy of the previous 3-5 years is kept by the incumbent Secretary-Treasurer.

The items have been grouped by keyword and are presented alphabetically, as follows:

| | |
|--|--|
| Annual Meeting | Membership |
| Annual Meeting - Commercial Displays | Membership Dues |
| Annual Meeting - Plenary Speakers | Membership Votes |
| Annual Meeting - Registration Fees | Newsletter |
| Annual Meeting - Sponsors | Newsletter - Advertising |
| Annual Meeting - Student Transportation | Nominations |
| Awards | NW Section Meetings |
| - William Rowan Distinguished Service | Position Statements (Resolutions and Public Statements) |
| - ACTWS Dedicated Service | - Feral Horse Removal CFB Suffield |
| - Student Presentation and Poster | - Game Farming |
| Brochure | - Northern Bison Management |
| Bylaws | - Shrike Habitat |
| Chapter Records | Priority Review |
| Chapter Correspondence | Protocols |
| Committees | Radio Frequencies |
| Communications | Scholarships |
| Display | - Post-graduate Award |
| Directors (Number) | - Robert (Bob) K. Goddard |
| Education and Information Committee | - Undergraduate Award |
| Executive Meetings | Scholarship Funds |
| Executive Guide | Student Director |
| Financial Audit | Tax Exempt Society |
| Financial Statements | Tax Return |
| Financial Support - Other Organizations | The Wildlife Society |
| GIC's | TWS Annual Conference |
| Membership Lists | Web Site |

B. ALBERTA CHAPTER OF THE WILDLIFE SOCIETY - EXECUTIVE MOTIONS, DECISIONS AND RECOMMENDATIONS 1989-2000

Summary of recommendations from the executive meeting minutes (Executive Minutes), motions from the executive meeting minutes (Executive Motion), recommendations from the annual general meeting minutes (Annual Minutes) motions from the annual general meeting minutes (Annual Motion), and items of interest and information from the Alberta Wildlifer (Interest/Information).

Annual Meeting

March 13, 1999 Annual Minutes: papers were turned down for the 1999 meeting due to decision not to have concurrent sessions. Suggestion that future annual meetings could be held over a full 2 days to accommodate more papers. Executive agreed and would consider for the next meeting.

Annual Meeting - Commercial Displays

February 2, 2000 Executive Minutes: advertising at annual conference. Commercial benefit to ACTWS of selling booth space to advertisers as well as benefit of promotional items to membership. The pressure for smaller businesses and consultants to compete counters these points. Advertising detracts from the purpose of the ACTWS conference. Does the acceptance of a commercial display at the annual meeting equate to endorsement of product/services by the Chapter? Debate tabled to annual meeting.

March 11, 2000 Annual Minutes: advertising issue debated and sent back to Executive.

Annual Meeting - Plenary Speakers

January 15, 1998 Executive Minutes: ACTWS to provide registration and dinner for Plenary speakers.

January 17, 2000 Executive Motion: authorized \$1,000 for expenses related to plenary speakers in Lethbridge. Corm Gates/Steve Brechtel. CARRIED.

Annual Meeting - Registration Fees

Alberta Wildlifer 3(1) Interest/Information: Executive approved registration fee of \$20 regular and \$10 student for ACTWS annual meetings.

January 17, 2000 Executive Minutes: registration fees for annual meeting 2000: \$50 members (up from \$35), \$75 nonmembers, \$25 member single day, \$40 nonmember single day, \$20 student member (up from \$10), \$25 nonmember students *Note: might as well buy \$5 membership*

Annual Meeting - Sponsors

May 6, 1996 Executive Minutes: a copy of ACTWS newsletter be sent to all conference sponsors for 1 year.

Annual Meeting - Student Transportation

February 21, 1995 Executive Minutes: support for student mass transportation to annual meetings was agreed @ \$15 per student, for a minimum of 10 students per bus or van. Offer was applicable to all colleges and universities in Alberta

December 15, 1997 Executive Minutes: student transportation subsidy to attend annual meeting to be offered to "out of host city" students and paid after meeting. Executive agreed to \$15 per student to a maximum of \$1,500.

January 17, 2000 Executive Minutes: student travel subsidy will remain at \$15 per student.

Awards

May 6, 1996 Executive Minutes: Canadian members do not submit names for Northwest Section Awards. Suggested that ACTWS starts to do so.

Awards - William Rowan Distinguished Service

January 1991 Executive Minutes: William Rowan Distinguished Service Award established.

Alberta Wildlifer 4(3) Interest/Information: feature article on William Rowan.

May 1, 1995 Executive Minutes: ACTWS should gather and archive biographies of each Rowan Award recipient.

Awards - Dedicated Service

February 1994. Executive Minutes: ACTWS Dedicated Service Award established. May be granted to an ACTWS member in recognition of exceptional individual dedication to the Chapter and Chapter activities.

Awards - Student Presentation and Poster

5th Annual Meeting (Calgary 1994): Best Student Oral Presentation \$100

6th Annual Meeting (Hinton 1995): Best Student Oral Presentation \$200, Best Student Poster \$200

8th Annual Meeting (Nisku 1997): Oral presentation First Prize \$100, Second Prize \$75. Poster Presentation First Prize \$100, Second Prize \$75.

Brochure

See Also: Display, Web Site, Communications, Education and Information Committee

November 18, 1996 Executive Minutes: ACTWS listed in Alberta Environmental Directory. Chapter brochure needs an update.

November 16, 1998 Executive Minutes: need to update brochure and display. Executive felt this was a good topic for an Education and Information committee but currently committee is inactive.

January 17, 2000 Executive Minutes: brochure updated and printed. Sent to past members and identified other agencies/groups to send brochures in newsletter or directly.

Bylaws

October 1989 Interest/Information: ACTWS bylaws completed.

October 2, 1995 Executive Minutes: bylaw revisions accepted by Executive and approved for submission to members in next newsletter for vote at Annual Meeting in 1996

March 29, 1996 Annual Motion: to accept the bylaw changes as were suggested at the Hinton annual meeting in 1995: a) gender change to include he/her; b) increase number of directors to four with a term of two years. Two directors replaced each year to provide continuity. CARRIED
Note: bylaw revisions completed October 29, 1996

Chapter Records

June 21, 1993 Executive Minutes: Executive agreed that Secretary-Treasurer maintain a complete set of Chapter records

Chapter Correspondence

July 12, 1993 Executive Minutes: Secretary-Treasurer should receive a copy of all correspondence from committees

Committees

Refer to Bylaws: Article VIII, Section 2

May 1, 1995 Executive Minutes: proposal tabled that would assign one Executive member to chair each of the following ACTWS committees: membership, nominations, awards, student scholarships, conservation review, student Chapter?.

Communications

See Also: Brochure, Display, Web Site, Education and Information Committee

December 14, 1998 Executive Minutes: Chapter display, brochure and web site need updating. Executive discussed the possibility of establishing a new committee to deal with communications. Need for a separate web site and newsletter editors. New committee was preferable to adding to newsletter responsibilities.

Note: these duties are described under the Education and Information Committee

Display

See Also: Brochure, Web Site, Communications, Education and Information Committee

September 5, 1995 Executive Minutes: approved expenditure of \$1,263 for new Chapter Display backboards.

November 18, 1996 Executive Minutes: Chapter display set up at University of Alberta PUBS conference

November 16, 1998 Executive Minutes: need to update the Chapter brochure and display; however no active Education and Information committee to address the issue.

March 13, 1999 Annual Minutes: Executive looking at updating Chapter Display and developing a strategy for getting the display more exposure.

Directors (Number)

February 21, 1995 Executive Minutes: increase in number of Directors to be raised at the next annual meeting (Hinton)

March 25, 1995 Annual Motion: "that the Chapter Executive be increased to six Directors" Amendment: "that the Executive for 1995-96 notify the membership so that the proposed change in the by-laws could be considered at the 1996 Annual Meeting, and the change in number of Directors (should the by-law be adopted) would take effect in 1997-98". Amendment CARRIED. Motion CARRIED.

Note: at time of motion the number of elected directors was three. The incoming executive subsequently decided that four directors with two directors replaced every two years would serve the needs of the chapter (see March 29, 1996 motion). There appears to have been a lapse in the formal rules of motion between the years. Probably the original motion in 1995 should have been withdrawn rather than amended.

March 29, 1996 Annual Motion: "Increase the number of directors to four with a term of two years. Two directors would be replaced each year to provide continuity in the executive". CARRIED.

March 29, 1996 Annual Motion: Kirby Smith and Richard Quinlan to serve second year as directors. CARRIED.

Education and Information Committee

Standing Committee identified in Bylaws, Article VIII, Section 2, Clause E

See Also: Brochure, Display, Web Site, and Communications

November 18, 1996 Executive Minutes: ACTWS listed in Alberta Environmental Directory.

November 16, 1998 Executive Minutes: Education and Information committee presently inactive.

December 14, 1998 Executive Minutes: Chapter display, brochure and web site discussed need updating. Executive discussed the possibility of establishing a new committee to deal with communications. Need for a separate web site and newsletter editors. Executive felt a new

committee was preferable to adding to newsletter responsibilities.

March 11, 2000 Annual Minutes: Is there an Alberta Conservation Directory?

Executive Meetings

May 1, 1995 Executive Minutes: monthly Executive meetings by conference call - on a trial basis

May 5, 1997 Executive Minutes: Executive meetings to be held on the second Monday of each month

Executive Guide

December 14, 1998 Executive Minutes: Beth MacCallum indicated that Margo Pybus was willing to help her put together an executive manual to help provide continuity between executives. Jon Jorgenson agreed to help compile and distribute past minutes for the project.

Financial Audit

Refer to Bylaws, Article VIII, Section 2, Clause G

January 11 1991 M. Dorrance (chair), M. Pybus, R. McFetridge, as reported in *Alberta Wildlifer 2(1)*

December 30 1991 M. Dorrance (chair), M. Pybus, Wm. Glasgow

December 31 1992 Wm Glasgow (chair), Arlen Todd, M. J. Pybus. *Alberta Wildlifer 4(2)*

March 14 1994 D. Culbert, B. Markham, A. Todd (chair)

February 21 1995 A. Todd (chair), R. J. McFetridge, B. Treichel

Financial Records

September 1990 Executive Minutes: ACTWS officially registered as tax exempt society in Alberta *Alberta Wildlifer 2(1)*

March 25, 1995 Annual Minutes: suggested that chapter operating funds and scholarship funds be kept separate.

July 15, 1996 Annual Motion: Kirby Smith moved that approximately \$4,000 be maintained in the ACTWS chequing account for operations and to place the remaining funds into scholarship investments (GIC's). CARRIED.

Financial Statements

December 10 1991 Account Balance \$2,772.51. *Alberta Wildlifer 3(2)*

December 31, 1992 Account Balance \$4,584.94. *Alberta Wildlifer 4(2)*

June 1 1993 Account Balance \$6,186.13. *Alberta Wildlifer 4(2)*

January 1 1993 Account Balance \$6,524.00 Minutes, March 25, 1995

December 31 1994 Account Balance \$3,589.11 Scholarship Fund (GIC's) \$5,506.25. *Alberta Wildlifer 7(2)*

December 31 1995 Account Balance \$7,995.85. Scholarship Fund (GIC's) \$5,873.03. *Alberta Wildlifer 7(2)*

December 31 1996 Account Balance \$4,206.42. Scholarship Fund (GIC's) \$16,078.97. *Alberta Wildlifer 9(2)*

December 31 1997 Account Balance \$4,898.07. Scholarship Fund (GIC's) \$20,770.63. *Alberta Wildlifer 9(2)*

December 31 1998 Account Balance \$8,348.50. Scholarship Fund (GIC's) \$21,628.54. *Alberta Wildlifer 10(2)*

December 31, 1999 Account Balance \$3,893.07. Scholarship Fund (GIC's) \$33,817.09
Alberta Wildlifer 12(1)

Financial Support - Other Organizations

November 18, 1996 Executive Motion: motion by Ernie Ewaschuk to provide a donation of \$200 to the U of Alberta PUBS conferences for 1997. CARRIED.

October 13, 1998 Executive Minutes: Executive approved \$300 to ASPB to help cosponsor a Wayne Lynch Presentation on Penguins in Calgary

November 16, 1998 Executive Motion: donate \$100 to TWS for a trial Biologist-in-Training program. Money needed to offset lost revenues incurred by offering a lower membership rate to first year members. Ian Ross/Arlen Todd. CARRIED.

GICs

October 18, 1993 Executive Minutes: GICs totalling \$3,506.25 are due for renewal November 26.

November 15, 1993 Executive Minutes: GICs in scholarship fund renewed at Bank of Nova Scotia.

July 18, 1994 Executive Minutes: about \$2,000 put into one-year GIC.

March 25, 1995 Annual Minutes: recommendation that chapter operating funds and scholarship funds be kept separate.

July 15, 1996 Annual Motion: motion to maintain approximately \$4,000 in Checking Account for

operations and to place remaining funds into scholarship investments (GICs). CARRIED.

July 15, 1996 Executive Minutes: bylaws state that Chapter can only invest in guaranteed securities; thus excluding mutual fund investments. Secretary-Treasurer will continue to invest only in GICs.

September 16, 1996 Executive Minutes: proposal for a GIC investment strategy “that will lead to annual investments in long term GICs (5 year terms)” for a higher rate of return. The initial plan is to “stagger” the terms of new and maturing GICs over a five year period. A minimum of one GIC would mature annually and at the end of four years all GIC investments would rotate in five year terms. Executive agreed but reiterated that at least one GIC should mature every year.

October 7, 1996 Executive Minutes: outline of GIC investments and the long term investment strategy :

| | | |
|----------------------|---------------|----------|
| Dec. 23, 1996 | 1 Year 5.0% | \$1,705 |
| Dec. 23, 1996 | 1 Year 5.0% | \$2,047 |
| Mar. 31, 1997 | 1 Year 4.5% | \$1,900 |
| Oct. 07, 1998 | 2 Year 4.5% | \$2,237 |
| Sep. 20, 1999 | 3 Year 5.125% | \$2,666 |
| Sep. 19, 2000 | 4 Year 5.4% | \$2,666 |
| Sep. 19, 2001 | 5 Year 6.0% | \$2,666 |
| Total GIC Face Value | | \$15,887 |

April 19, 1999 Executive Minutes: goal of the scholarship fund has always been to build an endowment until the interest can pay for the scholarships. Currently GICs money is accrued and cannot be accessed. When the endowment is reached, all the GICs should be cashed and put into one GIC that pays interest into a bank account.

September 23, 1999 Executive Minutes: GIC report filed. Those maturing in 1999 (\$7,000) to be invested in October to mature in 5 years. The chequing account balance in October will be over \$3,300. See Scholarship Strategy.

Membership Lists

July 12, 1993 Executive Minutes: membership list to be distributed to members, including home phone number if no work number is available.

March 14, 1994 Executive Minutes: provide mailing labels rather than membership lists as a response to outside requests.

October 19, 1994 Executive Minutes: provide membership lists to members but home phone #s NOT included.

June 5, 1995 Interest/Information: membership lists circulated to executive to contain home phone numbers, those going to members should not.

March 29, 1996 Executive Minutes: discussion of web site setup. ACTWS should not publish membership names on the Home Pages but could receive applications or renewals.

Alberta Wildlifer 2(3) Executive approved sending mailing labels rather than mailing lists, on appropriate request.

April 19, 1999 Executive Minutes: membership list should be circulated after the annual meeting rather than in the fall. Suggestion to put the list on the web. Question whether ACTWS wants global distribution of telephone numbers. Follow-up with webmaster.

October 18, 1999 Executive Motion: ACTWS offer to participate with ASPB conference 2000 organizers by: providing membership list to conference organizers for advertising the conference; announcing the conference on the ACTWS web site, providing the web link to the ASPB site, and announcing the conference in the ACTWS newsletter; encouraging members to submit papers; and encouraging ACTWS members to attend the conference. Corm Gates/Elston Dzus. CARRIED.

Membership

membership was 61 in November 1989 *Alberta Wildlifer* 1(1)

membership was 90 in May 1990 *Alberta Wildlifer* 1(2)

membership was 121 in 1993

membership was 140 in 1994

membership was ___ in 1995

membership was 240 in 1996 *Alberta Wildlifer* 7(3)

membership was ___ in 1997

membership was 240 in 1998 *Alberta Wildlifer* 11(1)

membership was 205 in 1999 *Alberta Wildlifer* 11(1)

July 12, 1993 Executive Minutes: Executive agrees to actively recruit fisheries professionals

March 21, 1997 Executive Minutes: pros and cons of using e-mail to send electronic copies of the Chapter newsletter. Executive agreed to check-off box on the membership renewal forms requesting electronic copies of the newsletters.

February 8, 1998 Executive Minutes: discussion to establish list server for member e-mail addresses to distribute important notices or reminders in a timely fashion. Recommended to try to set up for registration desk at annual meeting.

December 14, 1999 Executive Motion: multi-year membership (up to 5 years) made available to regular members. CARRIED. This should ease maintenance of database, offer convenience to membership, and may boost revenue.

January 17, 2000 Executive Minutes: presentation to Alberta Fish and Wildlife Officer's Association

and follow up with brochure in newsletter. Updated brochures printed and sent to past members. Other agencies/groups targeted to send brochures in newsletter or directly.

Membership Dues

June 5, 1995 Executive Minutes: increase in membership dues unacceptable, dues to remain \$10

Membership Votes

March 24, 1991 Executive Motion: "A committee will be put in place to install a process to vote on the issues presented to the membership" WITHDRAWN.

Newsletter

June 20, 1994 Executive Minutes: external conference information can be distributed with ACTWS newsletter on the merits of each request

March 21, 1997 Executive Minutes: pros and cons of using e-mail to send electronic copies of the Chapter newsletter. Executive agreed to check-off box on the membership renewal forms requesting electronic copies of the newsletters.

March 21, 1997 Executive Minutes: paying for a newsletter editor suggested. Not enacted.

February 9, 1998 Executive Minutes: newsletter should be out to members by October 31 (annual meeting notification, call for papers), February 1 (final meeting notification) and March/April (no firm date required). Dates added to Newsletter Committee Protocol.

Note: in 1998/1999 there were four newsletters published: Summer 1998, Fall 1998, November 1998, Winter 1998. All newsletters include the President's Message.

March 14, 1998 Annual Minutes: need to poll members to determine preference to receiving newsletter by e-mail.

September 14, 1998 Executive Minutes: summer newsletter included request for those willing to receive the newsletter electronically to advise editor.

March 13, 1999 Annual Motion: after considerable discussion regarding benefit to members and distribution of material, motion to have each current newsletter posted on the web site. CARRIED.

Newsletter - Advertising

October 19, 1994 Executive Minutes: decision that advertising NOT be included in the newsletter.

September 14, 1998 Executive Minutes: reaffirm that advertising not normally included in the newsletter but exceptions could be considered with full executive approval.

Nominations

December 14, 1998 Executive Minutes: decision to mail election ballots separately from newsletter to meet timing requirements in Bylaws.

NW Section Meetings

Interest/Information: Alberta hosted NW Section meeting in 1974, 1980, 1989 (ACTWS established), 1996 and 2001

May 6, 1996 Executive Minutes: review of 1996 ACTWS/NW S conference. Suggestion that in future ACTWS should levy a small fee for field trips. Many people booked field trips but didn't show.

July 15, 1996 Executive Minutes: discussion on ACTWS assistance and liaison with NWS.

Position Statements (Resolutions and Public Statements)

Refer to Bylaws, Article VII (Management and Finance), Section 5 (Resolutions and Public Statements) and Article VIII (Committees), Section 2 (Duties of Standing Committees), Clause F (Resolutions and Public Statements).

March 24, 1991 Executive Motion: ACTWS adopts a process to deal with position statements. A draft statement is printed in the newsletter and submitted concurrently to the Executive. Adoption of position statements requires 2/3 affirmative vote of the Executive. Notification of adoption must be printed in the newsletter. If the Executive has reasonable doubt of general membership agreement on a proposed position, a secret mail ballot is conducted. A 2/3 affirmative vote is required for adoption. CARRIED (*see original minutes for more details*)

Position Statement on Feral Horse Removal CFB Suffield

May 1993 Executive Minutes: ACTWS supports option to remove feral horses from CFB Suffield. *Alberta Wildlifer 4(2)*

Position Statement on Game Farming

Annual Meeting 1992 Annual Motion: moved to send game farming discussion paper to membership for vote as a Chapter position paper. CARRIED. *Note: 53 ballots cast, 47 in favour. Alberta Wildlifer 3(3).*

Annual Meeting 1992 Annual Motion: moved to have Executive disseminate the game farm position paper upon a positive membership vote. CARRIED. *Note: paper provided to Ministers of Agriculture and Forestry, Lands & Wildlife in August 1992.*

Position Statement on Northern Bison Management

March 24, 1991 Executive Motion: appointed an ad hoc committee to prepare a white paper presenting issues on the topic of northern bison management. CARRIED.

Annual Meeting 1992 Annual Motion: issue of Northern Bison Management in Wood Buffalo National Park dropped. CARRIED.

Position Statement on Shrike Habitat

May 1993 Executive Minutes: ACTWS supports proposal to protect abandoned rail rights-of-way for shrike habitat. *Alberta Wildlifer 4(2)*.

Priority Review

September 1990 Interest/Information: ACTWS priority review completed.

Protocols

March 25, 1995 Interest/Information: written protocols for executive positions and committees have been developed to provide continuity over time.

March 29, 1996 Executive Minutes: suggestion to include protocols in a future newsletter to provide information to membership.

Radio Frequencies

Annual Meeting 1995 Annual Motion: executive to serve as a catalyst and encourage Parks Canada and Alberta Fish and Wildlife to work together to provide a directory for wildlife radio frequencies. CARRIED.

Scholarships

Alberta Wildlifer 3(1), 1992: Executive Motion: contribution of \$1,000 to NWS to help fund a scholarship for students in wildlife biology/management. *Note: this was recalled when NWS was unable to establish a scholarship. ACTWS then established its own fund. Alberta Wildlifer 3(3)*.

March 25, 1995 Executive Minutes: Chapter scholarship and operating dollars to be retained in separate accounts.

September 23, 1999 Executive Minutes: proposed Scholarship Strategy tabled (*see Appendix A Part A*). Introduction of a graduate scholarship discussed. Agreed that the graduate student award proposal be presented and discussed at the annual meeting in 2000.

September 23, 1999 Executive Motion: \$600 be awarded in January 2000 for university scholarship and next year the university and Goddard scholarships will remain at \$600 and be awarded in September. CARRIED. *Note: motion synchronized timing so both awards are made in the fall.*

March 11, 2000 Annual Motion: add a third (graduate) scholarship and increase amount of existing scholarship by an amount to be determined by the executive. CARRIED.

June 19, 2000 Executive Motion: George Hamilton moved that a third graduate scholarship be implemented at \$800/year. The existing technical and university scholarship amounts to be raised to \$800/year. Amendment: Evelyn Merrill moved that award amounts to be raised to \$1,000. Elston Dzus seconded. CARRIED.

October 16, 2000 Executive Minutes: student awards protocols received approval in principle from the executive.

Scholarships - Post-Graduate Award

June 19, 2000 Executive Motion: the post-graduate award was established as \$1,000.

Scholarships - Robert (Bob) K. Goddard

Annual Meeting 1994 Annual Motion: consider scholarship for technical and/or college students. CARRIED.

Annual Meeting 1995 Annual Motion: award a scholarship to a student in a technical school entering his or her final year of training in fall, 1995. CARRIED.

December 4, 1995 Executive Minutes: technical scholarship officially renamed the 'Robert (Bob) K. Goddard Memorial Scholarship'.

June 19, 2000 Executive Motion: the Bob Goddard scholarship was increased to \$1,000.

Scholarships - Undergraduate Award

March 25, 1995 Executive Minutes: ACTWS awarded its' first Undergraduate Scholarship: \$500.

November 14, 1995 Executive Motion: keep both student scholarships of equal value. Scholarship amount increased to \$600.

June 19, 2000 Executive Motion: the undergraduate scholarship was increased to \$1,000.

Scholarship Funds

November 14, 1995 Executive Motion: keep both student scholarships of equal value. Increase amount to \$600.

July 15, 1996 Executive Motion: considering desire to establish a self-sustaining scholarship fund and we now award two scholarships rather than one and that we wish to eventually offer \$1,000 awards per scholarship and that past interest rates received from investments have ranged between 4% and 9%, it is moved that the long-term financial objective of the Chapter Scholarship fund be increased from \$10,000 to \$25,000. CARRIED.

October 7, 1996 Executive Minutes: Scholarship Committee discussed increasing awards to \$1,000 but agreed that this was a good goal for the future but not feasible at this time.

September 8, 1997 Executive Minutes: discussed raising the scholarship amount to \$700-1,000 to increase interest in applying. General support for raising level to at least \$700 but not right now.

April 19, 1999 Executive Minutes: scholarship policy to be reviewed.

March 11, 2000 Annual Motion: add a third (graduate) scholarship and increase existing scholarships by an amount to be determined by the executive. CARRIED.

June 19, 2000 Executive Motion: amount of scholarships to be \$1,000.

Student Director

Refer to Bylaws, Article VII, Section 1 - Executive Board

March 11, 2000 Annual Minutes: student participation on executive requires clarification of expectations and responsibilities. There needs to be a fair selection process if this is to occur.

Tax Exempt Society

September 1990 Executive Minutes: ACTWS officially registered as tax exempt society in Alberta. Also reported in *Alberta Wildlifer 2(1)*.

March 21, 1997 Executive Minutes: suggestion that ACTWS consider becoming a charitable organization and supply tax receipts to conference contributors. Suggestion to remain a professional organization.

Tax Return

September 8, 1997 Executive Minutes: Revenue Canada imposed a late filing penalty on the 1995 tax return of \$2,700. Secretary-Treasurer to write a letter requesting clarification and to ask for the penalty to be waived. *Note:* communication by Secretary-Treasurer Jon Jorgenson resolved this issue and fines were not levied.

The Wildlife Society (www.wildlife.org)

The Wildlife Society was founded in 1937 and is a non profit scientific and educational society of nearly 10,000 professionals and students. Society members are dedicated to sustainable management of wildlife resources and their habitats. The mission of TWS is to enhance the ability of wildlife professionals to conserve diversity, sustain productivity, and ensure responsible use of wildlife resources for the benefit of society.

The Wildlife Society Annual Conference

January 17, 2000 Executive Minutes: discussion of whether to send ACTWS representative to the Annual TWS conferences for increased liaison. Agreed to discuss at a further meeting.

Web Site

See Also: Brochure, Display, Communications, Education and Information Committee

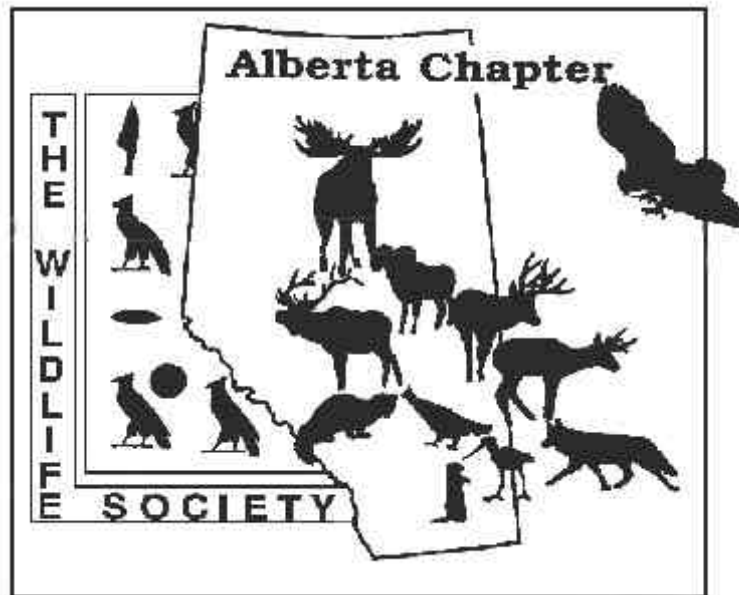
March 29, 1996 Executive Minutes: should not publish names on the Home Pages but could receive applications or renewals.

November 16, 1998 Executive Minutes: some problems with access and links to web site. Status of web site reviewed.

September 23, 1999 Executive Minutes: discussion to use web site as a recruitment tool and the potential for developing an electronic display on a CD as a student project.

C. ALBERTA CHAPTER of the WILDLIFE SOCIETY

BYLAWS



Bylaws of the Alberta Chapter of the Wildlife Society

Organized: April 10, 1989

Amended: October 29, 1996

ARTICLE I - NAME, AREA AND AFFILIATION

Section 1 - Name. Alberta Chapter of The Wildlife Society.

Section 2 - Area. The Province of Alberta.

Section 3 - Criteria for Affiliation. The Alberta Chapter shall conform to Bylaws, Code of Ethics, objectives, policies and positions of The Wildlife Society, Inc.¹ (hereinafter, The Wildlife Society, may be referred to as the Society, and the Alberta Chapter may be referred to as the Chapter or ACTWS). The Chapter has a regional affiliation with the Northwest Section of The Wildlife Society, (hereinafter referred to as the Section).

ARTICLE II - OBJECTIVES

Section 1 - Objectives. Consistent with the objectives of the Society, the Chapter objectives are to:

- a. Promote communication among wildlife professionals and between wildlife professionals and the public.
- b. Promote sound wildlife management in Alberta.
- c. Provide a Canadian perspective for The Wildlife Society, Inc.
- d. Develop and maintain the highest professional standards.

Section 2 - Implementation. To aid in the achievement of these objectives, this Chapter proposes to:

- a. Provide opportunities for better liaison among the members, the Northwest Section, and the Society.
- b. Apply the objectives of the Society and Northwest Section on professional wildlife needs, problems, and events in Alberta.
- c. Encourage communication between members and nonmembers to benefit wildlife.

d. Recognize outstanding work in the profession.

ARTICLE III - CHAPTER YEAR

The Chapter operating and fiscal year shall begin with the installation of the new officers at the annual meeting. The Chapter's financial report will follow the calendar year.

ARTICLE IV - MEMBERSHIP

Section 1 - Voting member. Voting membership in the Chapter shall be available to any member who has paid the appropriate ACTWS dues for the fiscal year in which the voting is conducted. Any person who has an interest in Chapter activities and is approved for membership by the Membership Committee may become a Chapter member. Only Chapter voting members who are members of the parent Society may vote on matters affecting the parent Society, represent the Chapter on matters pertaining to the Section and Society, or be members of the Chapter Executive Board.

Section 2 - Charter Member. Voting members in good standing on the membership rolls as of December 31, 1989 shall be considered charter members.

Section 3 - Honorary Member. Honorary members of the Chapter shall be persons who, by a majority vote of all members present at the annual meeting, have been thus recognized for their achievements. A Chapter honorary member need not pay Chapter dues. Honorary members shall have the same rights and privileges as Chapter voting members (Article IV, Section 1).

Section 4 - Dues. Annual Chapter dues, as determined by the Executive Board, shall be paid directly to the Chapter Secretary-Treasurer. Annual dues for the Section and Society shall be paid to the Society's headquarters. Members who have not paid their Wildlife Society dues retain their voting member status in the Chapter.

Section 5 - Resignation. Members may resign at any time by giving notice to the Chapter's Secretary-Treasurer or will be considered to have resigned if annual Chapter dues are not paid. Any member, upon a two-thirds vote of all members of the chapter in good standing, may be expelled from membership for any cause which the Chapter may deem reasonable.

Section 6 - Reinstatement. Persons who are dropped from the rolls of the Chapter for nonpayment of dues may be reinstated into membership in the Chapter upon reapplication and payment of appropriate dues.

ARTICLE V - ELECTIONS AND OFFICERS

Section 1 - Nominating and Elections Committee. The Nominating and Elections Committee, selected by the Executive Board of the Chapter (see Article VII, Section 1), shall prepare a slate of candidates, preferably two each, for Secretary-Treasurer, President-Elect, and each of two Directors, from the Chapter's voting membership each year. If the President-Elect is unable to succeed to President, a slate of candidates for that office shall be included. In addition, a Student Member may be elected or acclaimed annually to the position of Student Director.

Clause A - All candidates must be voting members of the Chapter (Article IV, Section 1) and agree to become voting members of the Society, if elected.

Clause B - Prior approval shall be obtained from said candidates.

Clause C - A slate of candidates (including biographical sketches) for Secretary-Treasurer, President-Elect, two Directors, and a Student Director [if available], shall be submitted to the membership at least 30 days prior to the annual business meeting.

Clause D - Additional nominees may be added to the Nominating and Elections Committee's slate provided prior approval has been obtained from each candidate.

Clause E - A member may be elected for no more than two consecutive terms in the same position.

Clause F - The Nominating and Elections Committee shall strive to select candidates that represent a cross-section of the Chapter membership.

Section 2 - Balloting. Written ballots shall be received from the members and counted by the Nominating and Elections Committee. For ballot counting purposes, the President shall appoint a replacement for any member of the Nominating and Elections Committee who has been nominated for an elective position.

Clause A - Members in arrears shall forfeit their rights to vote during the period of their delinquency.

Clause B - A signed absentee ballot may be submitted to the Nominating and Elections Committee by a member prior to the scheduled time for counting ballots.

Clause C - The candidate receiving the largest number of votes on the written ballot shall be declared elected. No one may hold more than one elective position simultaneously.

Section 3 - Officers. Officers of the Chapter shall consist of a President, President-Elect (who shall serve as Vice-President) and a Secretary-Treasurer. Their duties are:

Clause A - President. The President shall have general supervision of the Chapter officers. S/he shall appoint, with the advice of the Executive Board, chairmen of all regular and special

committees, and s/he shall preside as chairman at meetings of the Executive Board and shall be an ex-officio member of all committees except the Nominating and Elections Committee. The Chapter President shall serve as Chapter Representative to the Northwest Section. In this capacity s/he shall represent and serve as liaison to the Section for the Chapter, provide the editor of the Section newsletter with news and items of interest from the Chapter area, serve as a contact for other Chapters within the section, and assist in routine Section business.

Clause B - President-Elect. (Vice-President) The President-Elect shall succeed and assume the duties of the President upon completion of the outgoing President's term of office or upon his/her decision not to run for re-election. The President-Elect shall assume the duties of the President in his/her absence or upon his/her inability to serve, and shall perform any duties assigned by the President. In the event the President-Elect cannot serve in the President's absence, the Executive Board shall appoint a President *pro tempore*. The President-Elect shall serve as Chairman of the Program Committee.

Clause C - Secretary-Treasurer. The Secretary-Treasurer shall be responsible for the files, records and funds of the Chapter; and s/he shall submit complete financial reports at the last meeting of his/her term of office. His/her duties shall also include the receipt and disbursement of funds, the recording of the minutes of all meetings, the maintenance of the membership rolls, correspondence, and the issuance of meeting notices and reports. The Secretary-Treasurer shall have charge of the Seal of the Chapter which whenever used shall be authenticated by the signature of the Secretary-Treasurer and President, or, in the inability of either to act, by the President-Elect.

Clause D - Executive Board. The above named officers, with the Past President, the four Directors, and the Student Director [if available] shall make up the Executive Board which shall act as the governing body for the Chapter (as described in Article VII, Section 1) .

Section 4 - Term of Office. The officers and Directors must be Voting Members of the Chapter and the Society. Officers, the Past President, and the Student Director serve for one year. Directors serve a two-year term. Terms of office for Directors shall be staggered so that two of the four Director positions are filled each year. Officers and Directors are installed at the annual meeting, take office immediately following the annual meeting and, unless re-elected, terminate their duties at the conclusion of the next annual meeting, or at such time as their successors are elected and installed. As per Article V, Section 1, Clause E, no more than two consecutive terms may be served in the same position.

Section 5 - Vacancies. If the office of the President is vacated for any reason, the President-Elect shall assume the duties of the President for the balance of the unexpired term of the President. All other vacancies in any unexpired term of an elective office shall be filled through appointment by the Executive Board, although an appointed President-Elect shall serve only until the next scheduled Chapter election where the membership shall elect the next President. All appointees must be voting members of the Chapter and the Society.

Section 6 - Removal of officers and Directors. Any officer or Director may be removed from office by the following procedure:

Clause A A motion to remove an officer or Director can be made by any voting member and seconded by any voting member at the general or special meeting.

Clause B The motion must be voted on by written ballot and approved by a two-thirds majority of the voting members present at the general or special meeting. Ballots shall be received from members and counted by members of the Nominating and Election Committee.

Clause C If the motion is carried at a general or special meeting, the motion must then be voted on by all voting members within 60 days. Written ballots shall be sent to voting members by Canada Post and received and counted by the Nominating and Election Committee. The officer or Director shall be immediately removed from office upon approval of the motion by a majority of voting members.

Section 7 - Remuneration. Officers and Directors shall not be paid for their services.

ARTICLE VI - MEETINGS

Section 1 - Regular Meetings. Regular membership meetings shall be held at such times and places as determined and published by the Executive Board. Meetings of the Chapter may be called at any time by the Secretary-Treasurer upon instructions of the President or Executive Board.

Clause A - Annual Meetings. An annual meeting shall be held at such time and place as determined and published by the Executive Board and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise. A registration fee, as determined by the Board, may be collected at the annual meeting for the purpose of defraying actual expenses of the Chapter.

Clause B - Meeting Notice. The members must be notified at least one month prior to annual and regular meetings, and at least ten days prior to special meetings. The Secretary-Treasurer will notify members of meetings in writing to the last known address of each member delivered by Canada Post or courier service.

Clause C - Quorum. The quorum for the annual meeting of the Chapter shall be over 50 percent of the membership or ten members in good standing, whichever is less; and for executive board meetings, three members of the Board.

Clause D - Meeting Rules. The rules contained in the latest revision of *Robert's Rules of Order* shall govern meetings in all cases to which they are applicable, and in which they are consistent with the Bylaws and/or other special rules of the Chapter and the Society.

Clause E - Bylaws. Chapter Bylaws shall be available for inspection during every meeting.

If these Bylaws are revised, the new revision must be approved by the Society before becoming effective.

Section 2 - Special Meetings. Special meetings may be called by the Executive Board at any time, provided due notice (see Article VI, Section 1, Clause B) and the purpose of the call are given.

Clause A - Only items listed in the call for a special meeting shall be acted upon at a special meeting.

Clause B - All clauses under section 1 of this article apply as well to special meetings.

ARTICLE VII - MANAGEMENT AND FINANCE

Section 1 - Executive Board. The Chapter shall be governed by an Executive Board composed of its officers, the immediate Past President, four Directors, and a Student Director [if available] duly elected to the Board.

Clause A - Conduct. The Executive Board shall conduct its affairs in conformance with the provisions of these Bylaws and those of the Society. The Board is authorized to act for the Chapter between meetings and shall report its interim actions to the members at each succeeding membership meeting. Any Board action may be overridden by a two-thirds vote of the voting members attending an annual meeting.

Clause B - Attendance. Members may attend Board meetings but may participate therein only when asked to do so, and they may not vote at such meetings.

Section 2 - Finance. Funds of the Chapter shall be under the supervision of the Executive Board, and shall be handled by the Secretary-Treasurer. The financial records of the Chapter shall be examined before the annual meeting and before the incoming Secretary-Treasurer assumes responsibility, by the Audit Committee (Article VIII, Section 2, Clause G).

Clause A - The Secretary-Treasurer need not be bonded.

Clause B - Funds shall be derived from registration fees, dues, any special assessments, work projects or contributions. For the purpose of carrying out its objectives, the Chapter may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Chapter, and in no case shall debentures be issued without the sanction of a special resolution of the Chapter.

Clause C - Funds shall be placed in a federally insured bank or savings and loan association.

Section 3 - Reports. Within 20 days after an election or other official action, the Secretary-Treasurer shall report such actions to the Executive Director of the Society, the Section

Representative and the Section President. The President shall submit an annual report of Chapter activities to these same parties. The Secretary-Treasurer shall submit a statement of calendar year income and expenses, together with starting and ending balances, to the Executive Director of the Society in January of each year for federal tax reporting.

Section 4 - Files. The Chapter shall maintain a file containing: Bylaws of the Society, the Section and the Chapter; minutes of all regular and special meetings of the membership and of the Executive Board; correspondence pertinent to Chapter affairs; all committee reports; financial statements and records; and all other material designated as pertinent by the Executive Board. A Chapter "Operations Manual" provided by the Society will be maintained by the Chapter President and a written record of transfer of this manual to the incoming President will be maintained and the Society will be notified of each such transfer.

Section 5 - Resolutions and Public Statements. Resolutions of the Chapter shall be confined to those designed for the betterment of the wildlife profession, the Society, or the wildlife resources.

Two or more members may submit resolutions for consideration by the Chapter's Executive Board. These shall be accepted or rejected by the Board and, if involving new policy, prepared for submission to the Chapter membership. Such new items must be approved by two-thirds of the Chapter membership voting and must be transmitted to the Society, the Section Representative and the Section President, if approved. Actions falling within previously established Chapter policies may be carried out by any Chapter officer upon unanimous approval of the Executive Board. On issues where there are not previously established Chapter policies and that demand reasonably short notice, the President or designated representative may present a public statement on behalf of the Chapter provided that: (1) the concept of the statement be brought to the Executive Board's attention and is accepted by them prior to public issuing of the statement, and (2) copies of the statement are sent to the membership within 15 days after public issuing of the statement. Furthermore, the Chapter may publish statements pertaining to issues in its locale:

- a. Where the content of the statement falls within the established policy of the Society; and
- b. in the absence of existing Society position statements.

It will not publish statements that may be in conflict with the policy of the Society without prior approval of the Society's Council.

ARTICLE VIII - COMMITTEES

Section 1 - Appointments. The Chapter President shall consider suggestions of the Executive Board in appointing persons to chair all regular standing committees (except the Nominating and Elections Committee, see Article V, Section 1), and special committees such as Awards and Hospitality. Committee Chairs shall complete their committees with assistance of the

President. All committee Chairs shall submit a written summary of committee activities to the President and Secretary-Treasurer before the close of each annual chapter business meeting.

Section 2 - Duties of Standing Committees.

Clause A - Nominating and Elections. See Article V, Section 1.

Clause B - Membership. This committee shall encourage the maximum number of qualified persons residing or working in the membership area to become members of the Society, the Section, and the Chapter. As provided in Article IV, Section 1, the committee will approve or deny memberships.

Clause C - Programs. This committee, chaired by the President-Elect, shall arrange programs of all regular and annual meetings and provide the President with a proposed agenda for the annual meeting at least two months prior to the meeting date.

Clause D - Conservation Review. This committee shall review legislative proposals, administrative regulations, environmental assessments and impact statements; and other subjects or issues affecting wildlife or wildlife habitat within the organizational area of the Chapter, and make recommendations to the Executive Board for any action that should be taken by the Chapter. The Chair may ask any Chapter member to assist with reviews.

Clause E - Education and Information. This committee shall seek and employ methods of informing the public of basic concepts of wildlife management and of Chapter and Society activities and interests.

Clause F - Resolutions and Public Statements. This committee shall receive proposed resolutions or public statements from two or more members at any time and shall prepare, submit and recommend actions on such items to the Executive Board in accordance with Article VII, Section 5.

Clause G - Audit. This committee shall consist of a Chair and at least two additional members. It shall review the financial records and support documents of the Secretary-Treasurer at least annually.

Section 3 - Accountability. All committees shall be accountable to the Executive Board under general supervision of the President.

Section 4 - Tenure. All committees shall serve until new committees are appointed in their stead or until the duties assigned to the committee have been discharged.

ARTICLE IX - DISSOLUTION

Upon dissolution of this Chapter of the Society, its Executive Board shall transfer all assets, accrued income and other properties to the Council of the Society with the understanding that said assets will be held for a period of not more than five years from the date of dissolution of the Chapter for distribution to another Chapter that may be established in approximately the same geographical area within said five year period. If another Chapter is not established within said area and period of time, the Society Council may use or distribute all assets, accrued income and other properties as best determined by the Council in accordance with Society Bylaws.

ARTICLE X - AMENDMENT TO BYLAWS

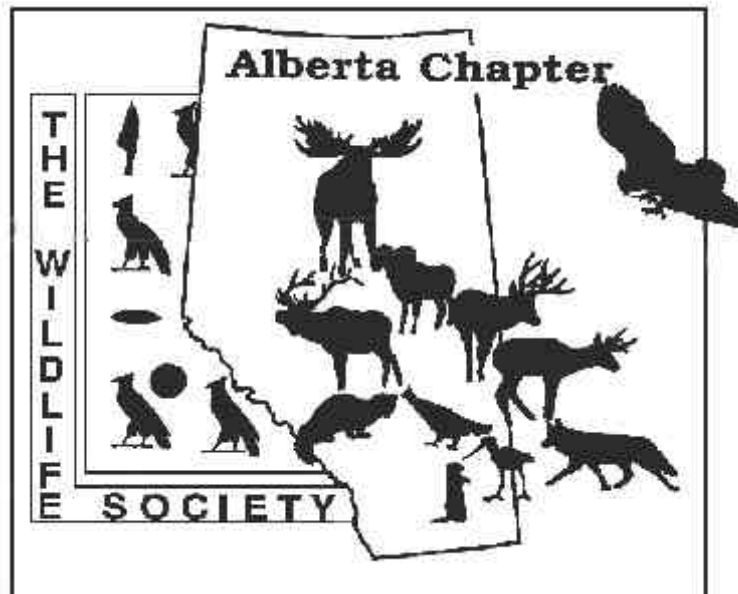
Section 1 - Procedure. Bylaws may be altered, amended or added by a special resolution passed by a three quarters (3/4) majority of the Chapter members voting at any Annual or Special Meeting if due advance notice of the proposed special resolution (per Article VI, Section 1, Clause B) of these Bylaws is followed. A member who will be absent from the meeting may file an absentee ballot (Article V, Section 2, Clause B).

Section 2 - Conformance. No amendment to these Bylaws shall be enacted which results in conflict with the Society Bylaws. If a special resolution to amend the Bylaws is passed, the special resolution must be approved by the Society and registered at the Corporate Registry of Alberta before becoming effective.

(Document revised October 1996 by M. J. Pybus, Past President)

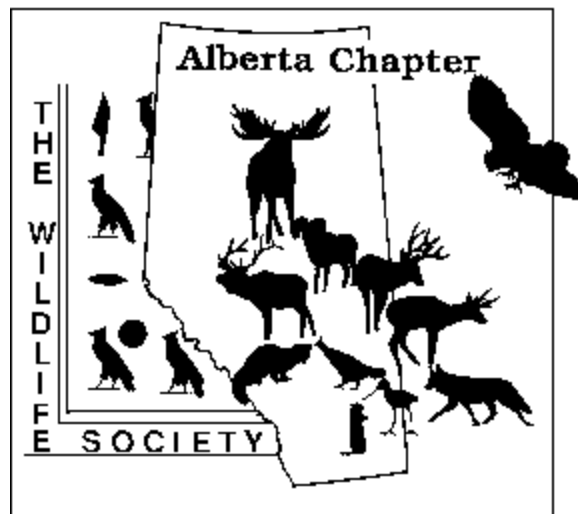
D. ALBERTA CHAPTER of the WILDLIFE SOCIETY

HISTORY



A History of the Alberta Chapter of The Wildlife Society

[ten years and still going strong]



Prepared for ACTWS

by M. J. Pybus

September 2000

1988-1989

Founding Committee:

Morley Barrett, Mike Dorrance, Bill Glasgow, Bill Samuel

1989

The charter was proclaimed in April 1989 at the Northwest Section TWS meeting in Banff, Alberta.

The Founding Committee conducted the business of the Chapter through 1989, established Bylaws for the Chapter, provided a slate of nominees for the 1990 Executive, arranged for the development of our logo, and organized the first Annual Meeting of ACTWS.

Nominees for the Executive:

President: Bill Glasgow, Arlen Todd

President-Elect: Bill Hall, Bill Samuel

Secretary-Treasurer: Rick Bonar, Jon Jorgenson, Michael Raine, Kevin Wingert

Director: Michael Dorrance, Rick Kunelius, Luigi Morgantini, Don Thomas, Paul Woodard

November 1989: the first issue of the Alberta Wildlifer was published (M. J. Pybus, Editor). There were 61 registered members.

1990

First Annual Meeting ACTWS: January 19 & 20, Black Knight Inn, Red Deer

*Elected Executive: Pres. Bill Glasgow, Pres.-Elect Bill Samuel, Sec-Treas. Jon Jorgenson,
Directors: Mike Dorrance, Rick Kunelius, Don Thomas*

Committees:

Nominating & Elections - Mike Dorrance

Resolutions & Public Statements - Blair Rippin

Membership - Don Pattie

Awards - Don Thomas

Program - Bill Samuel

Setting Chapter Goals - Arlen Todd

Conservation Review - Kirby Smith

Professionalism - Gilbert Proulx

Education and Information - Margo Pybus

Newsletter - Margo Pybus

1991

Second Annual Meeting ACTWS, March 23 & 24, Convention Centre, Edmonton. Held in conjunction with the North American Wildlife and Natural Resources Conference.

Establishment of the William Rowan Award for Distinguished Service

First Recipient: William Fuller, University of Alberta (retired), Edmonton.

Nominees for the Executive: (elected)

President: Bill Samuel

*President-Elect: Rick Bonar, Gilbert Proulx, **Blair Rippin***

*Secretary-Treasurer: **Jon Jorgenson**, Michael Raine*

*Director: Bill Hall, Martin Jalkotzy, **Luigi Morgantini**, **Gerald McKeating**, **Tony Nette***

Newsletter Editor: Margo Pybus

Draft Discussion Papers regarding Bison Management and Game Farming were presented at the Business Meeting. The Executive was directed to refine the papers and provide for full membership in the new year.

1992

Third Annual Meeting ACTWS, March 20 & 21, Glenmore Inn, Calgary.

Establishment of the ACTWS Student Scholarship Fund. Initially, this was to be a Northwest Section project. However, the Section withdrew and the Chapter carried on. The first fund raiser was a raffle for a male Widgeon carved by Blair Rippin. Slightly less than 1,800 of 2,000 tickets were sold, generating \$1,785 for the fund.

Nominees for the Executive: (elected)

President: Blair Rippin

*President-Elect: **Ken Crutchfield**, Gilbert Proulx*

*Secretary-Treasurer: Bob Acorn, **Bob McFetridge***

*Director: **Ron Bjorge**, Roger Creasey, **Lorne Fitch**, Martin Jalkotzy, **Jack Nolan***

Newsletter Editor: Margo Pybus

William Rowan Distinguished Service Award presented to John Stelfox, Canadian Wildlife Service (retired), Vernon.

Game Farm Position Paper circulated to and ratified by membership.

Bison Management Position Paper proved contentious and there was no consensus among members. Membership voted to drop this issue.

1993

Fourth Annual Meeting ACTWS, March 19 & 20, Nisku Inn, Edmonton.

William Rowan Distinguished Service Award presented to Bill Wishart, Alberta Fish and Wildlife (retired), Edmonton.

Establishment of Student Presentation Award (\$100) to recognize the best student presentation at the ACTWS Annual Meeting. Recipient: Doug Collister, U. of Calgary.

First ACTWS Auction. Proceeds (\$1,024.75) deposited in Student Scholarship Fund.

Nominees for the Executive: (elected)

President: Ken Crutchfield

*President-Elect: Ron Bjorge, **Brad Stelfox***

*Sec-Treas.: **Mike Dorrance** (acclamation)*

*Director: **Lorne Fitch**, **Beth MacCallum**, **Dave Poll***

Newsletter Editor: Margo Pybus

As of June 1993, there were 93 regular members in good standing and 17 student members.

ACTWS was represented by Blair Rippin on a Citizen's Advisory Committee dealing with the issue of feral horses at Canadian Forces Base Suffield.

ACTWS sent congratulations to Ernie Kuyt for his appointment to the Order of Canada, recognizing his many years of dedication to conservation and management of Whooping Cranes.

ACTWS membership reported to be 121 members.

1994

Fifth Annual Meeting ACTWS, March 25 & 26, U. of C., Calgary. Co-sponsored by the Department of Environmental Design, U. of C.

Second Annual ACTWS Auction generated \$1,079 for the Student Scholarship Fund.

Student Presentation Award (\$100) to recognize the best student presentation at the Annual Meeting. Recipient: Lisa Crampton, U. of Calgary.

William Rowan Distinguished Service Award presented to Ed Telfer, Canadian Wildlife Service (retired), Edmonton.

First ACTWS Dedicated Service Award presented to Margo Pybus, Alberta Fish and Wildlife, Edmonton.

First ACTWS Student Scholarship (\$500) was offered to students entering 4th year of a university program in the fields of Environmental Design, Biological Sciences, Forest Sciences, Animal Sciences, Zoology, or a related field.

Nominees for the Executive: (elected)

President: Brad Stelfox

President-Elect: Beth MacCallum, Margo Pybus

Sec.-Treas.: Mike Dorrance (acclamation)

Director: Bob Acorn, Ken Crutchfield, Janet Edmonds, Dave Poll, Arlen Todd

Newsletter Editor: Jan Edmonds & Dave Hobson

As of September 1994, there were 158 registered members of ACTWS.

1995

Sixth Annual Meeting, ACTWS, March 24 & 25, Environmental Training Centre, Hinton. Pre-conference field trips were offered.

Annual ACTWS Auction netted \$1,893 for the Student Scholarship Fund. First ACTWS Student Scholarship (\$500) was awarded to Phil McLoughlin, 3rd Yr, Honours Zoology, U. of A.

William Rowan Award for Distinguished Service presented to Morley Barrett, Alberta Fish and Wildlife, Edmonton.

ACTWS Dedicated Service Award presented to Mike Dorrance, Alberta Agriculture, Food, and Rural Development, Edmonton.

Student Presentation Awards (\$200 each) to recognize the best student oral and poster presentations at the Annual Meeting. Recipients: Ainsley Sykes (oral), Ken Kranrod (poster).

A committee was established to develop protocols for a scholarship for students enrolled in a technical field of the profession.

A promotional brochure was developed for ACTWS and the Chapter display was upgraded.

Committee guidelines and protocols were developed.

Nominees for the Executive: (elected)

President: Margo Pybus

*President-Elect: **Ron Bjorge** (acclamation)*

*Sec.-Treas.: **Jack Nolan** (acclamation)*

*Director: **Ernie Ewaschuk, Michael Raine, John Kansas, Kirby Smith, Richard Quinlan***

Newsletter Editor: Jan Edmonds & Dave Hobson

1996

ACTWS hosted the Northwest Section TWS Conference, in conjunction with the Seventh Annual Meeting, ACTWS, March 29-31, Banff Park Lodge, Banff. Co-hosted by Alberta Natural Resources Service (Fish and Wildlife). A Student/Mentor program was incorporated into the conference.

First offering of a scholarship for students in a wildlife technical program, The Bob Goddard Memorial Scholarship was awarded to Melissa Richholt, currently enrolled in Biological Sciences Technology, Red Deer College. Note: tribute to Bob Goddard contained in AW 7(2) 1996.

The ACTWS University Student Scholarship was awarded to Ben Olsen, University of Alberta.

The William Rowan Award for Distinguished Service was awarded to David Boag, University of Alberta (retired), Edmonton.

ACTWS Dedicated Service Award was presented to Bill Glasgow, Alberta Fish and Wildlife,

Calgary.

Extended membership drive within a wide range of organizations/industries/ businesses throughout Alberta, B.C., Yukon, and Northwest Territories. As of November 6, 1996, ACTWS current membership is 240, including 79 students. Approximately 70% of the members are male and 33% list government as their primary affiliation. University, college, and consultants were listed in similar proportions (. 10-15%).

ACTWS Executive:

*President: **Ron Bjorge***

*President-Elect: **Ian Ross***

*Sec.-Treas.: **Jack Nolan***

*Director: **Ernie Ewaschuk, Larry Roy.***

*2nd term: **Richard Quinlan, Kirby Smith,***

Newsletter Editor: Dee Ryerson

1997

Eighth Annual Meeting, ACTWS, March 21 & 22, Nisku, Alberta.

The Bob Goddard Memorial Scholarship was awarded to Susan Skinner, Lethbridge Community College.

The ACTWS University Student Scholarship was awarded to Andy Bezener, University of Alberta.

The William Rowan Award for Distinguished Service was awarded to Ernie Kuyt, Canadian Wildlife Service (retired), Edmonton.

ACTWS Dedicated Service Award was presented to Brad Stelfox, Alberta Environmental Centre, Vegreville.

Nominees for the Executive: (elected)

*President: **Ian Ross***

*President-Elect: **Beth MacCallum, Robert McFetridge***

*Sec.-Treas.: **Jon Jorgenson (acclamation)***

*Director: **Dave Hobson, Gord Stenhouse, Arlen Todd.***

*2nd term: **Ernie Ewaschuk, Larry Roy***

Newsletter Editor: Laurie Hunt & Dan Farr

1998

Ninth Annual Meeting, ACTWS, March 13 & 14, Best Western Inn, Calgary.

Best Student Oral Presentation winner was Rebecca Titler, University of Alberta.

Best Student Poster Presentation was awarded to Huey Chong and Karla Magnusson, both from the University of Alberta.

The Bob Goddard Memorial Scholarship was awarded to Julia Landry, Lethbridge Community College.

The ACTWS University Student Scholarship was awarded to Lindsay Tomy, University of Alberta.

The William Rowan Award for Distinguished Service was awarded to Bill Samuel, University of Alberta, Edmonton.

ACTWS Dedicated Service Award was presented to Blair Rippin, Alberta Fish and Wildlife, St. Paul.

ACTWS was involved in establishing a working committee on Endangered Species in Alberta, review of a development strategy for the Bow Valley, review of proposed federal endangered species legislation and proposed provincial policy towards public lands .

Nominees for the Executive: (elected)

President: Beth MacCallum

President-Elect: Mike Dorrance, Kirby Smith

Sec.-Treas.: Jon Jorgenson (acclamation)

Director: Steve Brechtel, Doug Collister, Lorne Fitch, Ed Telfer. 2nd term: Dave Hobson, Arlen Todd

1999

Tenth Annual Meeting, ACTWS, March 12 & 13, Nisku Inn, Nisku.

The meeting was a resounding success, as were all previous meetings. Fundraising for student scholarships continued and the annual auction netted \$4066! Attendance was in the range of 250 people, including many students from universities and colleges across the province. There is continued strong representation from government, industry, consulting, and academic realms of the profession. Nine of the ten previous presidents were in attendance. A history of the first ten years of ACTWS was prepared. There is obvious growth

and continued energy in the Chapter and the outlook is good for the next ten years.

Best Student Oral Presentation was awarded to Simon Dyer and Jeff Hoyt, both from the University of Alberta.

Best Student Poster Presentation was awarded to S. Kurulok, University of Alberta.

The Bob Goddard Memorial Scholarship was awarded to Angela Scheiderman, NAIT.

The ACTWS University Student Scholarship was awarded to Amy Leach, University of Alberta.

The William Rowan Award for Distinguished Service was awarded to Ian Stirling, Canadian Wildlife Service.

ACTWS Dedicated Service Award was presented to Jon Jorgenson, Alberta Fish and Wildlife, Canmore.

Nominees for the Executive: (elected)

President: Mike Dorrance

President-Elect: Elston Dzus, Gordon Stenhouse

Sec.-Treas.: Garry Hornbeck, Chris Shank

*Director: Cormack Gates, George Hamilton, Dave McKinnon,
2nd term: Steve Brechtel, Doug Collister*

2000

Eleventh Annual Meeting, ACTWS, March 9-11, Lethbridge Lodge, Lethbridge

Due to past successes, increased participation and interest, and 'by demand', the Annual Meeting was extended to two full days. This meeting was coordinated with the Lethbridge Community College Student Chapter of TWS. Establishment of a student chapter TWS at the University of Alberta also was recognized. Fundraising for student scholarships broke new ground by including a fun casino in conjunction with the traditional auction. Auction proceeds were \$4,107. The first-ever photo contest was added to the fun. Registered attendance was 201, including 68 students.

Best Student Oral Presentation was awarded to Stephanie Kurulok and Erin MacFarlane, both from the University of Alberta.

Best Student Poster Presentation was awarded to Jon Hornung, University of Alberta(?).

The Bob Goddard Memorial Scholarship was awarded to Chris Garrett, LCC.

The 1999 ACTWS Undergrad Student Scholarship was awarded to Stephanie Kurulok, University of Alberta.

The 2000 ACTWS Undergrad Student Scholarship was awarded to Nadine Raynolds, University of Calgary.

[Note: two scholarships were given within this calendar year. One scholarship will now be given in September of each year.]

The William Rowan Award for Distinguished Service was awarded to Valerius Geist, U. of Calgary (retired).

ACTWS Dedicated Service Award was presented to Ron Bjorge, Alberta NRS - Fish and Wildlife, Red Deer.

ACTWS Charter Member Bill Wishart was recognized for receiving the Provincial Bighorn Award.

The ACTWS web site was upgraded and contains all ACTWS newsletters, ACTWS brochure, A History of ACTWS (the first ten years), job notices, links to a wide range of wildlife-related sites including TWS, and ACTWS membership application.

Nominees for the Executive: (elected)

President: Elston Dzus

President-Elect: Arlen Todd, Dee Ryerson

Sec.-Treas.: Dave McKinnon

Director: Evelyn Merrill, Dave Prescott,

2nd term: Cormack Gates, George Hamilton