

BY-LAWS APPENDIX I
FINANCES

The association shall maintain four (4) interest bearing checking accounts and one (1) investment account.

- a. The general account will be used for managing the association's day to day expenses including newsletter costs, postage, post office box rental and so on, and shall contain not less than \$1000 at any given time. The general account balance will not exceed ordinary budget expenditures as defined by the previous year's general expenditures. The general account will require one signature on checks, either the secretary/treasurer's or the president's.
- b. The scholarship account will be used for managing the association's scholarship monies and shall contain not less than \$1000 nor more than \$2500 (the amount necessary to pay two \$750 scholarships each year plus the minimum balance). The scholarship account will require one signature on the checks, either the secretary/treasurer's or the president's.
- c. The Aurora account will have no restrictions as to balance, since the account is used for only Aurora operating expenses. This account is maintained by the Aurora editor or a board designated associate editor and shall require one signature for checks under \$5000, either the editor's or designated associate editor's, the secretary/treasurer's or the president's.
- d. The conference account, when not active, shall maintain a minimum balance of \$2000, which represents the amount of "seed money" generally provided the conference organizers. Checks will require one signature, either the conference chair, or other person designated by the chair, or the secretary/treasurer. After the annual meetings, conference monies generated will be distributed to the general and scholarship accounts as appropriate, leaving the conference account with a balance of \$2000.
- e. The money market investment account will have no minimum balance. To move monies from the Money Market account will require two signatures: the president's and the secretary/treasurer's or that of a designated board member. The primary purpose of this account is to fund scholarship awards, using only the interest. The principal should remain untouched except under extreme financial circumstances. To move or use any of the principal will require a majority vote of the board of directors.

BY-LAWS APPENDIX II

JOB DESCRIPTIONS

PRESIDENT

The president, as the chief elected officer of the association, has the ultimate responsibility for the smooth and timely conduct of all aspects of association operations. The president calls and presides over both mandated and supplementary meetings of the association's board of directors. With appropriate input from board members and the general membership, the president sets the agenda for board meetings. In case of a tie vote, the president casts the deciding ballot. He or she works closely with the program chair and committee to ensure timely organization and fiscally responsible staging of the annual meeting. With the advice and concurrence of the board of directors, the president appoints the secretary/treasurer, the newsletter editor, and the Aurora editor, and monitors their activities to guarantee that the necessary work is done. The president presides over the annual business meeting of the association, appoints ad hoc committees, with the advice and majority consent of the board, appoints standing committees such as the Elections Committee, the Awards Committee, the Student Paper Competition Committee, and the Scholarship Awards Committee, and monitors committees' progress on assigned tasks.

Although specific duties are carried out by other officers, the president has general oversight responsibility to see that dues are collected, elections held, and other necessary association functions are carried out in a timely manner, as well as to follow up on issues raised and actions endorsed by the membership at the annual business meeting. The president oversees preparation of the annual association budget, presents it to the board of directors, and is responsible for adherence to it. With the concurrence of the board of directors, the president is empowered to take action in the name of the association when time constraints preclude consultation with the membership or even the full board of directors. The president also signs all official communications in which the association takes a position or urges action in the name of the association as a whole. The president or someone designated by the president is the official spokesperson for the association before the press. The president also has signature power and responsibility for major association expenditures.

Ordinarily the president's term is two years, commencing with the New Business segment of the annual business meeting immediately following his or her election and running through the Old Business segment of the annual business meeting two years later. A president may not service two consecutive elected terms. However, an interim president who is appointed to fill out an unexpired term, may then serve a subsequent consecutive elected term.

MEMBERS OF THE BOARD OF DIRECTORS

The board of directors serves as the association's main governing body. Board members represent, and in a very real sense stand in for, the general membership by making decisions and taking actions on behalf of the association.

The duties of the board members include: attending board meetings, bringing to the board's attention issues of relevance to the association and the anthropological community in Alaska, voting on issues that come before the board, serving on committees that work on association

business, gathering information required for board actions, carrying out board actions on behalf of the association, authorizing the expenditure of association funds, and taking such actions as further the purposes of the association as outlined in Article II of the constitution.

The board also advises the president and confirms his or her appointment of the secretary/treasurer, newsletter editor, Aurora editor, and the elections committee. With the president, the board oversees the annual meeting organizing process. The board also deals with policy issues relating to publication of the newsletter and Aurora and examines and approves the association's annual budget presented at the October board meeting. The board may also hold referenda on urgent matters.

Members of the board of directors are elected for a two-year term, beginning with the New Business segment of the annual business meeting immediately following his or her election, and ending with the Old Business segment of the annual business meeting two years later. A board member may serve no more than two consecutive elected terms.

SECRETARY/TREASURER

The secretarial duties of this officer include recording the minutes of the board and business meetings. When the secretary/treasurer cannot be present, he or she must arrange ahead of time for another board member to take the minutes. Following the annual business meeting and board meetings, the minutes are to be distributed to the board, with action items clearly indicated, and to the general membership via the newsletter. The secretary/treasurer is also responsible for maintaining: (1) the association membership list, updating it as necessary, sending out overdue notices with the April newsletter, and providing mailing labels to the newsletter editor as required; (2) association records including minutes of meetings, correspondence, election committee results, awards committee results, student scholarship committee results, and the association's archives including conference brochures and so on; and (3) the association mailbox. Prior to board meetings, the secretary/treasurer distributes an agenda, budgets, committee reports, and any other required background information. He or she also handles routine correspondence concerning membership, scholarships, and other issues that do not relate to matters of policy.

The treasurer duties of this office include maintaining the association's four major bank accounts: the general account, scholarship account, conference account, and investment account, as well as other financially related accounts such as the Post Office bulk mail permit account and the copy shop account. Additionally, he or she maintains basic financial records for the association including check register, bank receipts, and the general ledger and pays bills on behalf of the association as approved by the board of the president. The secretary/treasurer makes available a treasurer's report at the three regularly scheduled board meetings, in the December newsletter, and at the business meeting at the annual meeting. He or she also assists the president in preparing the associations annual budget that is submitted to the board of directors at their October board meeting.

To help carry out these duties, with the approval of the board of directors, the secretary/treasurer may hire professional assistance such as secretarial help in typing and distributing minutes or a tax consultant to prepare tax returns. He or she is also empowered to solicit volunteer help to perform other tasks such as maintaining the mailing list.

The secretary/treasurer is appointed by the president with the advice and confirmation of the board of directors. The secretary/treasurer serves a two year term that coincides with the president's. There is no limit on the number of terms to which a secretary/treasurer may be re-appointed.

NEWSLETTER EDITOR

The newsletter editor solicits and prepares articles of interest to the association membership. The newsletter editor also receives books sent to the association for review. The editor selects an appropriate, knowledgeable reviewer and ensures that the review is prepared in a competent and timely manner.

The editor publishes a minimum of four issues of the newsletter each year. In addition to prepared articles and book reviews, specific issues must contain the following information:

April Issue (#1 following annual meeting) - (1) a report on the conference and the annual business meeting, (2) the president's annual message, (3) the treasurer's report, (4) minutes from the board and business meetings carried on at the annual meeting, (5) a list of the newly elected officers, (6) an announcement of the student paper competition and scholarship award winners, (7) an announcement of the next year's annual meeting, hosting institution and conference chair, and (8) individual notices to those members whose dues are in arrears. September Issue (#2) - (1) reports of member's summer activities, (2) an announcement of the upcoming annual meeting, (3) first call for papers at that meeting, (4) call for nominations for officers, (5) a list of members willing to be potential nominees, (6) other election information, (7) an announcement of the student paper competition, and (8) an announcement of the student scholarship awards.

December Issue (#3) - (1) additional announcement on the upcoming annual meeting, (2) last call for papers, (3) conference pre-registration and membership renewal forms, (4) names and biographical sketches of nominees for office, (4) ballots, (5) minutes of the October board meetings, (6) the association budget, and (7) the treasurer's report from the October board meeting.

February Issue (#4) - preliminary program for the conference and any last minute conference announcements.

The newsletter editor is responsible for tracking the financial costs of the newsletter and keeping financial records of each mailing, including printing and mailing costs. Prior to the October board meeting, the editor will prepare and submit to the secretary/treasurer a proposed operating budget for the coming year. The budget will consist of a statement of expenses for the prior year, and anticipated expenses for the coming year including printing and postage costs, long distance expenses, and so on.

The newsletter editor may appoint associate editors whose terms coincide with that of the editor. If appropriate, and funds are available, the editor, with board approval, may hire a service to mail the newsletter or perform other similar tasks. However, it is the newsletter editor's ultimate responsibility to see that all functions associated with the newsletter are carried out in a timely and responsible manner.

The newsletter editor shall establish and maintain a policy information packet on publishing the newsletter with a set of guidelines that is updated regularly and passed on from one editor to the next. The information packet should include a style sheet for authors and book reviewers.

The newsletter editor is appointed by the association president with the advice and majority approval of the board of directors. The editor's term is two years and coincides with the president's. There are no limits on the number of terms an editor may serve. Associate editor appointments coincide with those of the editor.

Aurora EDITOR

The Aurora editor solicits and receives book-length manuscripts and symposium proceedings for publication in the Aurora series. He or she oversees their review by an appropriate panel of reviewers, and manages the final editing, layout, production, publication and distribution of Aurora volumes.

With board concurrence, the editor may appoint associate editors or editorial assistants to help expedite reviews and prepare manuscripts. With board approval, the editor may also hire skilled assistance with layout, design, or similar tasks. The editor supervises the work of associate editors, editorial assistants, or anyone hired to work on Aurora volume to insure the skilled and timely completion of all work. The editor shall proof-read all manuscripts after they have been reviewed by associated editors or by individual volume editors before they go to press to assure consistency in style and to catch any outstanding errors.

The editor or associate editor shall have the responsibility of corresponding directly with authors to: (1) answer queries, (2) acknowledge the receipt of manuscripts, (3) render an initial decision on whether manuscripts are or are not deemed suitable for publication by the association, (4) send promising manuscripts to at least two anonymous peer reviewers, and (5) summarize peer reviewer's comments, suggesting appropriate and necessary revisions that may make manuscripts suitable for publication.

The editor may negotiate with and select a printer for Aurora volumes. The president may empower the Aurora editor to sign contracts with printers on behalf of the association for the sole purpose of printing the Aurora volumes. The editor may also seek and manage grants to underwrite the production of Aurora volumes. However, the editor must keep the president, the board of directors, and the secretary/treasurer informed of such decisions.