

GUIDELINES FOR AAUW SAINT LOUIS METRO INTERBRANCH COUNCIL

Revised February 2017

I. PURPOSES

- a. To foster cooperation among member branches and to financially support programs and projects with area-wide implications.
- b. To open channels of communication among branches for the sharing of ideas and interests.
- c. To alert branches early to studies that involve intercity-intercounty issues needing endorsement or "Use of Name" approval.
- d. To establish a definite procedure for obtaining "Use of Name" approval among all the involved branches so that AAUW may speak with one voice on local issues.
- e. To provide leadership training for branch board members as desired.

II. MEMBERSHIP

- a. Membership in the Saint Louis Metro Interbranch (IBC) Council shall consist of
 - i. AAUW branches located within the City of Saint Louis, Saint Louis County, Saint Charles County, Jefferson County, and Franklin County.
 - ii. Branches in the process of formation, satellite branches, student affiliates, and online branches.
- b. Representation shall be by delegates chosen from within each branch.
 - i. Each branch shall have four (4) voting delegates:
 1. President
 2. Program Vice president
 3. Membership Vice president
 4. Member-at-large
 - ii. The branch delegates shall have authority to act for their branches in such matters as are not in conflict with the resolutions, statements of principle, or legislative program of AAUW or the State.

III. MEETINGS

- a. The Interbranch Council shall meet at least four (4) times a year (August, November, February, May).
- b. All meetings shall be open to branch members as well as delegates.
- c. Any branch or council members who wish to share information, request assistance, extend invitations, or make announcements should contact the chair for inclusion on the next meeting's agenda.
- d. Special meetings may be called by the chair or by three (3) delegates representing at least two (2) branches and at least five (5) days' notice of such meeting and its agenda given to the delegates. Only that business of which notice has been given shall be transacted.
- e. Voting between meetings. Between meetings of the Interbranch Council, a written, conference call or electronic vote may be taken at the request of the president on any question submitted in writing, by the previously mentioned means, to all members of the IBC. Voting shall close ten (10) days after the question has been submitted. If a majority shall vote on a question, the vote shall be counted and shall have the same effect as if cast at a meeting of the IBC. The IBC shall be immediately notified of the result and the result of the vote shall be noted in the minutes of the next IBC meeting.

IV. OFFICERS

- a. There shall be a chair, a secretary, and a treasurer.
- b. The term of office for each shall be for a period of two (2) years beginning July 1 of even numbered years.
- c. Chair
 - i. The chair is selected according to alphabetical order of the branches and shall have served as an IBC delegate.
 - ii. IBC Chair Rotation Schedule

Aug. 2016 to May 2018	Ballwin-Chesterfield
Aug. 2018 to May 2020	Ferguson-Florissant
Aug. 2020 to May 2022	Kirkwood-Webster Groves
Aug. 2022 to May 2024	St. Charles
Aug. 2024 to May 2026	St. Louis
Aug. 2026 to May 2028	Ballwin-Chesterfield

- iii. The duties of the chair shall be
 - 1. To convene and chair meetings of the Council.
 - 2. To prepare and mail to delegates, via e-mail or USPS, an agenda prior to the meeting.
 - 3. To arrange with the previous and current Treasurer to sign bank account cards.
 - 4. To appoint a secretary and such committees as may be necessary.
 - 5. To ensure that the branches are aware of their responsibilities for the annual conference/event, to serve as liaison between the branches in the conference/event planning, and to preside as the mistress of ceremonies at the annual area conference/event.
 - 6. To arrange for leadership training sessions.
 - 7. To attend state board meetings as requested by the current state president.
 - 8. To arrange for a location for the year’s meetings.
 - 9. To arrange for the publication and distribution of materials to promote the IBC branches.
 - 10. To ensure that the Barbara Lackritz AAUW Service Award selection committee is in place and serve as an ex-officio member on the committee.
 - 11. To appoint a financial review committee in May of even numbered years to review the IBC records.
 - iv. In the event of a vacancy in the office of chair, the delegates shall choose a new chair from among the council membership.
 - d. Secretary
 - i. The secretary shall be appointed by the chair.
 - ii. The duties of the secretary shall be
 - 1. To record minutes of the meetings.
 - 2. To mail minutes and meeting notices to the council via e-mail or the USPS.
 - 3. To publish and distribute to each council member at the first meeting of the organizational year these guidelines and an annual directory of the IBC officers, delegates, and branch newsletter editors.
 - 4. To determine if a quorum is present at each meeting.
 - e. Treasurer
 - i. The treasurer shall be appointed by the IBC Chair with the approval of the delegates.
 - ii. The duties of the treasurer shall be

1. To arrange with the previous treasurer and the council Chair to sign bank signature cards on the bank account for IBC operational funds.
 2. To collect all monies due.
 3. To pay all properly authorized bills.
 4. To prepare a budget for the coming year and present it to the delegates for approval.
 5. To receive all participant reservations, deposit all fees, collect and pay all bills for the annual conference/event; provide the registration committee with a master list of all paid registrants; and advise the arrangements committee of the total number of registrants and meal choices.
 6. To keep a financial record.
 7. To render a financial report at each meeting.
- iii. In the event of a vacancy in the office of treasurer, a new treasurer shall be chosen by the delegates.

V. **FINANCIAL REVIEW PROCEDURES**

- a. There shall be a financial review of the Interbranch Council treasurer's books in May of even numbered years.
- b. A committee of two (2) shall be appointed by the chair to conduct a review of the treasurer's books in May of even numbered years.
- c. The financial review report shall be presented to the IBC delegates at the August meeting.

VI. **QUORUM.** A quorum shall be declared when representatives from a majority of the branches in IBC are present.

VII. **ANNUAL EVENT.** A conference or event (herein referred to as "event") shall be held annually. Area responsibilities for the event (revised May 1991) are as follows:

- a. Chair. The IBC chair will be the official mistress of ceremonies for the event and will serve as liaison between the branches in the event planning.
- b. Treasurer. The IBC treasurer will receive all participant reservations, deposit all fees, collect and pay all bills. In addition, the treasurer will provide the registration committee with a master list of all paid registrants for preparation of name tags and advise the arrangements committee of the total number of pre-registrants and the meals they requested.
- c. Branches. The following responsibilities will be rotated among the branches:
 - i. Program
 1. Determine the subject and plan all details of the program. The initial proposals shall be presented at the August IBC meeting and must be finalized by the November IBC meeting.
 2. Secure a speaker(s) if any are to be part of the program.
 3. Obtain biography and brochures from speakers or program participants.
 4. Introduce speaker(s) and program participants.
 5. Confer with the arrangements committee, IBC chair, and IBC treasurer to determine location, registration fee, and reservation deadline for the conference.
 6. Provide information to the publicity group for preparation of newsletter flyer and pre-registration coupon.
 - ii. Arrangements
 1. Arrange for physical facilities for the event, working in conjunction with the program committee. Arrangements will need to be finalized by the November IBC meeting.

2. Confer with the program committee, IBC chair, and IBC treasurer to determine the registration fee and reservation deadline for the event and present a proposal at the November IBC meeting.
 3. Advise the publicity committee of the event location and directions to the site, fees for the conference, and other pertinent information for preparation of publicity material.
 4. Provide for serving refreshments during registration (optional) and arrange for luncheon, if to be part of the event.
 5. Arrange for microphone, lectern, audio-video materials, etc.
 6. Provide set up, clean up, and security service as may be required.
- iii. Publicity
1. Design and prepare newsletter flyer with pre-registration coupon.
 2. Distribute newsletter flyer to each branch in December for inclusion in branch newsletters two (2) months preceding the event.
 3. Send notices and invitations to Metro East branches in December for inclusion in their newsletters.
 4. Design, prepare and print programs for the event, as required, and make available to the registration committee at the time of the event.
 5. Send notice of event to editor of AAUW Missouri in Motion for inclusion in the winter edition.
 6. Send event information to the webmaster to be posted on the AAUW Missouri and AAUW IBC websites in December.
 7. Prepare and submit publicity to local media.
 8. Make arrangements for photos to be taken at the event.
- iv. Registration & Evaluation
1. Provide nametags for all pre-registered participants. Special designations should be indicated for the IBC chair, secretary, treasurer, state board members, branch presidents and IBC delegates.
 2. Have blank nametags available for late registrants and necessary corrections.
 3. Set up and staff registration table, such preparation to be completed 30 minutes prior to the scheduled start of the conference.
 4. Have programs, if prepared, available at the registration table.
 5. Devise and prepare an evaluation sheet for the event.
 6. Provide staff to distribute evaluation sheets to each event participant.
 7. Collect and tabulate results and present to IBC at first meeting following the event with copies for each branch and for IBC archives.
- v. Fundraising
1. Plan and implement a fundraising project for the event.
 2. Communicate fundraising project details to publicity for inclusion on event flyers, websites, and newsletters.
 3. Coordinate with arrangements to have necessary tables and staff for the fundraising project and the event.
 4. Set up and staff the fundraising table 30 minutes prior to the scheduled event.
 5. Clean up and distribute fundraising items.
 6. Make arrangements for collecting monies and submitting expenses and money collected by the fundraising project to the treasurer.
 7. Submit a report at the May IBC meeting on the fundraising project results.

- vi. Rotation schedule. The table below establishes the rotation for the next eight (8) years. Thereafter, a new table will be devised following the same rotation schedule.

Year	Program	Arrange.	Registr./ Eval.	Publicity	Fundraising
2017	B-C	F-F	STC	K-WG	STL
2018	STL	B-C	F-F	STC	K-WG
2019	K-WG	STL	B-C	F-F	STC
2020	STC	K-WG	STL	B-C	F-F
2021	F-F	STC	K-WG	STL	B-C
2022	B-C	F-F	STC	K-WG	STL
2023	STL	B-C	F-F	STC	K-WG
2024	K-WG	STL	B-C	F-F	STC

- VIII. **RECORDS AND ARCHIVES.** Council officers and members should make every effort to organize and maintain their records to pass on to their replacement. When sufficient time has passed, records should be boxed and sent to the Western Historical Manuscript Collection, which is stored at the Missouri Historical Society in Columbia, Missouri. Someone from the WHMC located at the University of Missouri-St. Louis will pick up these records after contacting that organization. For more information, visit: <http://whmc.umsystem.edu/donor.html>.

- IX. These guidelines can be amended by a majority vote at any regular AAUW IBC meeting.

Original Guidelines dated May 1981

Modified: November 1986

Modified: May 2009

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