

AAUW METRO ST. LOUIS INTERBRANCH COUNCIL GUIDELINES

I. NAME

The name of the organization shall be AAUW Metro St. Louis Interbranch Council. The name shall be used in all official correspondence and documents. "IBC" may be used in informal correspondence or conversation.

II. USE OF NAME

The policy and programs of AAUW shall be binding on all members engaged in AAUW activities, and no member shall use the name of AAUW to oppose such policies or programs.

III. PURPOSE

- A. To foster cooperation among member branches and to financially support programs and projects.
- B. To open channels of communication among branches for the sharing of ideas and interests.

IV. MEMBERSHIP

- A. Membership in AAUW Metro St. Louis Interbranch Council shall consist of:
 - 1. AAUW branches located within the City of St. Louis, St. Louis County, and St. Charles County.
 - 2. Branches in the process of formation and student organizations.
- B. Representation shall be by delegates chosen from within each branch.
 - 1. Each branch shall have three (3) voting delegates:
 - a. President.
 - b. Either program or membership vice president.
 - c. One (1) member-at-large.
 - d. Should a branch not have such delegated officers, it may substitute additional members-at-large.
 - 2. 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.

V. MEETINGS

- A. IBC shall meet at least four (4) times a year (August, November, February, May).
- B. Meetings may be held in person or electronically.
- C. Meetings shall be open to all branch members.
- D. Any branch or IBC 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.
- E. Special meetings may be called by the chair or by three (3) delegates representing at least two (2) branches with 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.

- F. Voting between meetings. Between meetings of IBC, 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 IBC. Voting shall close ten (10) days after the question has been submitted. If a majority shall vote on the question, the vote shall be counted and shall have the same effect as if cast at a meeting. 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.
- G. In the event of an emergency situation, voting may be asked for by the chair and enacted within a two (2) day time period.

VI. ANNUAL EVENT

An event shall be held annually. It may or may not be a fundraiser. Should the event be designated a fundraiser, the money raised will go into the general operating fund of IBC, unless otherwise specified. Each branch is responsible for an area of duties each year. See separate Annual Event Procedures document.

VII. PROGRAMS

- A. The Interbranch Council conducts several programs and activities which may change from year to year and have Program Guidelines found in separate documents. These include:
 - 1. IBC Barbara Lackritz AAUW Award program
 - 2. National Conference for College Women Student Leaders (NCCWSL) Scholarship program
 - 3. Other as determined by vote of the membership

VIII. OFFICERS

- A. There shall be a chair, or co-chairs, secretary, and a finance officer.
- 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(s).
 - 1. The chair(s) are selected according to alphabetical order of branches and shall have served as an IBC delegate.
 - 2. In the event of a vacancy in the office of chair, her branch shall appoint a replacement to fill out her term.
 - 3. IBC Rotation Schedule:
 - August 2022 to May 2024 - St. Charles
 - August 2024 to May 2026 - St. Louis
 - August 2026 to May 2028 - Ballwin-Chesterfield
 - August 2028 to May 2030 - Ferguson-Florissant
 - August 2030 to May 2032 - Kirkwood-Webster Groves

4. The duties of the IBC Chair(s) shall be:
 - a. To convene and chair meetings of IBC.
 - b. To prepare and mail to delegates, via email or USPS, an agenda prior to the meeting.
 - c. To arrange with the previous and current financial officer to sign bank account cards
 - d. To appoint a secretary and such committees as may be necessary.
 - e. To ensure that the branches are aware of their responsibilities for the annual event and that the committee is in place, and act as, or appoint, a chair approved by the event committee. She will attend all meetings of the committee.
 - f. To attend state board meetings.
 - g. To arrange for the location for the year's meetings when held in person.
 - h. To arrange for the publication and distribution of materials to promote the IBC branches.
 - i. To appoint the IBC Barbara Lackritz AAUW Award facilitator and act as an advisor to her.
 - j. To appoint a NCCWSL selection committee represented by a member of each branch and serve as an ex officio member at meetings.
 - k. To appoint a financial review committee in June of even-numbered years to review the financial records.
 - l. To communicate with the web manager to keep the website updated.
- D. The secretary shall be appointed by the chair(s).
 1. The duties of the secretary shall be:
 - a. To record minutes of the meeting and send to the IBC members within two (2) weeks of the meeting.
 - b. To mail minutes and meeting notices to the IBC members via email or USPS.
 - c. To publish and distribute to each IBC member at the first meeting of the organizational year the guidelines and a directory of the IBC officers, delegates, and branch newsletter editors.
 - d. To determine if a quorum is present at each meeting.
 - e. To post the approved minutes to the website.
- E. The finance officer shall be appointed by the IBC chair with the approval of the delegates.
 1. The duties of the finance officer shall be:
 - a. To arrange with the previous finance officer and IBC chair(s) to sign bank signature cards on the bank account for AAUW Metro St. Louis Interbranch Council bank account(s).
 - b. To collect all monies due.
 - c. To pay all properly authorized bills.
 - d. To prepare a budget for the coming year and present it to the delegates for approval at the August meeting.

- e. To be an ex officio member of the event committee to ensure fiscal oversight of all funds.
- f. To keep financial records to support all receipts and expenditures. Such records shall include bank statements; check and debit request forms or other means of requesting payment, such as copies of email messages; deposit records; reports; and check registers (paper or electronic).
- g. To render a report at each meeting.

IX. FINANCIAL REVIEW PROCEDURES

- A. There shall be a financial review of the IBC'S financial officer's books before the August meeting of even-numbered years.
- B. A committee of two (2) shall be appointed by the chair to conduct a review of the finance officer's books in June of even-numbered years.
- C. The financial review report shall be presented to the IBC delegates at the August meeting.

X. QUORUM

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

XI. 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 State Historical Society of Missouri (SHSMO) at the Thomas Jefferson Library at UMSL. stlouis@shsmo.org

XII. These guidelines may be amended by a majority vote at any regular IBC meeting.

Original Guidelines dated May 1981
Modified: November 1986
Modified: May 2009
Modified: August 2011
Modified: February 2012
Modified: August 2012
Modified: August 2015
Modified: February 2017
Modified: June 2022