

GUIDELINES FOR AAUW ST. LOUIS METRO INTERBRANCH COUNCIL (IBC)

Revised August 2011

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 St. Louis Metro IBC shall consist of
 - i. AAUW Branches located within the City of St. Louis, St. Louis County, St. 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. Vice president (program)
 3. Vice president (membership)
 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 the AAUW or the State.

III. MEETINGS

- a. The IBC shall meet at least four 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 member who wishes to share information, request assistance, extend invitations, or make announcements should contact the chair for inclusion on the next meeting's agenda.

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 years beginning July 1st 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. 2010 to May 2012	Kirkwood-Webster Groves
Aug. 2012 to May 2014	St. Charles
Aug. 2014 to May 2016	St. Louis
Aug. 2016 to May 2018	Ballwin-Chesterfield
Aug. 2018 to May 2020	Creve Coeur
Aug. 2020 to May 2022	Ferguson-Florissant

- 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 trifold brochures to advertise the IBC branches, their meeting dates, times, and locations, as well as any other applicable information, such as projects or programs, that the council members request. Brochures are to be placed in public libraries. Brochure guidelines are as follows:
 - a. Approximately 1000 copies are printed on paper
 - b. Banded packets of 25 are divided for distribution
 - c. The St. Louis City and the St. Louis County library systems do their own distribution
 - i. The number of libraries within their system should be determined
 - ii. That number of packets should be distributed to the main library with a request for distribution to the branches
 - d. Council members living near other public libraries should distribute the packets to them (e.g., Brentwood, Rock Hill, St. Charles, Ferguson, Maplewood, Valley Park, Kirkwood, Richmond Heights etc.)
 10. To ensure that the Barbara Lackritz AAUW IBC Service Award selection committee is in place, and serve as an ex-officio member on the committee
 11. To appoint a financial review committee 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. The Secretary shall 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 IBC treasurer's books in May of even numbered years.
- b. A committee 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 first 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 shall be held annually. Area conference responsibilities (revised May 1991) are as follows:

- a. Chair. The IBC chair will be the official mistress of ceremonies for the conference/event and will serve as liaison between the branches in the conference 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. Have responsibility for introducing speaker(s) or program participants.
 5. Confer with arrangements committee, IBC chair, and IBC treasurer to determine location, registration fee, and reservation deadline for the conference
 6. Provide information to publicity group for preparation of newsletter flyer and pre-registration coupon

- ii. Arrangements.
 1. Arrange for physical facilities for conference, working in conjunction with program committee. Arrangements will need to be finalized by the November IBC meeting.
 2. Confer with program committee, IBC chair, and IBC treasurer to determine registration fee and reservation deadline for the conference, and present a proposal at the November IBC meeting.
 3. Advise publicity committee of program facility 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 conference.
 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 invitation to Metro East branches in December for inclusion in their newsletters.
 4. Design, prepare and print programs for the meeting, as required, and make available to registration committee at time of conference.
 5. Send notice of conference to editor of *AAUW Missouri in Motion* editor for inclusion in the winter edition.
 6. Send information of the conference/event to the webmaster to be posted on the AAUW Missouri and AAUW IBC websites in December.
 7. Prepare and submit notice for publicity to local media.
 8. Make arrangements for photos to be taken at the conference/event.
- iv. Registration.
 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.
- v. Evaluation:
 1. Devise and prepare an evaluation sheet for the conference.
 2. Provide staff to distribute evaluation sheets to each conference participant
 3. Collect and tabulate results and present to IBC at first meeting following conference with copies for each branch and for IBC archives.
- vi. Fund Raising
 1. Plan and Implement a fund raising project for the conference/event
 2. Communicate fund raising project details to publicity for inclusion on the conference/event flyers, websites, and newsletters.
 3. Coordinate with arrangements to have necessary tables and staff for the fund raising project and the conference/event.
 4. Set up and staff the fundraising table 30 minutes prior to the scheduled conference/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.
- vii. Rotation schedule. The table below establishes the rotation for the next six (6) years. Thereafter, a new table will be devised following the same rotation schedule.

Year	Program	Arrange.	Eval.	Publicity	Registr.	Fundraising
2011	B-C	F-F	K-WG	StC	StL	CC
2012	K-WG	CC	StC	StL	F-F	B-C
2013	StC	B-C	F-F	CC	StL	K-WG
2014	StL	K-WG	B-C	F-F	CC	StC
2015	F-F	StC	CC	B-C	K-WG	StL
2016	CC	StL	B-C	K-WG	StC	F-F
2017	B-C	F-F	K-WG	StC	StL	CC
2018	K-WG	CC	StC	StL	F-F	B-C
2019	StC	B-C	F-F	CC	StL	K-WG

VIII. BARBARA LACKRITZ AAUW SERVICE AWARD

- a. Purpose. The purpose of the Barbara Lackritz AAUW Service Award is to recognize:
 - i. One who upholds the mission of AAUW by advancing equity for women and girls through advocacy, education, philanthropy and research?
 - ii. AAUW service and leadership
 - 1. Service to AAUW (local, state, regional, national, and/or international)
 - 2. Leadership in AAUW
 - iii. Non-AAUW service and leadership
- b. Recipient Qualifications
 - i. An AAUW member for at least 5 years (branch or National member)
 - ii. Member in good standing of a St. Louis IBC branch (minimum one year)
 - iii. Uphold the mission of AAUW
- c. Award Process
 - i. Each branch may nominate one person per award cycle by submitting the appropriate information and completing the application form by the designated deadline
 - ii. Nominations will not be held over from one year to the next but may be re-submitted by the branch in subsequent years
 - iii. Nomination forms may be returned to the branch if so requested
 - iv. Nomination forms will be submitted to the IBC Barbara Lackritz AAUW Service Award committee chair
 - v. Nomination forms must be submitted a minimum of 60 days prior to the annual IBC event. IBC will determine the exact date of submission.
- d. Nomination/Application Form and Evaluation/Selection Form (see attachments)
 - i. The selection committee will meet as designated by the committee chair to evaluate and rate the nominees' qualification as submitted on the nomination forms, utilizing the evaluation form
 - ii. Each committee member will rate each application/nominee on an evaluation form

- iii. The committee chair and the IBC representative will tabulate the evaluation forms at the end of the selection meeting. The nominee with the highest rating will be the recipient of the award
 - iv. The recipient's name is to remain confidential to the committee until February.
 - e. The Award
 - i. There will be one recipient
 - ii. The award will be given each year at the annual IBC conference/event
 - iii. The recipient will be given a small plaque/star/memento and certificate
 - f. Selection Committee
 - i. There will be one representative from each of the branches of IBC for a total of six members. The IBC chair will serve as a non-voting ex-officio member. In the event of a tie the IBC Chair will cast the deciding vote.
 - ii. Representatives will be elected or appointed by each branch by the May IBC meeting.
 - iii. The committee will self-select a chair from one of the six representatives selected by the branches to serve on the Lackritz committee. The selected chair will have the same voting rights as the other five selected representatives.
 - iv. A written program for the Lackritz Award will be prepared and distributed at the annual event that includes:
 - 1. The award recipient's name and branch(es) and the date of the annual event
 - 2. A listing and thank you to the members of the selection committee
 - 3. A write-up of recipient's qualifications as enumerated on the application
 - 4. A listing of past recipients, beginning with Barbara Lackritz, Creve Coeur and Kirkwood-Webster Groves, Ballwin-Chesterfield (2003); Shirley Breeze, Ferguson-Florissant, and Shirl Garhart, Creve Coeur (2004); Jean Shull, Kirkwood-Webster Groves (2005); Ella M. Bettinger, St. Louis and Kirkwood-Webster Groves (2006); Carol Davis McDonald, St. Louis and Kirkwood-Webster Groves (2007), Julia Triplett, Ballwin-Chesterfield (2008); Lynne Roney, Kirkwood-Webster Groves (2009) and Barbara Barnett, St. Charles; Betty Takahashi, St. Charles (2011).
- IX. 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>.
- X. 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

Modified: August 2011

Example



**AAUW Metro St. Louis
Interbranch Council**



To: IBC Branch Presidents
From: Leslie Wier and Dr. A. Patricia Shores
Re: 2011-2012 Barbara Lackritz AAUW Service Award
Date: September 20, 2011

Application Due Date: Friday, December 9, 2011

We have attached the following information for nominating one of your members for the Barbara Lackritz AAUW Service Award:

1. The Barbara Lackritz AAUW Service Award portion of the latest IBC Guidelines which were revised in August, 2011.
2. The Metro St. Louis Interbranch Council (IBC) Barbara Lackritz AAUW Service Award application.

Some things to remember:

1. Only one nomination may be submitted by each branch.
2. Consult the nominee when you fill out the application so the information is accurate and complete.
3. When organizing the data asked for in Pages 1 through 5 of the application, please be very specific in the information you list.
4. Call or email, Leslie Wier, at 314.878.1305 or wierls@sbcglobal.net, or Pat Shores, at 636.938.3958 or apatriciashores@att.net with questions or comments.
5. Make a copy of the application to keep before you send it to Pat at 938 Stone Spring Drive, Eureka, MO 63025.
6. Postmark your branch's application no later than Friday, December 9, 2011.

Thank you for participating in the 2012 Barbara Lackritz AAUW Service Award nomination process to recognize outstanding St. Louis AAUW members.

The Metro St. Louis Interbranch Council (IBC)
Barbara Lackritz AAUW Service Award

2011 – 2012 Application Form

Deadline: Application must be postmarked no later than
Friday, December 9, 2011

Purpose of the Award

The purpose of the Metro St. Louis IBC Barbara Lackritz AAUW Service Award is to recognize an AAUW member who meets the following criteria:

- 1. Upholds the mission of AAUW by advancing equity for women and girls through advocacy, education, philanthropy, and research.
2. Provides service to AAUW at local, state, regional, professional, and/or international levels.
3. Provides leadership to AAUW at local, state, regional, professional, and/or international levels.
4. Provides leadership in non-AAUW areas in the community, religious, professional, and/or political arenas.

Qualifications

Nominee must be:

- 1. An AAUW member for at least 5 years (branch or National Member)
2. A member in good standing of a St. Louis IBC branch for a minimum of one year
3. A person who upholds the mission of AAUW

Branch Submitting Nominee _____

Branch Contact Person _____ Phone _____

Title _____ Email _____

Address _____ City/ST _____ Zip _____

Name of Nominee _____ Phone _____

Address _____ City/ST _____ Zip _____

AAUW Membership Number _____ Email _____

Length of membership in AAUW _____ Branch and/or _____ MAL

Names and locations of previous branches (if applicable) _____

We hereby submit this application with the full support of our branch board.

Branch Officer's Signature Branch Position Date

Please provide the information for items 1-7 on separate sheets of paper using a 10 point font size

Describe how your nominee has fulfilled the following:

- Page 1. Upholds the mission of AAUW by enhancing equity for women and girls through advocacy, education, philanthropy, and research. (This may be exemplified by attendance at AAUW events/meetings, providing financial support, mentoring, advocacy and other similar activities.)
- Page 2. Provides service to AAUW at local, state, regional, national, and/or international levels. (Service should reflect such activities as volunteering for projects, serving on committees, being a program presenter, or other non-leadership activities.)
- Page 3. Provides leadership to AAUW at local, state, regional, national, and/or international levels. (Leadership should reflect elected or appointed positions and major accomplishments.)
- Page 4. Provides service and leadership in non-AAUW areas in their community, professional, religious and/or political arenas.
- Page 5. One letter of support from your Branch's Board for the nominee.
- Page 6. and 7. No more than two additional letters, which may come from any other AAUW Member.

Submit application and letters postmarked no later than
Friday, December 9, 2011, to:

Dr. A. Patricia Shores, Co-Chair
IBC Barbara Lackritz Service Award Committee
938 Stone Spring Drive
Eureka, MO 63025
636.938.3958, home phone and 636.448.4387, cell phone
apatriciashores@att.net

Example



**The Sixth Annual Barbara Lackritz
AAUW Service Award**

Presented to



JULIA TRIPLETT

AAUW Ballwin/Chesterfield Branch

by

The AAUW Metropolitan St. Louis
Interbranch Council

Saturday, March 15, 2008
at the Annual St. Louis IBC Spring Fling Luncheon

Example



**The Seventh Annual Barbara Lackritz
AAUW Service Award**



presented to

LYNNE RONEY

AAUW Kirkwood-Webster Groves Branch

by
the AAUW Metropolitan St. Louis
Interbranch Council

Saturday, March 14, 2009