

POLICIES AND PROCEDURES
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN (AAUW)
CONTRA COSTA COUNTY CALIFORNIA INTERBRANCH COUNCIL

I. Purpose

The AAUW Contra Costa County California Interbranch Council (IBC or the Council):

- Encourages multi-branch activities
- Alerts member branches to act on intercity or inter-county issues
- Establishes positions on issues affecting the interbranch area
- Engages in activities that enhance and promote AAUW membership and programs
- Promotes leadership training

II. Membership and Dues

- A. Voting members of the IBC shall be the branch president or a designated branch member from each of the eight AAUW branches located in Contra Costa County plus the Benicia-Vallejo branch from Solano County.
- B. IBC officers and any AAUW members in the area who serve on the state or national AAUW level are ex-officio, non-voting members of the IBC. An individual serving as an IBC officer may only have a vote if simultaneously serving as the voting representative of a member branch.
- C. Each branch shall pay dues no later than the first meeting of the IBC in the new IBC year.
- D. Dues for each branch are determined by the IBC based on the February 1 AAUW count of annual, life, dual, and student affiliate members.
- E. Current dues are:

Membership	Dues amount
1 to 50	\$25
51 to 75	\$30
76 to 100	\$40
Over 100	\$50

III. Meetings

- A. Council meetings must not conflict with the AAUW or AAUW CA conventions. The IBC meetings shall be scheduled so as not to conflict with branch general or board meetings, but once the IBC meeting schedule for the year is established, the member branches commit to not scheduling branch meetings or events that conflict with IBC meetings.
- B. The Council secretary shall send members the agenda and minutes of the previous meeting at least one week prior to the meeting date.
- C. All meetings will be accessible to persons with disabilities.
- D. All meetings will be held in a location that will serve the membership for maximum representation.
- E. Meetings are open to any AAUW member or invited guests.

IV. Meeting Agenda

- A. The chair shall set the agenda. The chair shall receive items which branches wish placed on the agenda at least ten days prior to the meeting. It is incumbent upon branches initiating action to provide supportive studies and materials to the chair when requesting a place on the agenda. The initiating branch shall be responsible for making the presentation.
- B. Items requested prior to the meeting will be on the agenda. Other items will be addressed as time allows.
- C. Priorities of agenda items shall be determined using the following order:
 1. Highest priority will be given to issues involving the largest number of branches.
 2. High priority will be given to items needing speedy resolution.
 3. Unscheduled items may be brought up under new business on the agenda according to established procedures.

V. IBC Elected Officers General Responsibilities

The responsibilities of the chair, vice chair, secretary and finance officer are detailed in Appendix A to this policies and procedures document.

VI. Budget

- A. The Budget Committee shall consist of the finance officer as chair and the IBC chair.
- B. The committee shall meet in July or August at the call of the finance officer to review and adjust the budget.
- C. The proposed budget will be presented to IBC members for approval at its first meeting of the fiscal year.
- D. Each officer, elected or appointed, having budget funds, shall be responsible for approval of bills and receipts for her/his committee and for keeping a current account of funds remaining in her/his budget. The finance officer shall issue checks only after approval of receipts and bills.

VII. Finance

- A. IBC financial records must be reviewed annually. The chair will work with the finance officer to identify an IBC member who will perform this service.
- B. The review shall be conducted after the finance officer has closed the fiscal year's books. A report shall be submitted at the first IBC meeting of the year.
- C. Any non-budgeted expenditure must be approved by the Council.
- D. All transfers and payments must be made by check.
- E. Finance officer and chair (or designated individual) will be signatories on the checking account.
- F. The fiscal year shall correspond to that of AAUW and begin on July 1 and end on June 30.

VIII. Reimbursement

All receipts for reimbursement should be submitted to the finance officer within 30 days of the date the expense was incurred with the exception of telephone expenses.

IX. Programs/Events/Meetings

- A. When a reservation for a paid meal at an event is required, a reservation made means that the member is liable for the amount of the meal whether she/he attends or not.
- B. Members shall not sell tickets to non-AAUW events or advertise them during IBC meetings or events.

X. Committees

- A. There shall be a nominating committee of one representative from each of three branches, determined on a rotational basis. The committee chair shall be selected in accordance with the bylaws.
- B. There shall be a Tech Trek ice cream social planning committee of one representative from each of three branches, determined on a rotational basis. The committee members shall select its chair. If a branch does not participate in Tech Trek or decides not to have its Tech Trek campers participate in the IBC ice cream social, it is still expected as an IBC member to fully participate in the event planning when it is that branch’s turn to serve on this committee.
- C. Other committees and/or task forces may be established with the consent of the Council.
- D. The rotation of branch assignments to the standing committees shall be as follows:

	Nominations Committee	Tech Trek Ice Cream Social Planning Committee	Bye
2015-2016	Orinda-Moraga-Lafayette West Contra Costa Clayton	Danville-Alamo-Walnut Creek Benicia-Vallejo Delta Contra Costa	Pleasant Hill-Martinez San Ramon Concord
2016-2017	Pleasant Hill-Martinez San Ramon Concord	Orinda-Moraga-Lafayette West Contra Costa Clayton	Danville-Alamo-Walnut Creek Benicia-Vallejo Delta Contra Costa
2017-2018	Danville-Alamo-Walnut Creek Benicia-Vallejo Delta Contra Costa	Pleasant Hill-Martinez San Ramon Concord	Orinda-Moraga-Lafayette West Contra Costa Clayton

XI. Outside Organizations

- A. No financial donations of any kind shall be made to outside organizations.
- B. No outside organization shall be allowed to promote its fundraising activities or sell tickets at Council meetings.
- C. Any Council directory shall not be made available to outside organizations for recruiting or solicitation.
- D. When joining with other organizations in a coalition, the Council must retain control of the use of the name "AAUW." The objectives of the coalition must not conflict with AAUW's mission statement. Financial support can include dues or a commitment to participate in the on-going financial support of the common objective. The decision to join the coalition and the amount of financial support must be approved by the Council.

XII. Endorsement Procedure

- A. Per AAUW policy, candidate endorsements may only be considered for non-partisan office.
- B. A committee appointed by the chair will formulate a list of questions and send by

registered mail, return signature requested, a packet to all candidates and issue representatives at least three months before the election. This packet will include the list of questions, a copy of these endorsement policies, the AAUW use of name policy, a request for written answers to the list of questions and a deadline for returning the materials requested.

- C. The chair shall send all branch presidents the candidates' written answers as soon as possible after the return deadline but at least two weeks before the next IBC meeting.
- D. At the next IBC meeting, branch presidents or their representatives shall vote to endorse. A 2/3 vote is required for endorsement. The IBC may choose to endorse no candidate or more than one candidate.

Attachment A - Responsibilities of IBC Elected Officers

Chair

The chair is administrator/coordinator and supports the mission of AAUW.

1. Serves as official representative of the IBC in activities of AAUW at all levels.
2. Presides at all IBC meetings.
3. Appoints chairs of all task forces and committees except the nominating committee and those chairs provided for by election.
4. Submits a list of incoming IBC officers to AAUW CA.
5. Ensures IBC bylaws are in conformity with the AAUW Charter and Bylaws after each AAUW convention and with the AAUW CA Bylaws after each state convention.
6. Serves as ex-officio member of all IBC committees except the nominating committee.
7. Knows and implements business-like procedures and processes.
8. Keeps experience notebook and/or electronic files.

Vice Chair

1. Presides at meetings at the request of, or in the absence of, the chair.
2. Serves as ex-officio member of all committees except the nominating committee.
3. Performs duties as requested by the chair.
4. Keeps experience notebook and/or electronic files.

Secretary

The secretary is recording officer and custodian of all records except those specifically assigned to others.

1. Works with the chair to prepare the order of business as requested.
2. Sends out notices of meetings as requested.
3. Works closely with the chair to achieve smooth-flowing businesslike meetings.
4. Records attendance at IBC meetings.
5. Keeps minutes of all regular and special meetings.
6. Sends a copy of minutes of the previous regular meeting, together with a list of unfinished business, to the chair within two weeks of the IBC meeting.
7. Sends a copy of the minutes of the previous IBC meeting to members within 2 weeks of the meeting.
8. Keeps minutes of IBC meetings forever, as they are the legal record of the organization.
9. Retains all communications received and copies of all letters sent by IBC.
10. Performs other duties requested by the chair.
11. Keeps experience notebook and/or electronic files.

Finance Officer

1. Chairs budget committee, meets with the IBC chair in July or August to create a budget, presents proposed budget at first meeting, and provides final review at the last meeting.
2. Receives all monies due to IBC including member dues.

3. Pays all bills provided for in the budget or verified by the chair.
4. Keeps an accurate set of financial records.
5. Submits year-end reports to the state chief financial officer by the deadline.
6. Manages IBC's bank account.
7. Gives a financial report at the first IBC meeting of the year and at other times as requested by chair.
8. Bills any person who fails to cancel a reservation in time to recover any IBC up-front payment.
9. Retains all IBC financial records for a period of seven years or in accordance to IRS regulations.
10. Ensures IBC financial records are reviewed annually.
11. Performs other duties as requested by the chair.
12. Files IRS Exemption before November 15 using form 990N. Files FTB exemption before December 15 using form 199.
13. Keeps experience notebook and/or electronic files.

Last Amended November 17, 2015