

MARYLAND STATE COMMITTEE FOR GIRLS AND WOMEN'S SPORTS

OPERATING CODE

January, 1958

I. Name

The organization shall be called the Maryland State Committee for Girls and Women's Sports. This name indicates that the committee is a part of the Division of Sports for Girls and Women of the AAHPER.

II. Purpose

It shall be the purpose of the Maryland State Committee for Girls and Women's Sports to promote desirable sports programs for girls and women by:

- A. Publicizing and disseminating information concerning standards, publications and services of the Division.
- B. Participating in local and state teachers' meetings through demonstrations, clinics, consultation and advisory services.
- C. Establishing a liaison between DGWS and lay and professional organizations.

III. Organization

A. Membership

1. The Executive Committee members, who shall hold membership in the AAHPER and the Maryland AHPER are: Chairman, Past-Chairman, and Chairman-elect.

The following must be members of the Maryland AHPER: a representative from each of the Six Districts of the Maryland AHPER, the State Sports Chairmen, WNORC State Coordinator, and the Liaison person with State High School Athletic Association.

2. The other members are: Recreation Representatives from Baltimore City and the counties; representative from the State Department of Education; representatives from the P.T.A., C.Y.O., and organizations interested in sports for girls and women; State A.F.C.W. President; Maryland GSA Representative; a woman student representative from each college and university in the state; advisory members; and DGWS officers, members of the Legislative Board, members of DGWS Committees and sub-committees residing in the state; college representative, private school representative, Women Supervisors of Secondary Girls' Sports in Baltimore City and counties, public school representatives from both junior and senior high school areas, chairman of each WNORC Board, and any others interested.

B. Government

1. The Executive Committee consists of the members of III,A,1, above who have voting privilege.
2. The District Representatives shall be elected by their respective district. It is recommended they serve for a term of two years. Vacancies occurring within the districts shall be filled in whatever routine manner is set up in that district.
3. The advisory members shall be women who have served DGWS at the national and state level.
4. It shall be the duty of the state executive committee to establish policy and to pass on all legislation necessary for the conduct of the State Committee. The policies shall be in harmony with those established by DGWS. Legislation may be initiated within the committee or the division.
5. The State Committee shall meet three times a year; fall, winter, and spring. Special meetings may be called by the Chairman by written request of a majority of the State Committee.

6. A simple majority either in person or by proxy shall constitute a quorum in the Executive Committee.

C. Officers

1. The officers shall consist of the Chairman, the Past Chairman, Chairman-elect, Secretary, Treasurer, publicity manager.

a. Chairman

(1) Duties

- (a) Term of office shall be two years
- (b) Preside at all meetings of the Committee
- (c) Appoint all committees to carry on the work of the committee
- (d) Votes only when it is necessary to cast the deciding vote in a tie
- (e) Recognized as the official representative of the DGWS in the state
- (f) Responsible to the Division for all DGWS requested information in the state. This responsibility may be delegated
- (g) Responsible for setting dates and preparing agenda for the three State Executive Committee meetings
- (h) Organize, coordinate, promote DGWS work in the State to the best of her ability. The current Handbook for State Chairman shall be her guide
- (i) Recommend candidates to the State Executive Secretary of the HSAA for the position of liaison person with DGWS
- (j) State Committee Personnel-these shall be appointed by the State Chairman
 - (1) Representative from College
 - (2) Representative from Private School
 - (3) Representative from Junior and Senior High School
 - (4) These shall be invited by State Chairman: Women Supervisors of Secondary Girls' Sports in Baltimore City and the counties, and the WNORC Board Chairman

b. Chairman-elect

(1) She shall be elected by ballot at the Secondary Girls' Section Meeting or a complimentary type of meeting at the March MAHPER meeting or my mail vote of the ballots published in the March News and Views. The members of the Maryland AHPER may vote either way.

(2) Duties

- (a) Term of office shall be two years
- (b) Act for the Chairman in her absence
- (c) Automatically succeed to the Office of Chairman at the end of the two year term of office
- (d) In case of the resignation or death of Chairman, she shall succeed her for the unexpired term
- (e) Assist with the promotion of clinics, demonstrations, and planning of meetings

c. Past Chairman

- (1) Act as chairman of nominating committee
- (2) Term of office shall be two years
- (3) Serves in an advisory capacity and carries through large projects

d. Secretary

- (1) Elected by the members of the Executive committee from their group at the spring meeting
- (2) Term of office shall be one year unless reelected
- (3) Keep an accurate report of the business at the meetings
- (4) Distribute copies of the minutes to members of the Executive Committee
- (5) Notify in writing all members of the Executive Committee of the meeting thirty days prior to any proposed meeting
- (6) To perform such other duties as the State Committee may direct

(7) Collect job analyses from all officers and committee chairmen at the completion of their jobs

e. Treasurer

- (1) Elected by the executive committee from their group at the spring meeting
- (2) Term of office shall be one year unless reelected
- (3) Disburse all funds in accordance with the provisions of the financial regulations of the State Committee
- (4) Perform such other duties as the State Committee may direct
- (5) Submit a financial report in writing to the State Committee Chairman by June 1

f. Publicity Manager

- (1) Selected by the members of the Executive Committee from their group at the spring meeting
- (2) Term of office shall be one year unless reelected
- (3) Arrange for and prepare display and sell all DGWS publications and materials for state and local meetings of the Maryland AHPER and meetings sponsored by organizations interested in sports for girls and women
- (4) Work closely with the Maryland AHPER Director of Publicity
- (5) Take care of all news publicity

2. All officers shall assume their duties on June 1 following their election.

IV. Committees

A. The Nominating Committee shall have as Chairman the Past-Chairman of the State Committee or, if she is unable to serve, a member of the Executive Committee shall be appointed by the State Chairman. Two additional members from the Executive Committee shall be appointed by State Chairman. This Committee shall make nominations for all offices of Chairman-elect and secretary. Consent of nominees must be obtained before placing names on the ballot. The slate shall be presented to the Chairman of the State Committee six weeks prior to week when balloting shall take place

B. The Operating Code Committee shall consist of three members with a designated chairman appointed by the State Chairman. They shall see that the actions of the State Committee are in accord with the Operating Code and that amendments and revisions are proposed to keep the Operating Code functional

C. Special Committees may be created as the need arises. These committees shall be appointed by the State Chairman. Only the chairmen of these committees shall be members of the Executive Committee.

V. State sport chairmen are appointed by the State Chairman when direction in a specific sport is needed in the state. These Chairmen shall serve on the Executive Committee. The duties of the State Sports Chairmen shall be:

- A. Survey conditions in their sports within the state
- B. Stimulate desirable participation, report undesirable conditions to the Executive Committee and assist in planning ways to correct them
- C. Contact national sport Sub-Committee Chairman in regard to rule changes, articles for Guides, needs in the field
- D. Conduct clinics for the sport concerned. Ask the officials rating committee to be responsible for all officiating done at the clinics

VI. Conduct

A. Financial Report

This shall be presented in writing to the State Chairman by June 1. The report to the State Committee shall be given at the fall meeting.

B. Special Projects

These shall be submitted to the Executive Committee for consideration. If they meet the criteria established by DGWS additional funds may be requested.

C. Rules of Order

All business shall be conducted according to Robert's Rule of Order.

D. Amendments

The Operating Code may be amended by a simple majority of the State