

Template for proposed Procedures Manual

Revised 5/9/18

Department of Colorado Girls State

Current reading as found in bylaws	Proposed change	If adopted, it will read as follows:
<p>There is nothing in the Procedures manual about CGS except for one line under Secretary/Treasurer.</p>	<p>Everything is new.</p>	<p>Colorado Girls State (CGS)</p> <ol style="list-style-type: none"> 1. There shall be a Colorado Girls State Steering Committee, (CGSSC), consisting of three members who serve six-year terms. 2. There shall be at least one Past Department President (PDP) on the committee if at all possible. 3. Beginning in 2020, and every even-numbered year thereafter, one Steering Committee member shall vacate her seat. Any Department of Colorado ALA member in good standing will be encouraged to apply to fill the vacancy. The Steering Committee shall evaluate and then recommend to the incoming Department President names of potential replacements for the retiring member. The Department President shall name her choice, subject to ratification by the Department Executive Board (DEB). <ol style="list-style-type: none"> a. All appointees shall have knowledge of Colorado Girls State (CGS), as well as experience serving at the CGS program. b. All committee members are expected to be familiar with and adhere to the current National and Department Constitution and Bylaws, Standing Rules, Procedure Manual, and the Girls State Program and Operations Guide. 4. After the addition of a new member, the committee will select its own chairman. 5. CGSSC Chairman Duties: <ol style="list-style-type: none"> a. With the committee, verify that the CGS program remains in compliance with the National

		<p>Girls State guidelines set forth in the Girls State Program and Operations Guide.</p> <ul style="list-style-type: none">b. Call meetings of the CGSSC when needed.c. Notify in writing all staff members including Junior Counselors whether or not they were selected for the program by mid-February.d. Writes the Mid-year and Year-End reports for Department and National with input from the Director. <p>6. CGSSC Committee Member duties:</p> <ul style="list-style-type: none">a. Provide guidance and structure for the CGS program. Accept duties wherever needed to insure the smooth operation of the CGS program.b. Evaluate the applications for members who desire to serve on the Steering Committee and provide recommendations to the incoming President.c. Oversee and help make decisions along with the CGS Director and Assistant about every aspect of the program, including finance, speakers, themes, CGS staff, and venue.d. Confirm that all funds go through the Department Secretary/Treasurer and all contracts are signed by the Department Secretary/Treasurer.e. Participate in the program if at all possible.f. Following the conclusion of the CGS program in June and no later than the call to order of Department convention, the CGSSC shall provide to the incoming Department President a recommendation for the CGS Director for the following year, subject to the ratification of the DEB.g. Contribute to the de-briefing and planning for next year's program.
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Submitted by: These guidelines are submitted by the Colorado Girls State Steering Committee, Susie Bozella, Chairman, Diane Erickson, and Karen Boehler.

Rationale for guidelines: Currently there is only one sentence in the Procedures manual concerning Colorado Girls State and it is under the duties of the Secretary/Treasurer. These additional guidelines will explain the duties of the CGS Steering Committee, the duties of the CGS Operations Committee, and the duties of the Department Secretary/treasurer.

Recommendation: (This is where the bylaws committee can provide the members with their recommendation to either adopt or reject the amendment)

* = identify if amending by one of the following methods:

1. Amend by adding word or words – usually at the end of a sentence
2. Amend by striking word or words (removes the word or words from the bylaw)
3. Amend by striking word or words and inserting new word or words – aa combination of 1 and 2

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4. Amend by adding a whole new section or article