The Alliance of Queer and Ally Students are holding elections for the remainder of the 2012-2013 academic year AND the 2013-2014 on Wednesday, Feb. 20th in 302 Student Services, The LBGT Resource Center, at 5pm.

Nominations shall follow a “I nominate _____________ for the position of _______” format and self-nominations are accepted.

Please send all nominations to lbgtrc@msu.edu prior to 5pm on Wednesday, Feb. 20th. Nominations from the floor will be accepted.

All seats are up for election and are listed below, along with their duties according to our bylaws:

- **Chairperson**
  - Facilitates meetings, prepares agendas for all business meetings
  - Acts as the spokesperson for the Alliance, coordinates the representatives to ASMSU and RHA
  - Have secondary signatory power in all transactions involving the expenditure of funds
  - Ensure that the Alliance adheres to ASMSU and University guidelines,
  - Delegate responsibilities from all unfilled Executive Board and “other office” positions as deemed necessary
  - Assist ASMSU General Assembly Representative in the coordination, introduction, and oversight of bills to the Programming Board docket on behalf of the Alliance
  - Delegate any other responsibilities as deemed necessary.

- **Vice Chairperson**
  - Coordinate panels as deemed necessary
  - Ensure that the constitutions maintained and that any necessary changes are addressed in a timely fashion
  - Facilitates intragroup communication and enforces the internal procedures and policies for the Alliance
  - Act as a liaison between the Alliance and the residential LBGT caucuses

- **Office Manager**
  - Office maintenance
  - Library maintenance
  - Act as a historian
  - Make thorough records of business meetings and distribute them to the Executive Board and other interested persons within forty-eight hours

- **Treasurer**
  - Shall maintain a detailed financial record of all transactions
  - Shall provide a statement of accounts when necessary
  - Shall present a yearly operating budget when applicable
- Have primary signatory power in all transactions involving the expenditure of funds
- Shall coordinate the introduction and oversight of bills to the Programming Board docket on behalf of the Alliance along with General Assembly Representative, the Chair, Vice Chair, or another Executive Board member
- Shall coordinate the appeal of funding from RHA on behalf of the Alliance along with the RHA Representative, Chair, Vice Chair, or another Executive Board member
- Shall coordinate fundraising opportunities for the Alliance

- **Public Relations Coordinator**
  - Maintain Alliance website and all other forms of social media currently in use, or retain the assistance of someone who is adept in maintaining these
  - Handle and direct all incoming/outgoing emails;
  - Create flyers for events and other relevant topics;
  - Primary media contact;
  - Create press releases for relevant events;
  - Promote organization through resource creation for outreach purposes.

- **Conference Coordinator**
  - Shall be responsible for the housing, transportation, and meal plans, as well as any other travel accommodations, for any conferences to which the Alliance may sponsor a delegation;
  - Shall be responsible for coordinating all necessary actions relating to conference registration;
  - Shall produce an application and itinerary for any conference at the request of the Executive Board;
  - Shall communicate regularly with the Executive Board and ASMSU General Board Assembly Representative to ensure the effective coordination of all conference concerns.

- **ASMSU General Assembly Representative**
  - Shall serve the Alliance and ASMSU as the voting representative for LBGT concerns on the General Assembly;
  - Shall attend regular General Assembly meetings;
  - Must fulfill ASMSU requirements for sitting on the General Assembly.

- **Residence Halls Association Representative**
  - Shall serve the Alliance and RHA as a voting representative for LBGT concern on the RHA General Assembly;
  - Shall attend regular RHA General Assembly meetings;
  - Must fulfill RHA requirements for sitting on the RHA General Assembly.

Elections procedures will follow the processes spelled out per out bylaws and are listed below:
2.0 **Election Procedures.** The following procedures shall occur no later than the tenth week of the spring semester, or within five weeks following the start of fall semester, should vacancies necessitate such action:

2.1 There shall be a neutral Arbiter of Elections selected by the Executive Board
2.1.1 This Arbiter must be an individual who is ineligible to vote or voice personal opinion pursuant to ASMSU elections procedures;
2.1.2 The Arbiter shall facilitate the elections process, honoring all ASMSU and Alliance regulations concerning the election of officers;
2.1.3 The Arbiter shall not be the Chairperson or Chairperson-elect;

2.2 Advertisement of elections proceedings shall occur by all available means;
2.2.1 These means shall include all available mediums of electronic communication and physical advertisements of no cost to the Alliance;

2.3 Nominations shall be submitted to the Executive Board, or to the Arbiter of Elections, by the time and date set for the end of the nomination process;
2.3.1 The nomination period shall be no fewer than ten (10) weekdays in length, and must conform to all Affirmative Action procedures of ASMSU;

2.4 Elections shall be held within ten (10) weekdays following the end of the nomination period;

2.5 Elections shall occur in a prescribed order at every regular election:
2.5.1 Chairperson, followed by the Vice Chairperson, followed by the Office Manager, followed by the ASMSU General Assembly Representative, followed by the Residence Hall Association Representative, followed by the Public Relations Coordinator, followed by the Conference Coordinator

2.6 Each candidate present shall be allotted five minutes to address the membership, during which time other candidates for the same office shall not be present;

2.7 Following each candidate’s address, there shall be a period designated for members to ask questions of the candidate, during which time other candidates for the same office shall not be present;

2.8 Following the period of questions, any and all candidates for an office shall leave the room while the remaining members entertain a period of discussion culminating in a final vote;

2.9 Following the election, outgoing Executive Board members shall coordinate training for their respective incoming counterparts.