

## **By-Laws of the Green Party of Michigan . . . List of Officers (from Article V)**

- Section 2 – Chairpersons:** There shall be two co-Chairpersons, one self-identified female and one self-identified male. The party Chairs shall respond to requests from the media and the public for interviews and appearances, and seek opportunities to represent the party to its members and to the public.
- Section 3 – Committee Manager:** The Committee Manager shall facilitate the SCC and manage the standing committees.
- Section 4 – Treasurer:** The Treasurer shall receive and manage all funds of the GP-MI and its committees; prepare and file all required financial documents and keep GP-MI in compliance with laws and regulations; send out at least annual requests for donations, in coordination with the Membership Manager; and keep the GP-MI informed about its financial condition at SMMs and through the SCC.
- Section 5 – Archivist:** The Archivist shall collect and preserve records such as GP-MI meeting minutes, press releases, the Handbook, the By-laws, and the platform. The Archivist may assist the Treasurer in archiving all financial documents.
- Section 6 – Membership Manager:** The Membership Manager shall keep records of membership, coordinate with the Treasurer to send annual requests for donations and when donations come in; supply membership forms for meetings and other events; and supply current member contact information to officers and GP-MI candidates as provided in the Handbook.
- Section 7 – Meeting Manager:** The Meeting Manager shall arrange state membership meetings and nominating conventions, and provide a yearly schedule of these by date and region. The Meeting Manager shall also keep track of and deliver supplies for SMMs and conventions, including AV equipment, and notify all members about these meetings at least 30 days in advance.
- Section 8 – Elections Coordinator:** The Elections Coordinator shall keep GP-MI aware of and following laws and regulations in its election-related activities, including: appointment of election challengers and poll-watchers; recruiting candidates for GP-MI nomination or endorsement; assembling and providing current information about the party's nomination/endorsement processes, including advance/draft convention rules; helping nominated candidates file required paperwork; and supporting campaigns. The Elections Coordinator shall also manage any election-related online group activities.
- Section 9 – Locals Liaison:** The Locals Liaison shall serve as the primary advocate for locals: welcoming new members; assigning mentors for the new members; and receiving the registration forms from new locals and the quarterly reports from locals to enter them into the state party records.
- Section 10 – Communications Manager:** The Communications Manager shall coordinate and update GP-MI publications, both traditional and digital, and maintain the GP-MI Handbook.
- Section 11 – Merchandise Manager:** The Merchandise Manager shall have a supply of GP-MI literature and merchandise; provide them to state meetings; and maintain a budget (that shall be reconciled with the Treasurer) for replenishing the supply and shipping the materials to locals and tabling events.
- Section 12 – Web Stewards:** Two GP-MI members will be responsible for maintaining GP-MI-owned electronic resources, including website hosting, official email, and marketing email, according to the “Handbook” chapter for Web Stewards.
- Section 13 – Ways and Means Manager:** The Ways and Means Manager will be responsible for exploring and administering ways to implement fundraising for candidates and activities that would increase public awareness of the Green Party of Michigan. Fundraising for other reasons shall not be in the scope of the Ways and Means Manager. The Ways and Means Manager will work in direct collaboration with the Party Treasurer and the Locals Liaison.
- The Ways and Means Manager shall be authorized to call upon other GP-MI member-volunteers, at his/her discretion, to help in the process of fulfilling the mission. The Manager is responsible for submitting monthly status reports to the SCC and an SMM. Any policy decisions shall require approval by the SCC or SMM before implementation.
- The Manager and any volunteers shall be chosen from active Green Party of Michigan volunteers who show interest in taking on the positions and are approved by the SCC or at a SMM.
- Section 14 – Local Representatives At Large:** Two members, who live in counties not served by a local, shall be at-large representatives to the SCC for all members living in counties not served by a local; preferably they shall come from unserved areas distant from each other. A representative shall serve out the remainder of the year if the county in which s/he lives becomes served by a local.
- Section 15 – Delegates and Representatives to Committees of the Green Party of the United States (GP-US):** The number of voting delegates and alternate delegates on the GP-US National Committee and the number of representatives on standing committees of GP-US are determined by GP-US. These delegates, alternate delegates, and representatives are also elected at the first state membership meeting of the calendar year, with vacancies filled as for other officers.
- Section 16 – Secretary:** The Secretary shall be responsible for taking minutes at SMMs (or arranging for someone else to take minutes), and making copies of the minutes (both electronic and printed) readily available for approval at subsequent meetings. Additional duties include assuring that tabled items are included in the agenda for subsequent meetings, recording all adopted proposals and votes for each meeting, and working directly with the Treasurer to assure that a financial report is included in the minutes. The Secretary shall also handle all communications with the national party (except those handled by the Elections Coordinator or Co-chairs) on all matters necessary for the compliance with GPUS bylaws and Rules applicable to the relationship between the state and national parties.