

Tau Beta Pi

The Engineering Honor Society

Michigan Gamma Chapter Third General Meeting

30 March 2021

Welcome to Third Gen!



Meeting Agenda

Officer Elections are next Tuesday! Nominations are now open.

1. Officer Corps Structure
2. Officer Updates & Spotlights
3. Robert's Rules of Order - how elections work
4. Electee Games: Jeopardy!
5. Officer Q&A post-meeting

You may want to make a nomination tonight! >>

tbpmi.ga/F21nominations



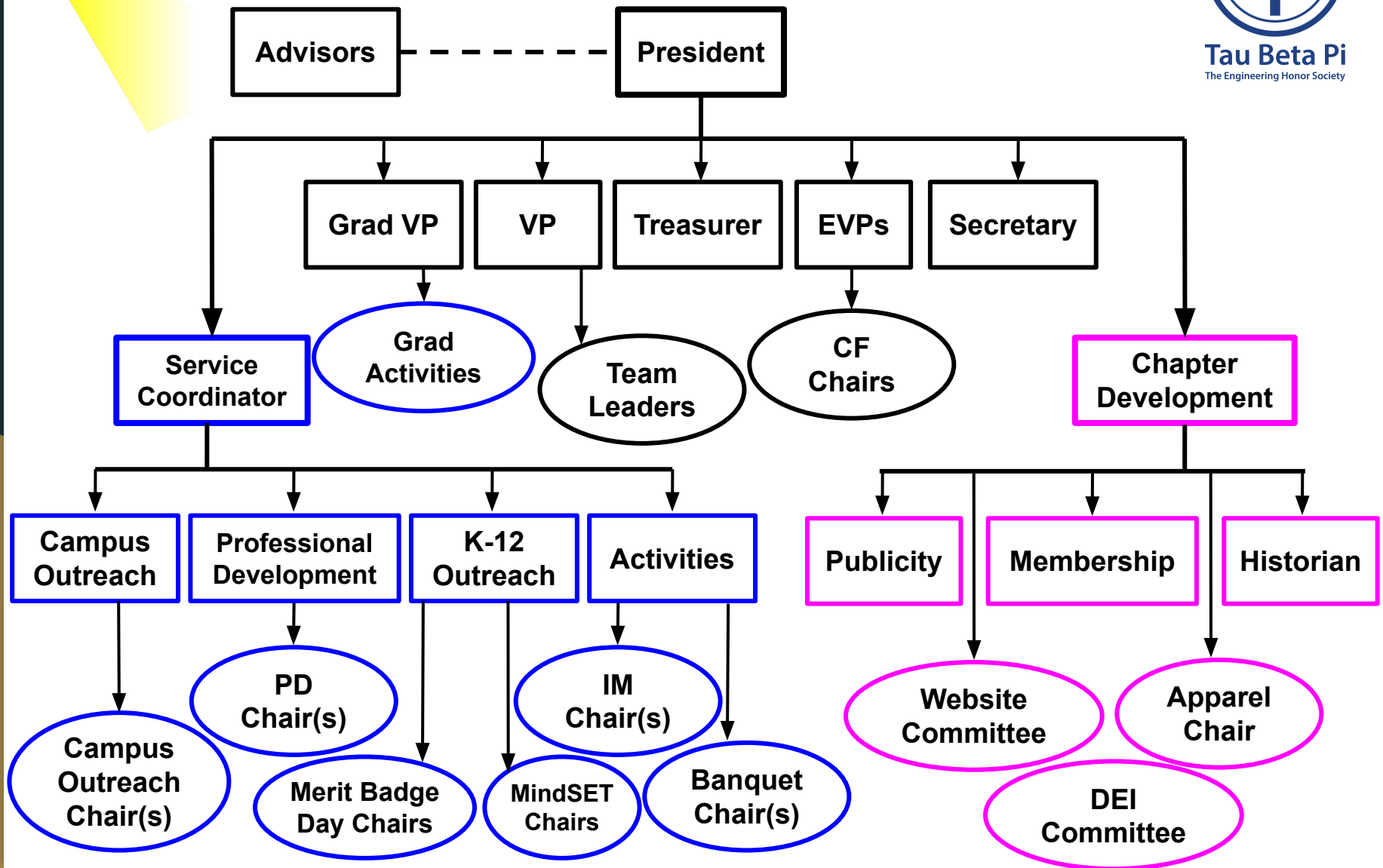


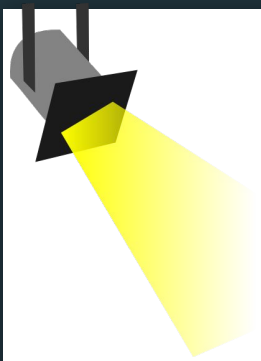
Officer Corps Structure



- Team Structure
 - Executive
 - Events
 - Chapter
- Each team has a team lead, they assist and directly oversee the officers in their team
- Lots of officers, lots of support in the role
- Chair positions:
 - Career Fair, Professional Development, Campus Outreach, Website, Apparel, and more!
 - Chair spotlights at Fourth Gen!

Officer Corps Structure





Elections Overview

How to Run for an Officer Position



- Nominate yourself or accept a nomination
 - Can be done via the website or at the Elections meeting
- At elections, nominees will give a short speech and Q&A
 - **President, VP, GVP:** 3 min speech, 2 min Q&A
 - **Service Coord, Chap. Dev:** 2 min speech, 1.5 min Q&A
 - **All others:** 1.5 min speech, 1 min Q&A
- Nominees leave the room for discussion and vote
- K-12 Officers and EVPs require an application



**OFFICER
UPDATES
+
SPOTLIGHTS**

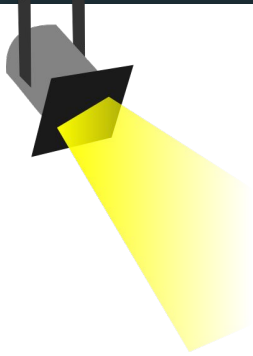
EXECUTIVE TEAM



President: Marianne

- **Last chance for a TBP Scholarship!**
 - <https://tbp.org/scholarships.cfm>
- **Elections are next week (4/6/2021)!**
 - **Nominations are open!**
 - For Members > Elections > Make a nomination
 - To make a nomination now:
 - tbp.org/scholarships.cfm





EXECUTIVE TEAM

President

1 semester position + restriction on incumbent eligibility



Responsibilities:

- Planning, scheduling, and running chapter, officer, and Adv. Board meetings
- Overseeing Executive team and rest of officer corps
- CEO & COO of Tau Beta Pi - Michigan Gamma
- Ensure all officers have the resources to be successful
- Long-term changes & planning for the chapter
- President + Treasurer oversee financial health of chapter
- Mailout printed invitations and emails to eligible candidates
- Liaison with faculty advisor + University
- Voting delegate to Convention, planning for MI-G convention delegation



Skills:

- *(recommended)* Prior experience in at least 1 officer position
- Good communication + planning

Best Part: Seeing it all come together :)

EXECUTIVE TEAM



Vice President: Megan

- All requirements must be completed by Initiation (**April 17th**)
 - 9.5 Service Hours
 - 4 Social/PD
 - Paperwork (peer interviews, exam and **dues paid**)
 - TBPals and Electee Team Meetings
- Initiation is **3pm on April 17th** and Banquet is **6pm** the same day
 - Initiation is required so let me know ASAP if you can't attend

EXECUTIVE TEAM

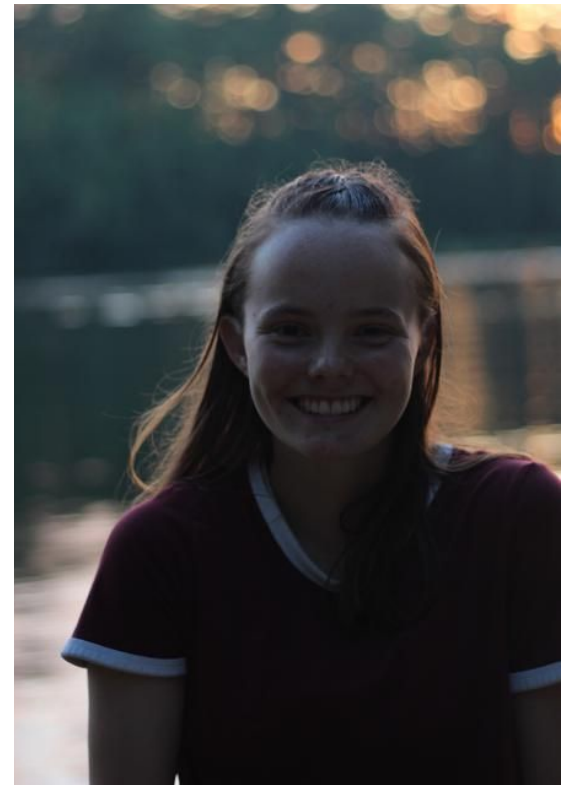


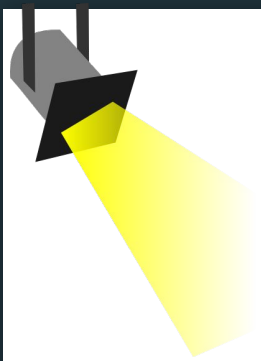
Vice President: Megan

UG Electee of the Week: **Anne DeCastro**

TBP = Terrible Bland Papaya

- Has gone above and beyond in service!
 - Has 17.5 hours!
- Enjoys robotics, programming and mountain biking





EXECUTIVE TEAM

Vice President



One-Semester Position

Oversee all of the Undergraduate Electees

- Answer questions for electees
- Check on all electees' progress throughout semester
- Run the electee games and character interviews

Be a part of the advisory board

- Vote on important things

Best Part: Staying involved in the chapter and meeting all of you!



EXECUTIVE TEAM



Grad Vice President: Kelly

- All requirements need to be completed by April 17th
 - 5 service hours
 - 2 social/PD
 - 1 grad electee team meeting
- Initiation is April 17th at 3pm, Banquet the same day at 6pm
 - Both are virtual
 - Sign up for Banquet on the website
 - Tell me ASAP if you cannot attend either of these!!!

EXECUTIVE TEAM



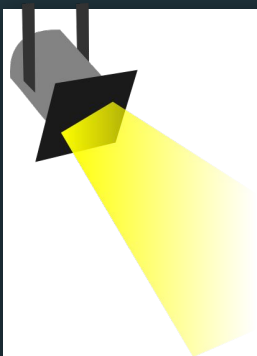
Grad Vice President: Kelly

Grad Electee of the Week: **Yaswanth Cherivirala**

TBP = Truth Be Precise

- On track to reach DA
 - (22+ hours already completed!)
- Took on responsibility of PD chair
- Enjoys birding





EXECUTIVE TEAM

Grad Vice President

One semester position



Major Responsibilities:

1. Oversee the graduate electee process
 - Set-up and coordinate interviews with VP
 - Track grad electee progress
 - Point-of-contact + team lead for grad electees
2. Oversee/administer graduate activities (with GSACs)



Other Responsibilities:

- Support the undergraduate electee process
- Member of executive team + attend officer meetings
- Non-voting member of the advisory board + attend advisory board meetings

Average Time Commitment: ~2-4 hours/week (front-loaded)

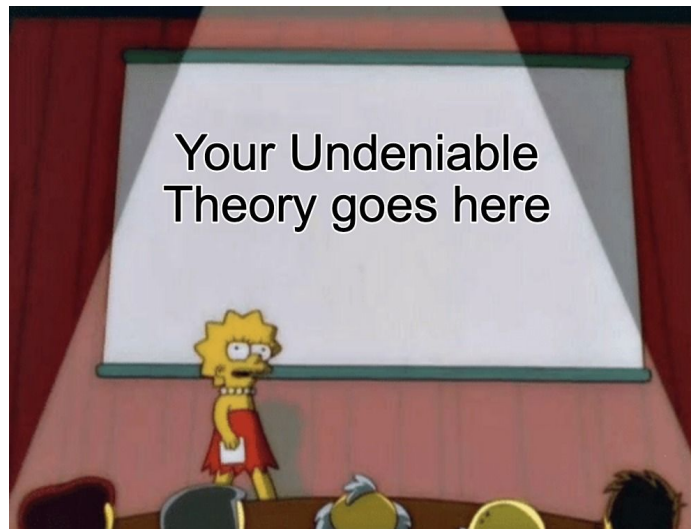
Favorite Part: Tracking the progress of electees.

EXECUTIVE TEAM



Vice Presidents: Kelly & Megan

- Fourth Gen is around the corner! **It's a TBPowerpoint Party!**



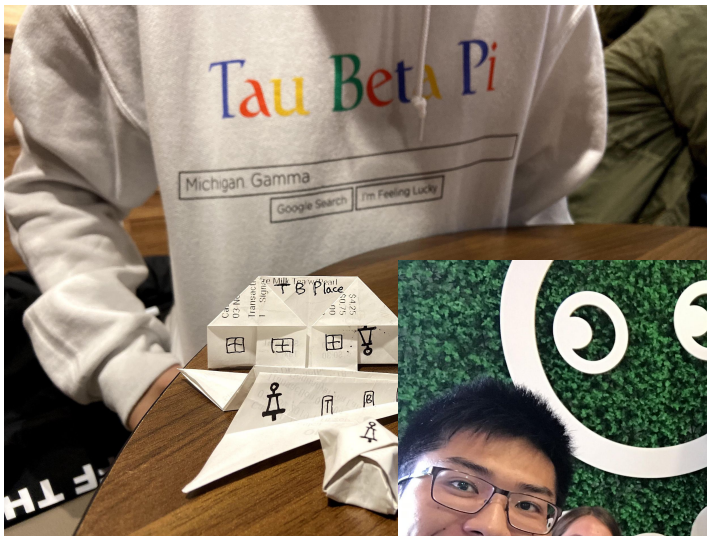
- Subject can be anything you want (TBP appropriate)
- Make ~5 min presentation on your chosen topic with your electee team to present at Fourth Gen (**April 13th**)

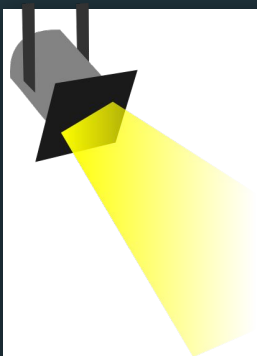
Grad Student Activities Chair (GSAC) Spotlight

To be
presented at
4th Gen



- Works with the Grad VP to host grad student activities
- Get a budget, organize socials!





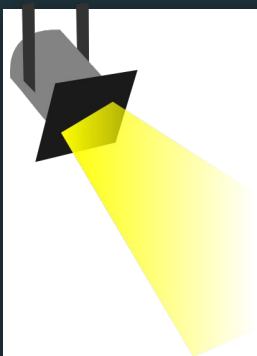
Mentorship Chair



Tau Beta Pi
The Engineering Honor Society

- Responsibilities
 - Creating the mentorship pairing form
 - Pairing up the mentors and mentees!
 - Sending out matching emails
- Important Skills
 - Organization/ Sifting through a lot of information
 - Interest in the success of the pairings!!
- Favorite Parts
 - Making the pairings!
 - Feeling like a matchmaker

To be
presented at
4th Gen



EXECUTIVE TEAM

Secretary (2-Semester)



- **Mitochondria of Michigan Gamma**

- Primary liaison to National HQ & neighboring chapters
- Meeting minutes for Officer and Advisory Board meeting
- Leader in the 8 Primary Reports to HQ
- Room Reservations (Post-COVID) and Office Hours

- **Highlight(s)!**

- Delegate to National Convention
 - Once COVID ends...
- Opportunity to expand position
- High cross-team collaboration within Officer Corps
- Watching everything come together



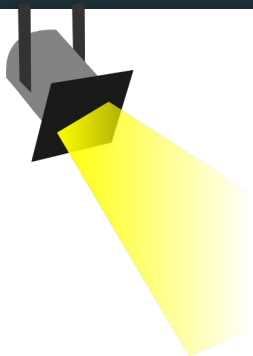
EXECUTIVE TEAM



Treasurer: Eric

- **\$100 due by Fourth Gen (4/13)**
- Fee waiver available
- Pay through SSC - invoice number is "TBPMIGDUES" without quotes - more instructions will be sent
- Please contact me with any questions or if this will be an issue for you!
(tbp.treasurer@umich.edu)





EXECUTIVE TEAM

Treasurer



Full Year Position (Jan - Dec)

Oversee all of the Chapter's finances

- Prepare each semester's budget
- Work with all officers to manage finances
- Submit reimbursements to SOAS
- File chapter's taxes at the end of your term



Check back
next semester!

Best Part: Getting to meet a ton of new people (albeit mainly through reimbursement requests)

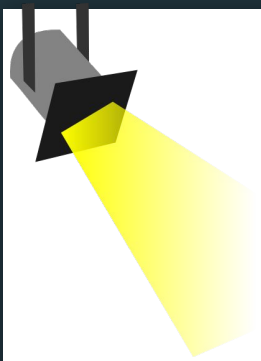
EXECUTIVE TEAM



External Vice Presidents: Arjun & Judy

- Apply to be a career fair chair!
 - Great way to get involved in one of the largest events on campus!
 - Great PD opportunity
 - tbpmi.ga/cf-chair-app





EXECUTIVE TEAM

External Vice President(s)



Full Year Position (Jan - Dec), not elected, application-based

Winter: Organize Honors Brunch and plan for Career Fair

Summer: Handle company registration for Career Fair

Fall: Run Career Fair

Check back
next semester!

- Work with OSA, ECRC, and SWE
- Oversee the event responsible for most of the chapter's income

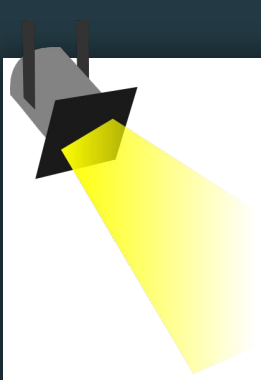
Best Part: Getting to meet a ton of new people outside of TBP and helping the larger college community

EVENTS TEAM



Service Coordinator: Kritika

- Upcoming events
 - Look out for Knitwits III, coming soon!
 - Nature Area Preservation: sign up early
 - Smithsonian Transcription: synchronous and asynchronous
 - Zooniverse: Mondays and Sundays



EVENTS TEAM

Service Coordinator



Responsibilities

- Find project leads for our service events, help them run events
- **Events team lead:** coordinate with and support other members of events team (officers, chairs, committees etc)
- Building relationships with other orgs for collaborations

Favorite Part

- Being involved in lots of different projects and getting to know everyone on the events team!

Skills

- Super organized, good at handling lots of tasks at once
- Enjoy working with lots of people, recruiting people with charisma or sheer force of will :)



EVENTS TEAM



K-12 Outreach: Erik & Simon

- **Virtual Cub Scouts Day**
(Sunday 4/11)
 - Knock out all of your K-12 hours in one day!
 - We have a mandatory training session beforehand



No attendance limit. 7 attendees so far.

Virtual Cub Scouts Day



Who ARE they?

At Cub Scouts Day, one of TBP MI-Gamma's signature events, we teach Cub Scouts to

K-12 Outreach

MAJOR FAIR

☀ Sunday 4/18 ☀

Share with high schoolers who
you want to be an

✿ awesome engineer ✿

tbpmi.ga/join-major-fair

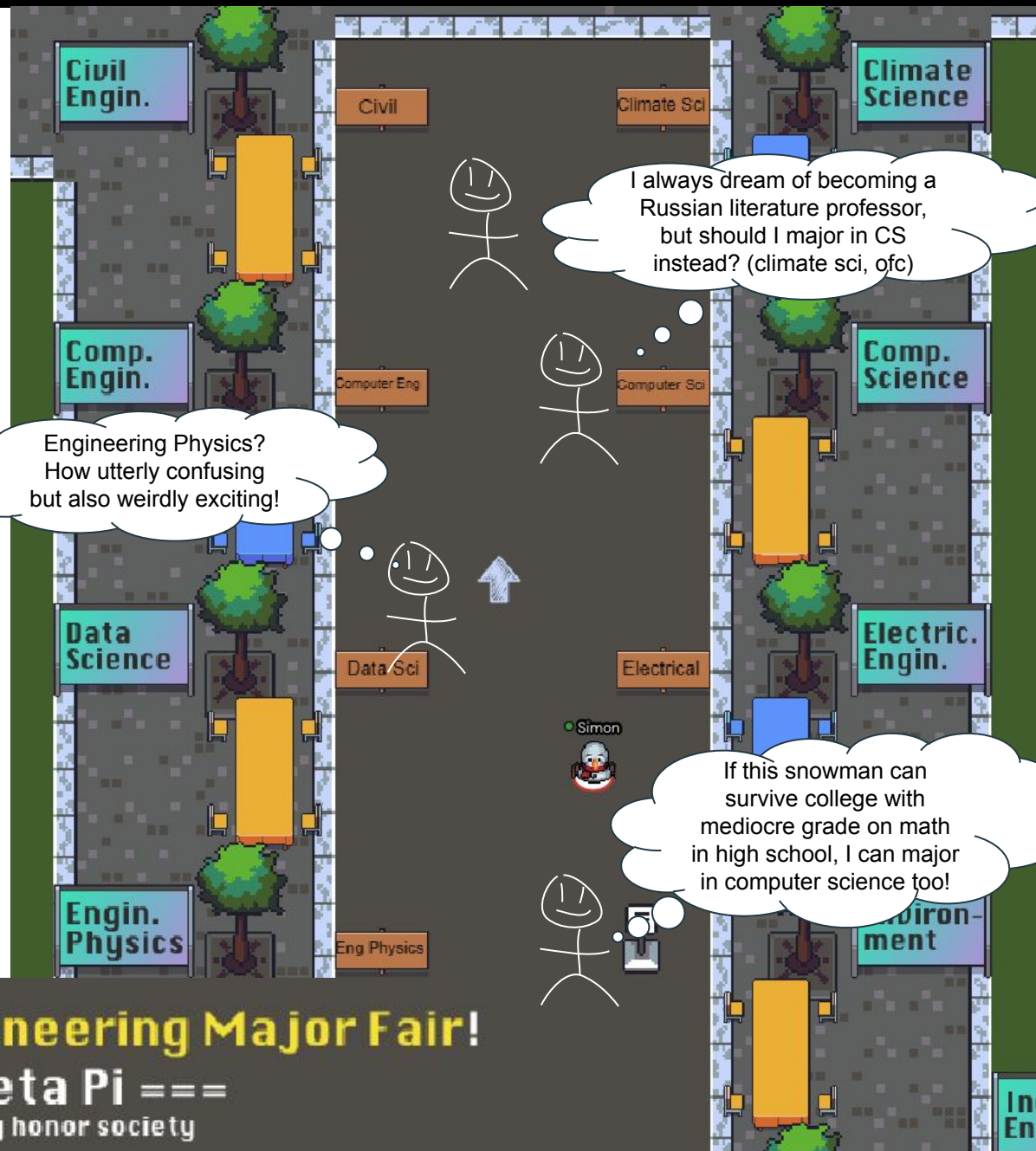
Fine, tbpmi.ga/jmf also works.

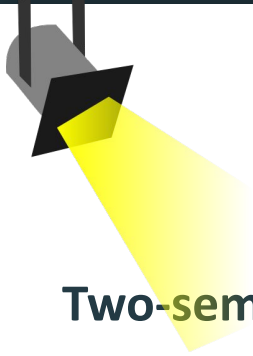


Welcome to the Engineering Major Fair!



=== Tau Beta Pi ===
the engineering honor society





EVENTS TEAM

K-12 Outreach



Two-semester position

Responsibilities:

- Oversee training and background check process
- Plan the MindSET program, High School Outreach in the works!
- Provide oversight for all K-12 events
 - Merit Badge Day, Cub Scouts Day, maybe more!
- Is a full year position with a co-officer (Erik will continue)

Best Part:

- Working with the kids (they are loud but still cute)
- Starting new fun events for different age ranges

Skills:

- Organized (good & fast communication) and enthusiastic
- Experience working with children (preferably)

Application open!

tbpmi.ga/k12-app

Email us with any
questions

EVENTS TEAM



K-12 Outreach

MindSET Chair Spotlight



University of Michigan

Tau Beta Pi

Responsibilities:

- Design, organize, and run the three MindSET events
- Work alongside the K-12 officers as leaders

Best Part:

- Get to be around a bunch of happy and energetic kids
- Relatively low stress, only 3 weekends per semester and not huge commitment

Skills:

- Leadership/organizational skills: Manage both the kids and the volunteers
- Apply your own engineering knowledge to make new MindSET modules!

To be
presented at
4th Gen

EVENTS TEAM



Activities: Dion



- **Virtual Sketchful**
 - Today, after this meeting!
 - 3/30 @ 8:30-9:30 PM EST
- **Virtual Game Night (Cards Against Humanity)**
 - Friday 4/2 @ 5 - 6 PM EST
- **Virtual Escape Room III**
 - Saturday 4/3 @ 1 - 3 PM EST
 - Currently full, but sign up to be on the waitlist!
- **Netflix Movie Night**
 - Thursday 4/8 @ 7:30 - 8:30 PM EST



EVENTS TEAM

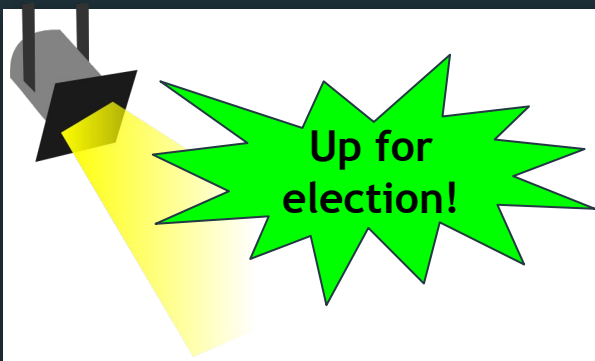


Activities: Dion

SIGN UP FOR BANQUET!!!

- Saturday, 4/17 6 - 8 PM EST
 - Limited to 80 participants (45 seats taken!!)
 - Take 10 seconds right now!
- <https://tbp.engin.umich.edu/calendar/event/1996/>





EVENTS TEAM

Activities Officer



1 semester position (Fall 2021)

Organize socials! Have fun with Tau Bates!

- Brainstorm ideas for new events
- Aim for at least one activity per week
- Help organize the year-end banquet

Best Part: Meeting lots of people and having a good time!



EVENTS TEAM



Professional Development



Mock Interviews

Join us for mock job interviews with your peers in a relaxed setting. The best way to improve your interviewing skills is to practice!

Synchronous

Tomorrow, Wednesday, March 31

6:00 pm

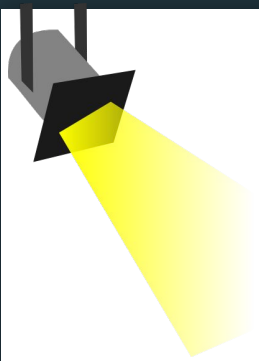
Asynchronous

Sign up for asynchronous interviews (link on calendar event)
You may complete multiple interviews for multiple PD hours!

Interviewer: How would you describe yourself?

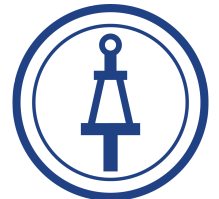
Me: Verbally, but I've also prepared a dance





EVENTS TEAM

Professional Development



Tau Beta Pi
The Engineering Honor Society

Up for
election!

Year Long Position!

- Corporate information sessions surrounding career fairs
 - Communicate with company representatives and arrange catering
- Miscellaneous PD events and workshops
 - Engineering Futures workshops, LinkedIn critiques, public speaking workshops, etc.
- Oversee PD Chairs and delegate tasks

Skills

- Organization, persistence, good time management, **fast response to emails**

Best Part

- Meeting really cool individuals from industry!



PD Chair Spotlight



To be
presented at
4th Gen

Major Responsibilities:

1. Organize PD Events
 - Corporate Information Sessions
 - Career, Networking, and Leadership Workshops
 - Miscellaneous events you think the chapter would benefit from
1. Coordinate with and collect résumés for TBP nationals

Average Time Commitment: ~2-12 hours/week (very flexible)

Skills: Communication and Organization

Best Parts:

- Interacting with recruiters and University faculty
- Flexibility in how/when/with whom to organize events
- Working with people in TBP and people who are not

EVENTS TEAM



Campus Outreach: Atishay

Upcoming events:

- Tutoring
 - AP Tutoring - April 4, April 10, April 17
 - Weekly Tutoring - April 1, April 8
- Family Feud Tournament 4/2
- MLK Luncheon - April 6
 - How Technologists Can Change the World, *Meaningfully*
 - tbpmi.ga/mlk2_flyer
 - Please sign in using the sign-up form as well!

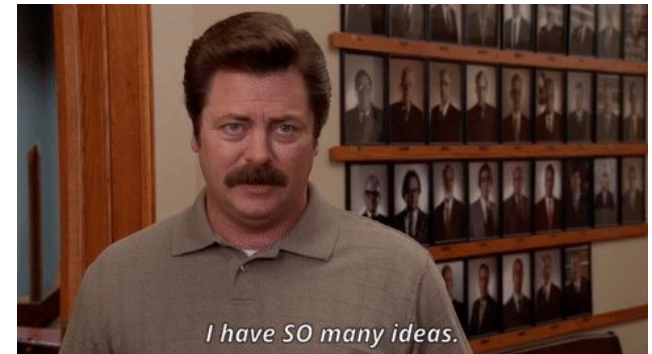
EVENTS TEAM



Campus Outreach

Up for
election!

- One Semester Position (Sept-December)
- Very open ended - this position focuses on expanding and improving our academic presence on campus
 - Tutoring
 - MLK Luncheons/Speaker Events
 - Breakfast Parties
 - Pi day events
 - Collaboration with other orgs on campus
 - Any other activities/events that you think would help meet this goal!



CHAPTER TEAM



Chapter Development Officer (one semester)

Responsibilities

- Plan and run the New Initiatives meetings
 - Order food (if applicable)
- Coordinate the Chapter Team (team lead!)
- Work to improve the chapter and implement new ideas

Up for
election!

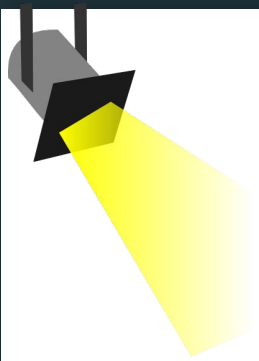
Skills

- Familiar with the chapter
- Initiative to implement changes
+ delegate action items
- Ideas for improvements!

Favorite Part

- Brainstorming ideas at NI :)





CHAPTER TEAM

Membership (one semester)

Responsibilities

- If on campus, order food and handle cutlery
- Manage email lists for all of TBP
- Track DA/PA status for all members
- TBPals & other projects to increase active engagement



Favorite Part: Putting together TBPals and seeing all the photos!

Skills

- Coordinating with others / communication
- Fast responses to emails/Slack

CHAPTER TEAM



Publicity: Maxwell

- Submit your photos/ videos into the Semester Photo/ Video Contest @ <https://tinyurl.com/TBPhotosVideos> You get .25 service hours for each of your first four photos! Just take a photo during events you attend throughout the semester!
- **Follow us on Instagram!**
 - @tbpmig
- **TikTokBP is here! Please follow @tbpmig!**
- tbp.publicity@umich.edu



EXAMPLE





CHAPTER TEAM

Publicity (one semester)



Responsibilities:

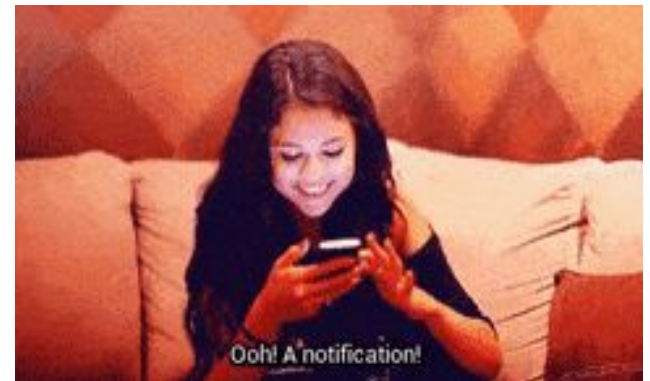
- Sending weekly emails
- Managing Social Media
- Advertising TBP public events with flyers, emails, calendar events, etc.

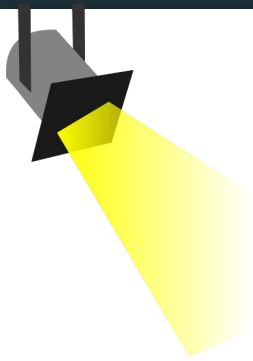


Favorite Part: Being knowledgeable and involved with the chapter and seeing lots of photos!

Skills: Consistency with weekly emails

Time Commitment: 2 - 3 hours/week





CHAPTER TEAM

Historian



1-Semester Position

- Create Cornerstones for General and Active Meetings
- Send out an Alumni Newsletter
- Take/collect pictures of TBP events

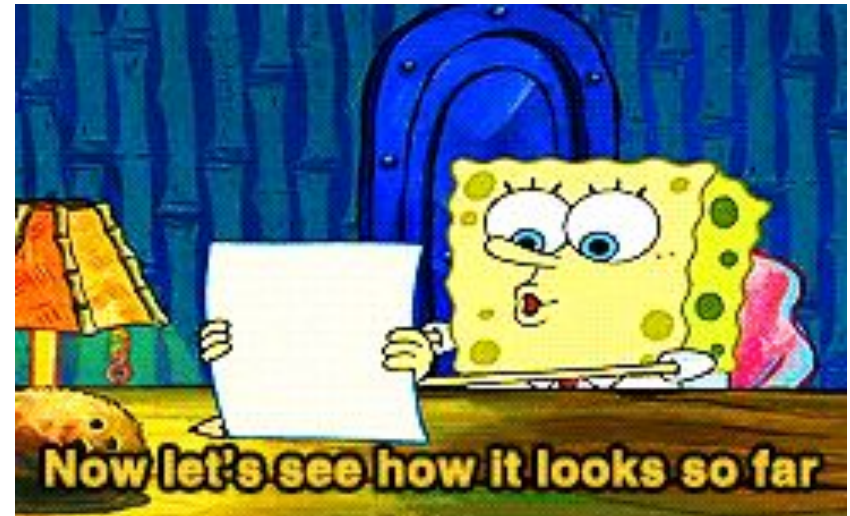
**Up for
election!**

Skills

- Editing
- Designing Layouts
- Creativity

Best Part

- Chance to interact with our alumni
- Lots of flexibility in what can be included in the publications



ELECTIONS



Nominate, nominate, nominate!

- Yourself or other actives/electees
- Website > For Members > Elections
- If nominated, you'll receive an email notifying you of:
 - The person who nominated you
 - A message saying why (if they left one)
 - A description of the position's responsibilities
 - A link to accept or decline
- If accepted, prepare a speech for Elections next week!
 - (I recommend you reach out to the current officer in the position, too)



Robert's Rules of Order

Robert's Rules of Order

What are they?

Rules!



Robert's Rules of Order

Why?

Order!



Robert's Rules of Order

Okay, but for real.

Democracy!

Productivity in the presence of disagreement

Protect the rights of the minority

Robert's Rules of Order

Basic Structure

- Motion
 - “I move that the chapter do a thing.”
- Debate
- Amendment
 - “I move to amend the motion to read...”
 - Debate
 - Amendment
 - Vote
 - Vote
- Vote

Robert's Rules of Order

When Do I Get To Interrupt?

- **Point of order**
 - The chair is doing something procedurally wrong
- **Point of personal privilege**
 - Text on the screen is too small
 - Speaker is too quiet

Robert's Rules of Order

When Do I Get To Cut The Line?

- **Point of information**
 - Factual question
 - Current state of debate
- **Point of parliamentary inquiry**
 - Would an amendment be in order?
 - What magic words should I say?

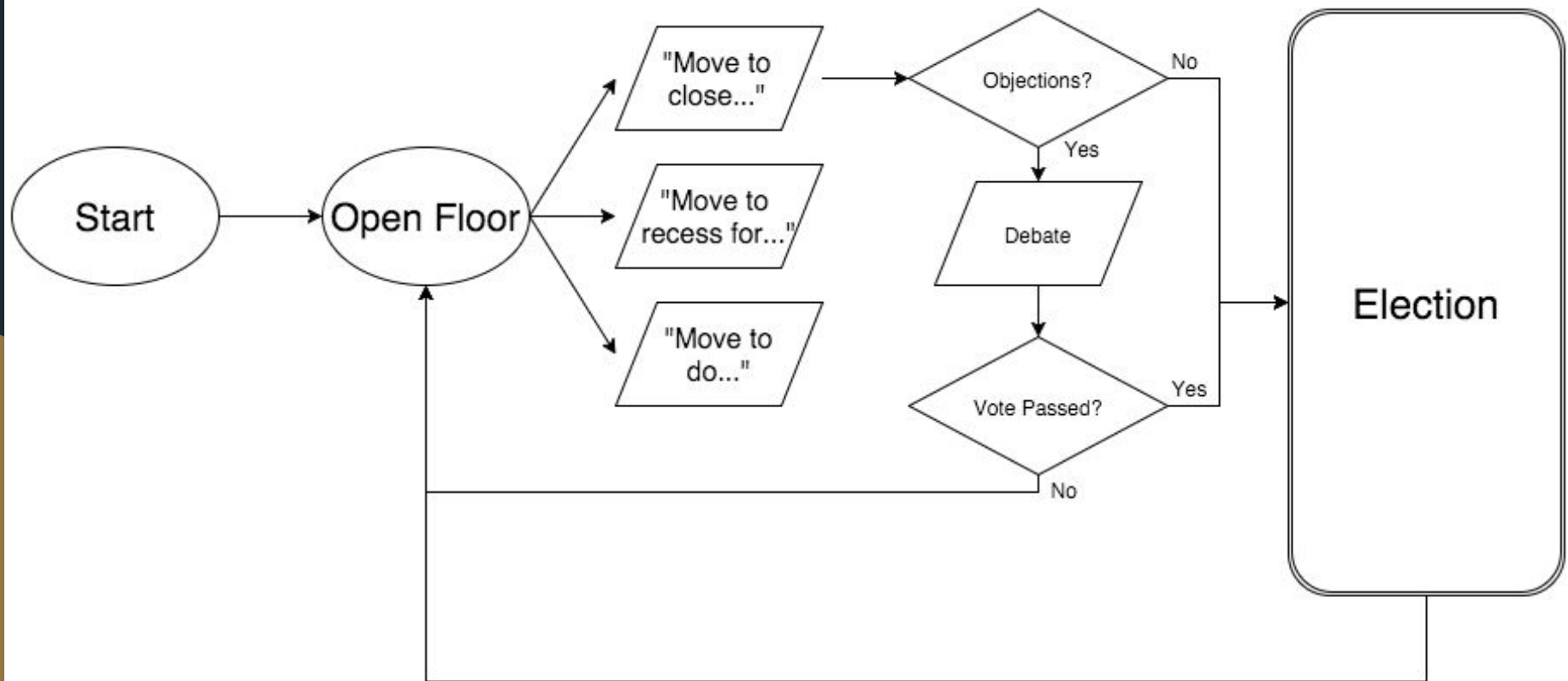
Robert's Rules of Order

What Will Benson Complain About?

- **Cross-debate**
 - One person at a time, speaking to the chair/body
- **Method of voting**
 - Variety of ways to vote
 - Some are restricted by constitutions or bylaws
 - “Secret ballot”
- **Discussing candidates running for more than 1 position**
 - Inappropriate to say “John is also running for position X and he’d be a better fit for that”

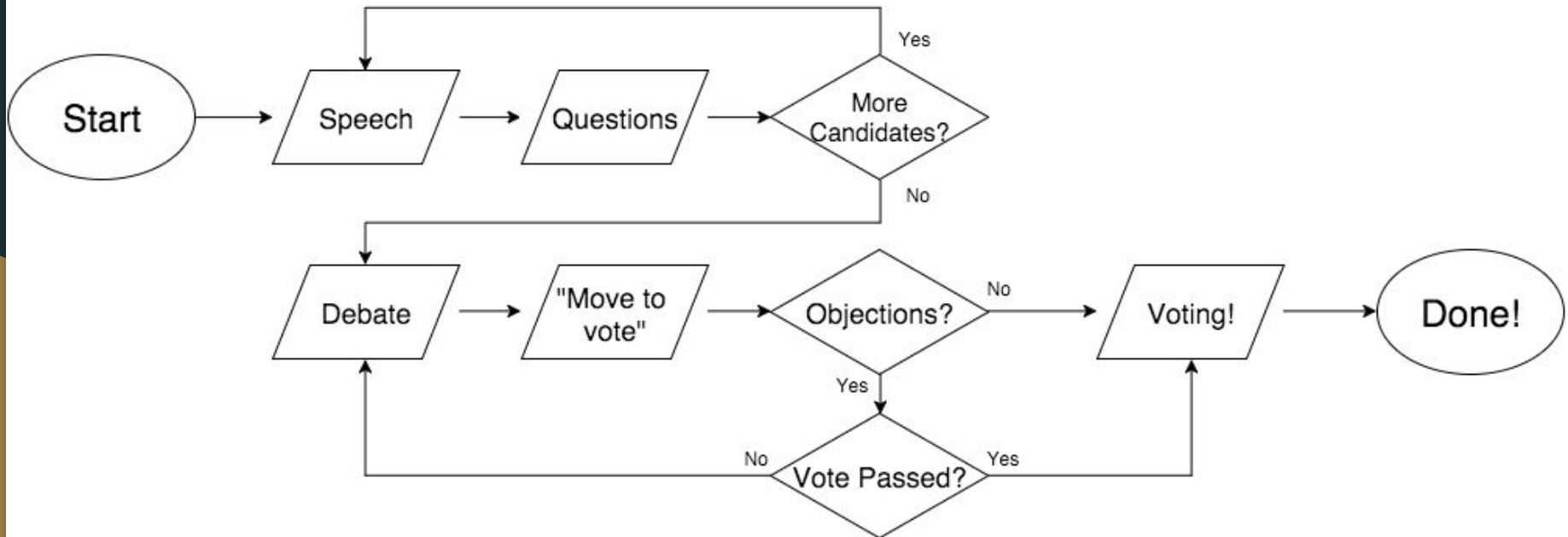
Robert's Rules of Order

TBP Elections



Robert's Rules of Order

A Single Officer Election



Robert's Rules of Order

I'm Confused.

- We all are.
 - What *is* life?
 - Maybe we should practice.

Robert's Rules of Order

Practice

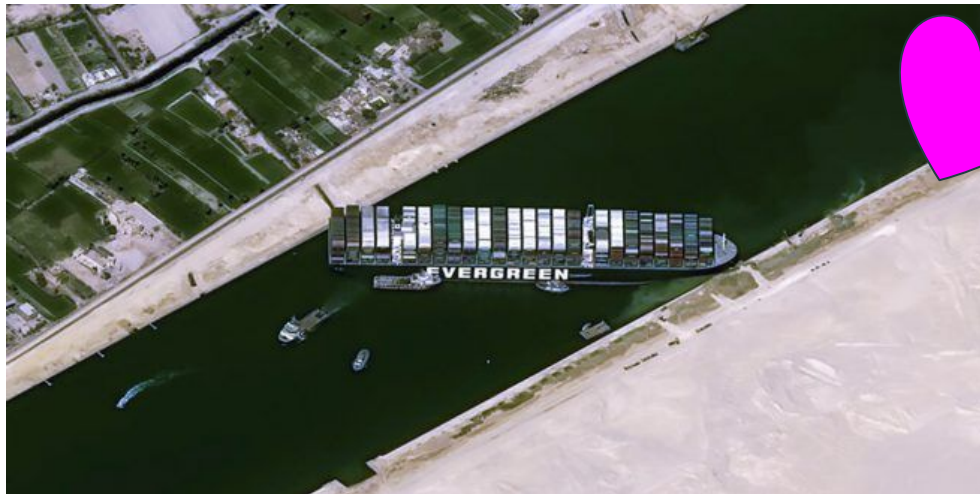
- Motion: I move that we Display the sign in code right now and then play Jeopardy
- Seconded!
 - Debate
 - Motion: I move that we amend the motion to say “we display the sign-in code right now and then play Jeopardy.”
 - Seconded!
 - Debate on amendment
 - Vote on amendment
 - Debate on motion
 - Vote on motion
- Motion passes!

Sign-In Code



EverGiven

i.e. that one boat that was stuck in that one canal





Electee Game: Jeopardy!