

Tau
Beta
Pi **pituesday**
The Engineering
Honor Society

Michigan Gamma Chapter Fourth General Meeting

19 November 2019



OFFICER UPDATES

EXECUTIVE TEAM

President*

- Welcome!
 - Announcements + Spotlights
 - Robert's Rules Refresher
 - Electee Game

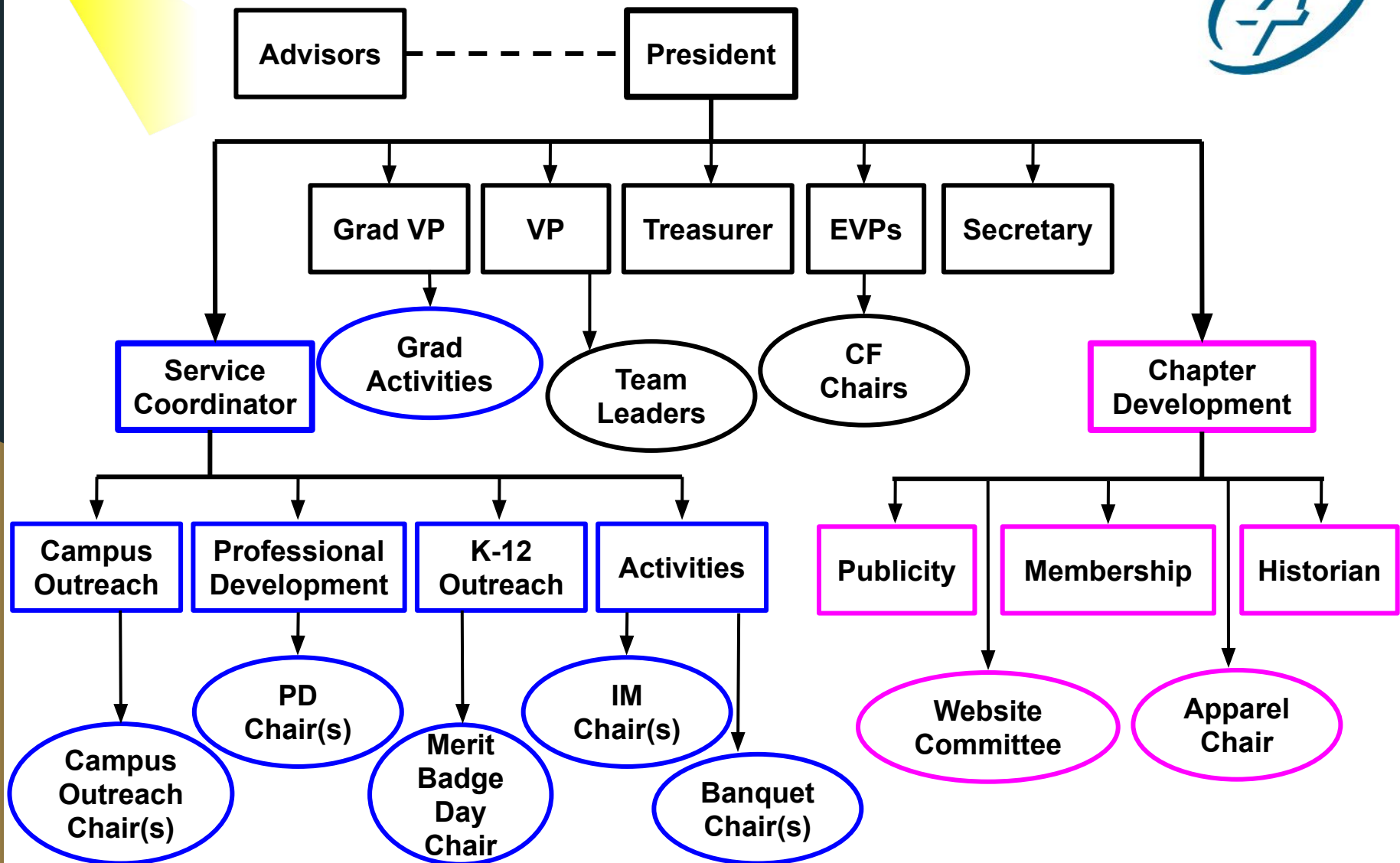


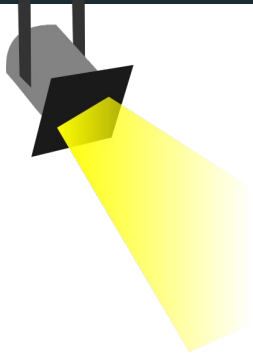
Officer Corps Structure



- 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!

Officer Corps Structure





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

Best Part: Getting things done!

EXECUTIVE TEAM

Vice President

- Requirements by **5th Gen (November 26)**
 - **16** Hours of service(+ extra hours for missed meetings)
 - **2** Social Events
 - **2** Professional Development Events
 - Electee Exam, Mentorship Meeting
 - One time, \$100 Membership Fee
- If anything comes up that interferes with your plan to get these hours, please reach out to me!

EXECUTIVE TEAM

Vice President

- Elections are Tuesday, December 3rd
 - Nominate people and/or yourself
 - Feel free to ask any officers about their position
- Fifth General is Tuesday, November 26th
 - Your electee team will need to meet before in order to make your dessert and prepare your yell

EXECUTIVE TEAM

Vice President

- **Initiation is December 7th at 4:00 PM**
 - Business Professional Attire
 - **Banquet** will start at **6:00 pm** at Eagle Crest in Ypsilanti
 - We will get you there one way or another
- If you cannot make this date, let me know ASAP

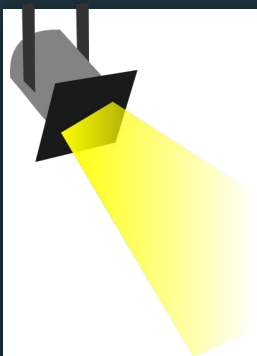
EXECUTIVE TEAM

Undergraduate Electee of the Week

Tainon Chen

- Has over 27 service hours
- Likes bagels that are crunchy on the outside, but soft and fluffy on the inside
- Studies Electrical Engineering





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 interviews

Be apart of the advisory board

- Vote on important things

Best Part: Meeting all the electees and creating the games

EXECUTIVE TEAM

Grad Vice President

- **All electing requirements due Nov 26th**
 - 10 service hours
 - 2 socials/PD events
 - 2 grad electee meetings
 - General meetings, paperwork, \$100 dues
- **Next grad socials: 11/23, 11/27**
- **Last grad electee meeting: 11/23**
- **Initiation is Dec 7th at 4:00 PM**
 - **If you cannot make this date, let me know ASAP!!**

EXECUTIVE TEAM

Grad Electee of the Week

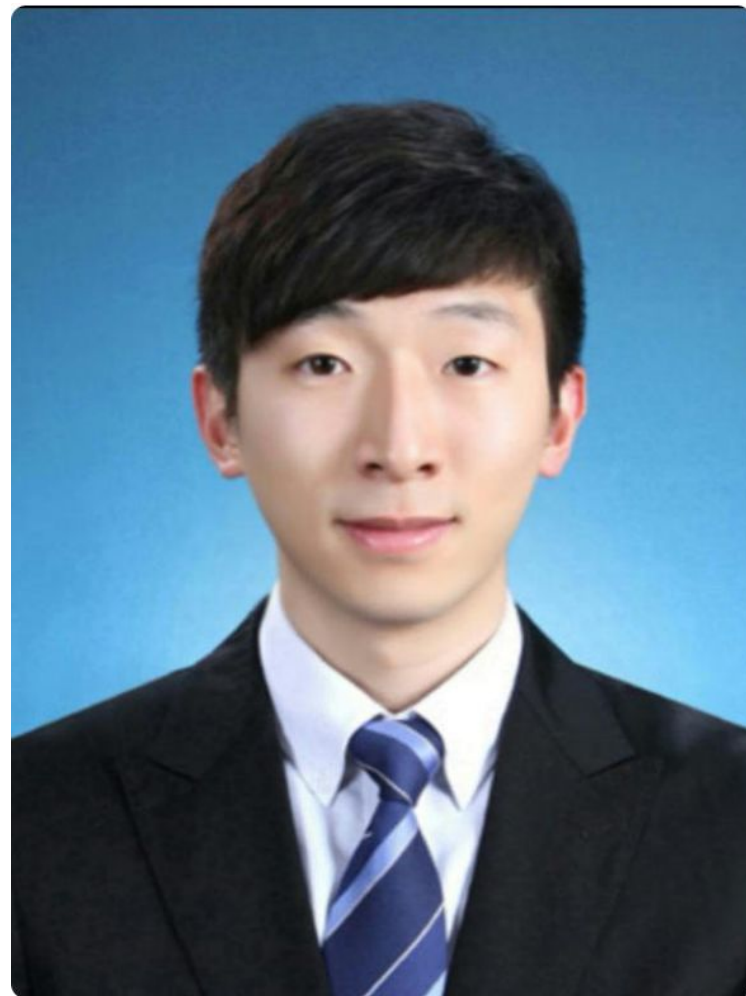
Ju Won Lim

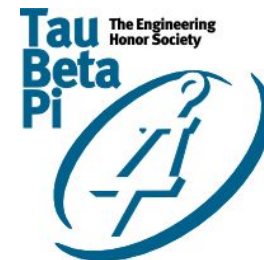
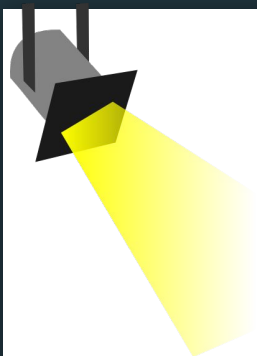
Materials Science & Engineering PhD

Favorite Bagel: all kinds of bagels

TBP = Tooth-Brush and Paste

Has completed 17 service hours and
3 socials!





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 (1x a week)
- Non-voting member of the advisory board + attend advisory board meetings (~1x a month)

Average Time Commitment: ~3-5 hours/week (front-loaded)

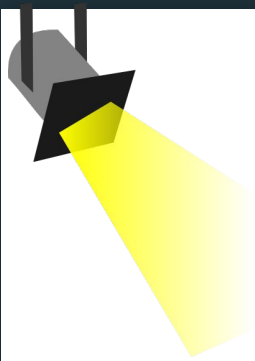
EXECUTIVE TEAM



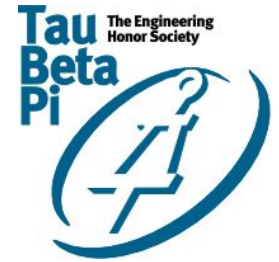
Secretary

- We are still looking for more Eminent Engineer Candidates!
- If you would like to nominate someone, please send:
 - A short paragraph of why you want to nominate them
 - A resume or CV if you have one handy
- Submit your nominations at tbp.secretary@umich.edu
- **Please do not notify your nominee of this nomination** (you may reach out to them once we confirm their eligibility)





EXECUTIVE TEAM



Secretary (2-Semester)

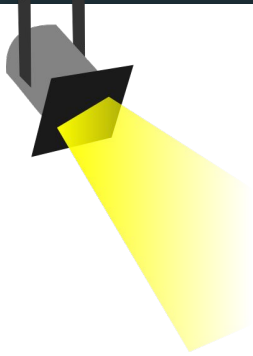
Not up for re-election until April ..but it's never too early to start thinking about it!

- **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 and Office Hours

- **Highlight!**

- Delegate to National Convention
- Opportunity to expand position
 - Inter-chapter / National Association functions
- High cross-team collaboration within Officer Corps



EXECUTIVE TEAM

Treasurer



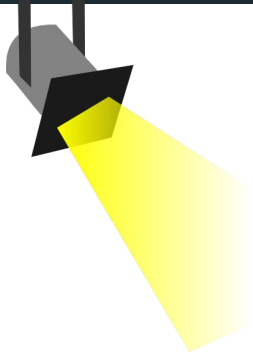
Full Year Position (Jan - Dec)

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



Best Part: Getting to work with other officers/project leads



EXECUTIVE TEAM

Treasurer



Electees:

\$100 Dues due by Fifth Gen

- Cash, check, or Venmo payment
- Make check out to “Tau Beta Pi - Michigan Gamma”
- Venmo account: @Sarah-Puzycki
 - Please put “TBP Dues” and your name in the payment description
- Fee waiver available
- Please contact me (tbp.treasurer@umich.edu) for any questions

EVENTS TEAM

Service Coordinator*

- Upcoming Service Events
 - Sequoia Place - Wed Nov 20th, 6-7pm
 - Kiwanis Thrift Store - Sat Nov 23rd, 9am-1pm
 - SAFE House - Sun Dec 1st, 1-5pm
 - Comedy 4 Cancer - Thurs Dec 5th, 6-10pm
- Not too late to be a project leader!
 - *Looking for someone to organize a Ronald McDonald House Dinner*
 - Leadership credit for DA/PA
 - Contact Kelly at tbp.service@umich.edu
- External service: 3 hours grads, 5 hours undergrads (Electees only)

EVENTS TEAM

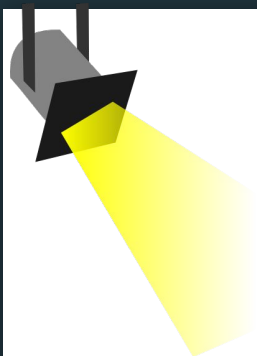
K-12 Outreach Officers

- Come to Cub Scouts Day this Sunday!!
- K-12 Officer Application coming soon

EVENTS TEAM

Professional Development

- **LinkedIn Workshop (Friday 11/22 at ???)**
 - Tentatively 11:30-12:30
 - I'm so sorry about today's last minute cancellation...
 - Lunch will be provided!
- **Progress; Not Perfection (Tues 11/26 at 5pm)**
 - CAPS Workshop
 - LBME 1123
- **Professional Headshots (Thurs 12/5)**
 - 5 minute shifts available from 2-4 pm
 - Still ~12 shifts left



EVENTS TEAM



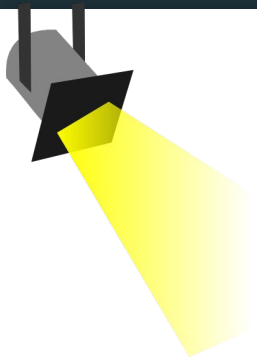
Professional Development

Year Long Position! (May - April)

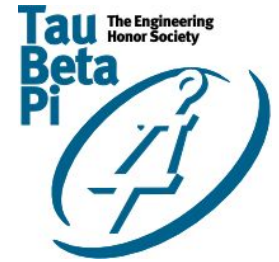
- Corporate information sessions surrounding career fairs
 - Communicate with company representatives and arrange catering
- Professional headshots
- Miscellaneous PD events and workshops
- Oversee PD Chairs and delegate tasks

Become a PD chair!

- Be the TBP representative at info sessions
- Come up with new, creative ways to engage with our alumni
- Help decide what workshops and PD events are put on for the chapter



EVENTS TEAM



Campus Outreach (1 semester)

Responsibilities:

- Facilitate tutoring program
- Hand out free food
 - Breakfast parties, luncheons, Pi Day etc.
- That's it!-Just hand out free food!

Best Part:

- Bringing joy to campus

Skills:

- Organized
- Good at responding to emails



EVENTS TEAM

Activities

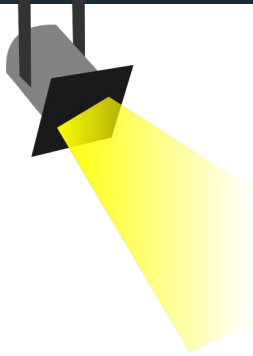
- TG IV: BWW
 - Thursday, 11/21 at 7pm
 - Hopefully should be more food per person than last time.
- Ice Skating Mixer
 - Saturday, 11/23 at 5:15pm
- Detroit Zoo - Wild Lights
 - Saturday, 11/23 at 7pm
 - Meet members of TBP MI-H (Lawrence Tech)!
 - Look out for an email from me tomorrow to confirm attendance and organize the carpool.

EVENTS TEAM



Activities

- Banquet
 - Saturday, 12/07 at 6pm, immediately after Initiation
 - Hosted off-campus, at Eagle Crest Resort in Ypsilanti. Please sign-up for the carpool!
 - Plus-Ones are encouraged, with a fee of \$10.
 - Check out the event page on the website. Please sign-up immediately so that we can get an accurate headcount.



EVENTS TEAM

Activities



Responsibilities:

- Plan and organize all social events
 - Opportunity to be creative!
 - Plan events that you would actually enjoy.
- Host banquet (or get chairs to do it)
- Captain the IM sports teams (or get a chair to do it)

Favorite Part:

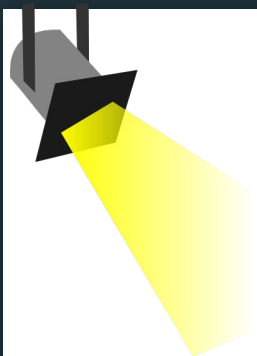
- All the fun social events are guaranteed to fit your schedule.

CHAPTER TEAM

Chapter Development*

- **New Initiatives IV - Tuesday, 12/10**
 - Going to be reviewing progress on what we discussed last NI meeting
 - Let me know if you there's anything you want to discuss!

If you're planning on coming, please sign up on the website so that I can figure out how much food to order!



Elections



Tuesday, Dec. 3rd

- Predetermined election order in the bylaws
- Elections run by *Robert's Rules* - more on that later
- Outgoing and Incoming presidents cannot participate in discussion of candidates
- Most officers:
 - Speech < 1.5 min, total 2.5 min (speech + questions)
- Team Leads: Ch. Dev. & Service Coord.
 - Speech < 2 min, total 2.5 min (speech + questions)
- Pres, VP, GVP
 - Speech < 3 min, total 5 min (speech + questions)



Robert's Rules Refresher

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?

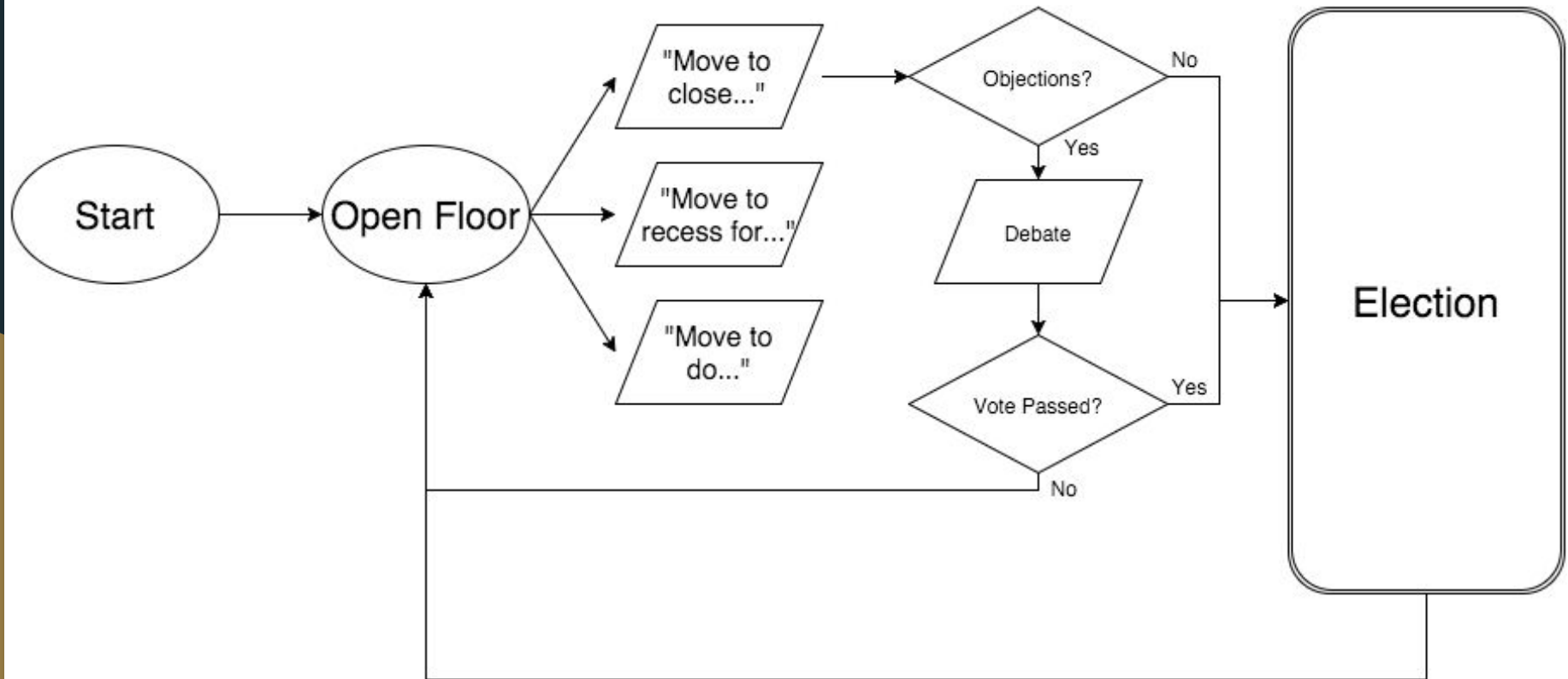
Robert's Rules of Order

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”
- ???

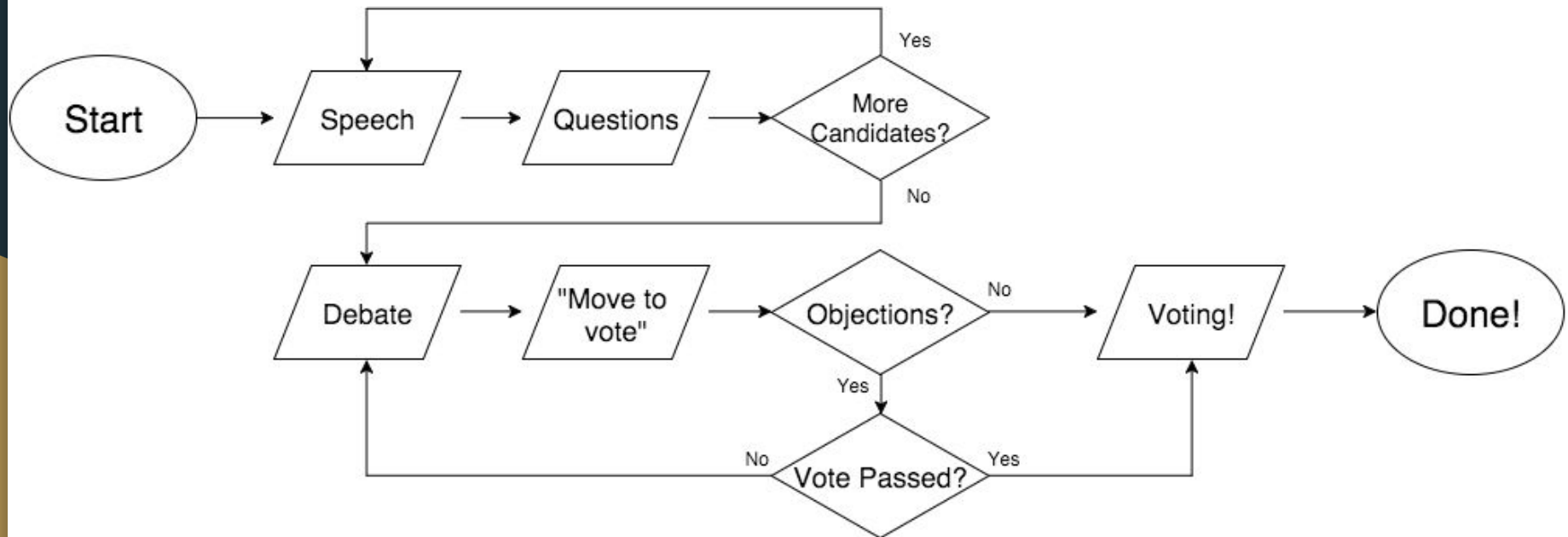
Robert's Rules of Order

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?

SIGN-IN CODE



Crabby



Electee Game