



# Michigan Gamma chapter Fourth General Meeting

26 March 2019



**Speaker:  
Mike  
Peterson**



# OFFICER UPDATES

# EXECUTIVE TEAM

## President

- **Elections:** April 2nd at 6:30pm, 1013 Dow
  - Nominate yourself or others on the website for positions
- TBP Scholarships: Due April 1st
  - More info at <https://www.tbp.org/scholarships.cfm>

# EXECUTIVE TEAM

## Vice President

- **ALL Requirements due by 5th Gen (April 9th)**
  - **16** Hours of service ( + extra hours for missed meeting)
  - **2** Social Events
  - **2** Professional Development Events
  - **1** Meeting w/your mentor
  - Electee Exam, 6 peer interviews (turn in @ the Bullpen)
  - One time, \$100 Membership Fee
- Note: Events with multiple shifts won't show up on your profile until ALL shifts are over (e.g. tutoring)

# EXECUTIVE TEAM

## Vice President

- Elections are next Tuesday, March 27th
  - Nominate people and/or yourself
  - Feel free to ask any officers about their position
- Fifth Gen

# EXECUTIVE TEAM

## Vice President

- 2 Team Meetings before 5th General
  - Meet with your team to craft your Desert and Yell for the competition



# EXECUTIVE TEAM

## Vice President

- **Initiation is April 12th at 6:00 PM**
  - Business Professional Attire
  - **Banquet** will start ~**8:00 pm** at Eagle Crest in Yspilanti
    - We will get you there one way or another
    - Sign up on the website by April 5th
- If you cannot make this date, let me know TONIGHT



# EXECUTIVE TEAM

## Undergraduate Electee of the Week

Shaunak Puri

Did stellar at Cub Scouts Day!  
Raving reviews from parents

**Major:** Biomedical Engineering

**Fun Fact:**

His favorite TV show right now  
is Brooklyn Nine-Nine



# EXECUTIVE TEAM

## Grad Vice President

- **All electing requirements due April 9th**
  - 10 service hours
  - 2 socials (at least 1 must be grad social)
  - 2 grad electee meetings
  - General meetings, paperwork, \$100 dues
- **Initiation is April 12th at 6:30 PM**
  - **If you cannot make this date, let me know ASAP!!**

# EXECUTIVE TEAM

## Grad Electee of the Week

Olamide Hammed Animasahun

**Major:** Chemical Engineering PhD

**Favorite Bagel:** Whole wheat

- Signed up for 21 hours!
- Soccer fan (Chelsea FC)
- Patiently awaiting Game of Thrones

Truly Bright Potential



# EXECUTIVE TEAM

## Graduate Student Speaker Series

### *Sandwiches and Science: Training (for) Better Presentations*



**COFFEE & FOOD!**



**ENGINEERING DIALOG!**



**EXPERT PANEL FEEDBACK!**



**WHERE:** North Campus, room TBD

**WHEN:** Apr 11, Thursday ~12 - 1:30 PM

**TBPANELIST SIGN-UP:** [bit.ly/TBP-W19-Panelist](http://bit.ly/TBP-W19-Panelist)

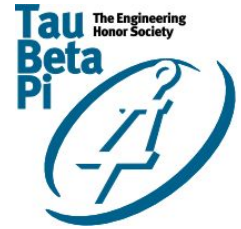
**SPEAKER SIGN-UP\*:** [bit.ly/TBP-W19-Speaker](http://bit.ly/TBP-W19-Speaker)

**AUDIENCE SIGN-UP\*:** [bit.ly/TBP-W19-Audience](http://bit.ly/TBP-W19-Audience)

See website for details

\*Open to all of CoE (including undergrads), so tell your friends too!

# EXECUTIVE TEAM



Secretary

[tbp.org/catalogcard](http://tbp.org/catalogcard)



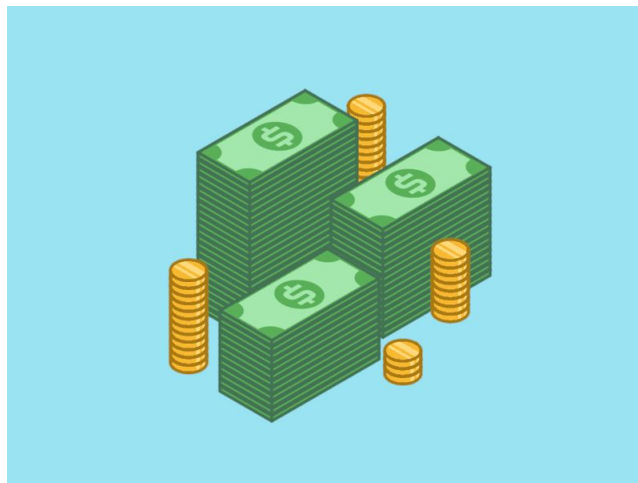
The screenshot shows the Tau Beta Pi website header with navigation links: About, Convention, Store, Publications, and Giving. Below the header is the 'Member Candidate Catalog Card' form. The form includes a search bar with the text 'Please enter the following information to locate your member candidate information.' and fields for 'Your Last Name', 'Your Chapter', 'Your School', and 'First Letter of Your First Name'. There are also dropdown menus for 'Select the either the chapter where you WILL BE initiated OR ...' and 'select the school where you WILL BE initiated, but not both'. A 'Submit Your Responses' button is at the bottom.

- 3 people still missing
  - You/I know who you are -\_-
- Do it right now! Takes < 2 min.
- PIN #2303

# EXECUTIVE TEAM

## Treasurer

- **\$100 Dues needed by April 9th (Fifth Gen)**
  - Only cash or check accepted
  - Make checks out to “Tau Beta Pi - Michigan Gamma”



# EVENTS TEAM

## Service Coordinator\*

- Upcoming Service Events:
  - Kiwanis Thrift Store, Sat. 3/30, 9am-1pm
  - Be The Match, Mon. + Tues. 4/1-2
    - Shifts from 9:30am - 2:30pm
  - Sequoia Place, Wed. 4/3, 6-7 pm
  - Undergraduate Research Symposium, Fri. 4/5
    - Fill out google form in event description!
- Be a project leader
  - Leadership credit
  - Contact me @ [tbp.service@umich.edu](mailto:tbp.service@umich.edu)
- External service: 3 hours grad **electees**, 5 hours undergrad **electees**

# EVENTS TEAM

## K-12 Outreach Officers

- K-12 Officer Application Coming Soon!
  1. Complete the form that we will release
  2. Complete an interview with us
- This is a great and fulfilling one year position
  - “Sydney does 99% of the work so your first semester will be easy!” - Andrej

**Application will be open until a week after elections**



# EVENTS TEAM

*Campus*



- Tutoring:
  - Hours will be assigned on 4/14
- Breakfast Parties on 4/2 and 4/8
- MLK Luncheon 4/11 -
  - Professor Sara Pozzi
- Cool Completed events
  - Pie Day - 65 pies!



# EVENTS TEAM

## Activities

- Karaoke
  - This Friday, March 29th 8PM at Friends Karaoke
- Breakout Escape Room
  - Next Sunday, April 7th at noon
    - Let me know if you can drive for carpool, only 12 tix!

## BANQUET (Friday April 12, 6-9 pm)

- Everyone, sign up on website
- Electees let us know if you can't make it

# CHAPTER TEAM

## Chapter Development\*

- Chapter Slack Workspace!
  - Sign-up link:

**[tinyurl.com/tbpMIGslack](https://tinyurl.com/tbpMIGslack)**

- Help/guidelines:

**[tinyurl.com/tbpMIGslackHelp](https://tinyurl.com/tbpMIGslackHelp)**



# OFFICER SPOTLIGHTS

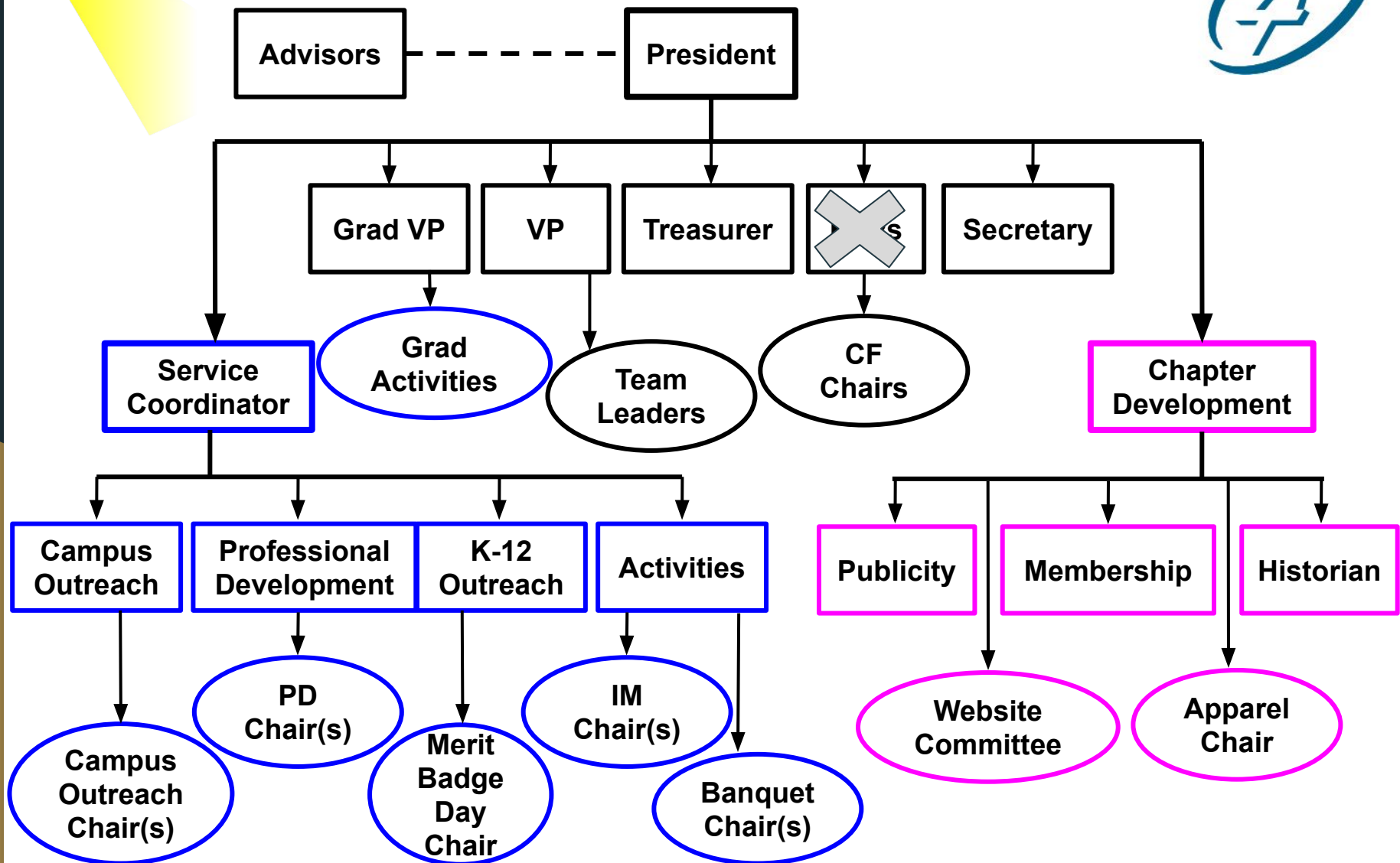


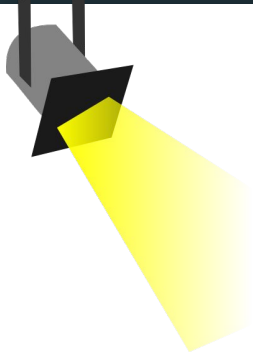
# Officer Corps Structure



- 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!

# Current Officer Corps Structure





# EXECUTIVE TEAM

## President\*



**1 semester position + restriction on incumbent eligibility**

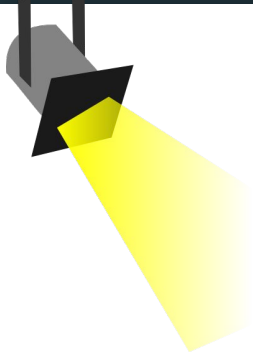
### **Responsibilities:**

- 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



### One Semester Position

### Oversee all of the Undergraduate Electees

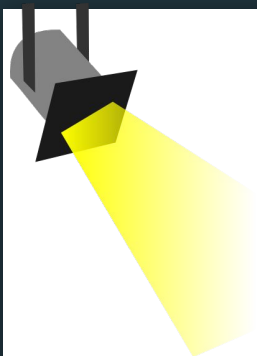
- Answer questions for electees
- Check on all electees' progress throughout semester
- Run the electee games and interviews

### Be a part of the advisory board

- Vote on important things

**Best Part:** Meeting all the electees and creating the games





# EXECUTIVE TEAM

## Grad Vice President

One semester position

### Major Responsibilities:

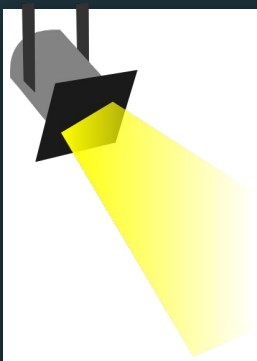
1. Oversee the graduate electee process
  - Set-up and coordinate interviews with VP
  - Track grad electee progress
  - Point-of-contact + team lead for grad electees
2. Oversee/administer graduate activities (with GSACs)

### Other Responsibilities:

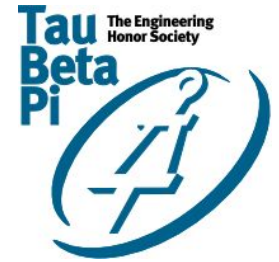
- Support the undergraduate electee process
- Member of executive team + attend officer meetings
- Non-voting member of the advisory board + attend advisory board meetings

**Average Time Commitment:** ~2-3 hours/week (front-loaded)

**Favorite Part:** Getting to see everyone succeed and become new actives of the chapter!



# EXECUTIVE TEAM



## Secretary (2-Semester)

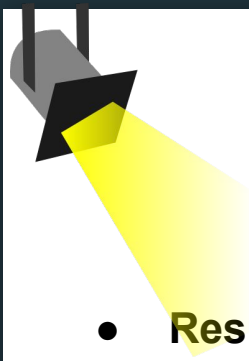
- **Mitochondria of Michigan Gamma**

- 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 and Office Hours

- **Highlight(s)!**

- Delegate to National Convention
  - Columbus, OH this October!
- Opportunity to expand position
- High cross-team collaboration within Officer Corps
- Watching everything come together



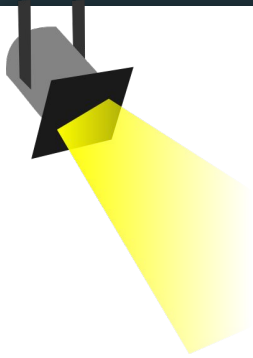


# EVENTS TEAM

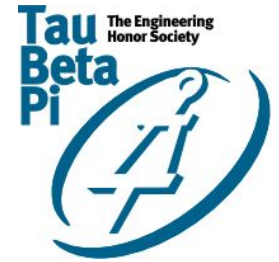
## Service Coordinator\*



- **Responsibilities (semester long position):**
  - Project Leaders (20 plus)
  - Events Team Lead (be intimately familiar with their ongoing)
    - Campus Outreach + Chairs
    - K12 Outreach + Chairs/Committee
    - Activities Officer + Grad. Activities, IM Sports
    - Professional Development + Chairs/Committee
  - Manage External Service
- **Best Part: Leading yourself *and others* to success**
- **Skills:**
  - Multitasker extraordinaire: manage upwards of 10 different projects at one time
  - Excellent at communication, by many different means (email, text, phone, carrier pigeon)
  - Sales, sales, sales: you've got to sell projects to leaders



# 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!



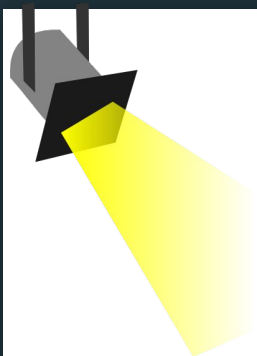
### Best Part:

- Bringing joy to campus

### Skills:

- Organized





# EVENTS TEAM



## Professional Development

### Year Long Position!

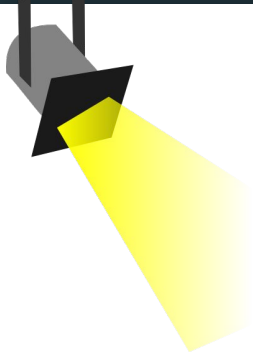
- Corporate information sessions surrounding career fairs
  - Communicate with company representatives and arrange catering
- Miscellaneous PD events and workshops
  - Engineering Futures workshops, LinkedIn critiques, public speaking workshops, etc.
- Mentorship
- Oversee PD Chairs and delegate tasks

### Skills

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

### Best Part

- Meeting really cool individuals from industry!



# CHAPTER TEAM

## Chapter Development

### Semester Long Position

- Organize New Initiatives meetings
- Work with President and other officers to implement ideas from NIs
- Lead the Chapter Team

### Skills

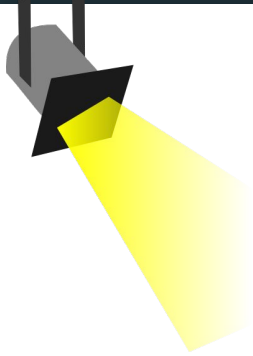
- Familiar with the chapter
- Experience in implementing changes
- Ideas for improvements!

### Best Part

- Freedom to improve the chapter in a variety of ways







# CHAPTER TEAM

## Historian



### Semester Long Position

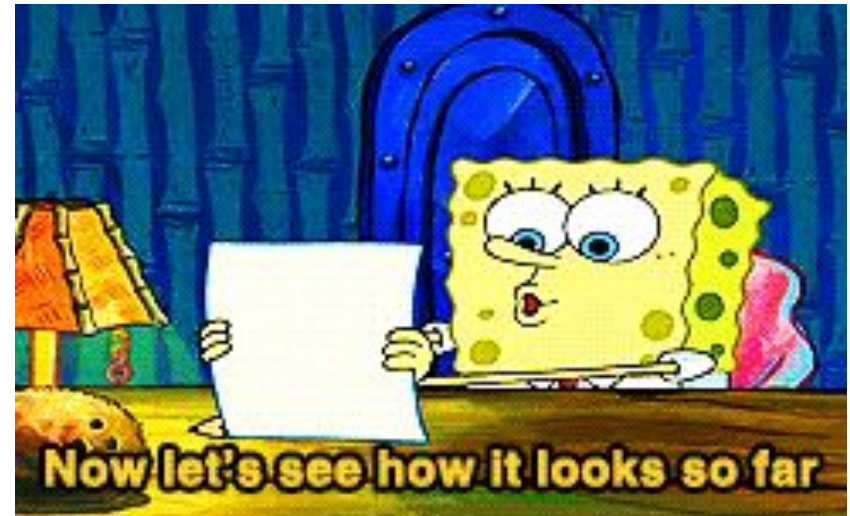
- Create Cornerstones for General and Active Meetings
- Send out a monthly Alumni Newsletter
- Take/collect pictures of TBP events

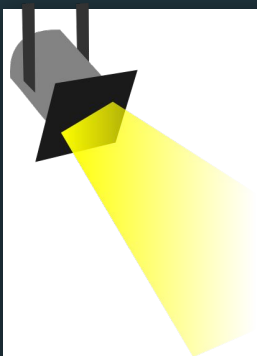
### Skills

- Editing
- Designing Layouts
- Creativity

### Best Part

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





# Elections



Tuesday, Apr. 2

- 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

A skill that can be used in large and small meetings

# 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

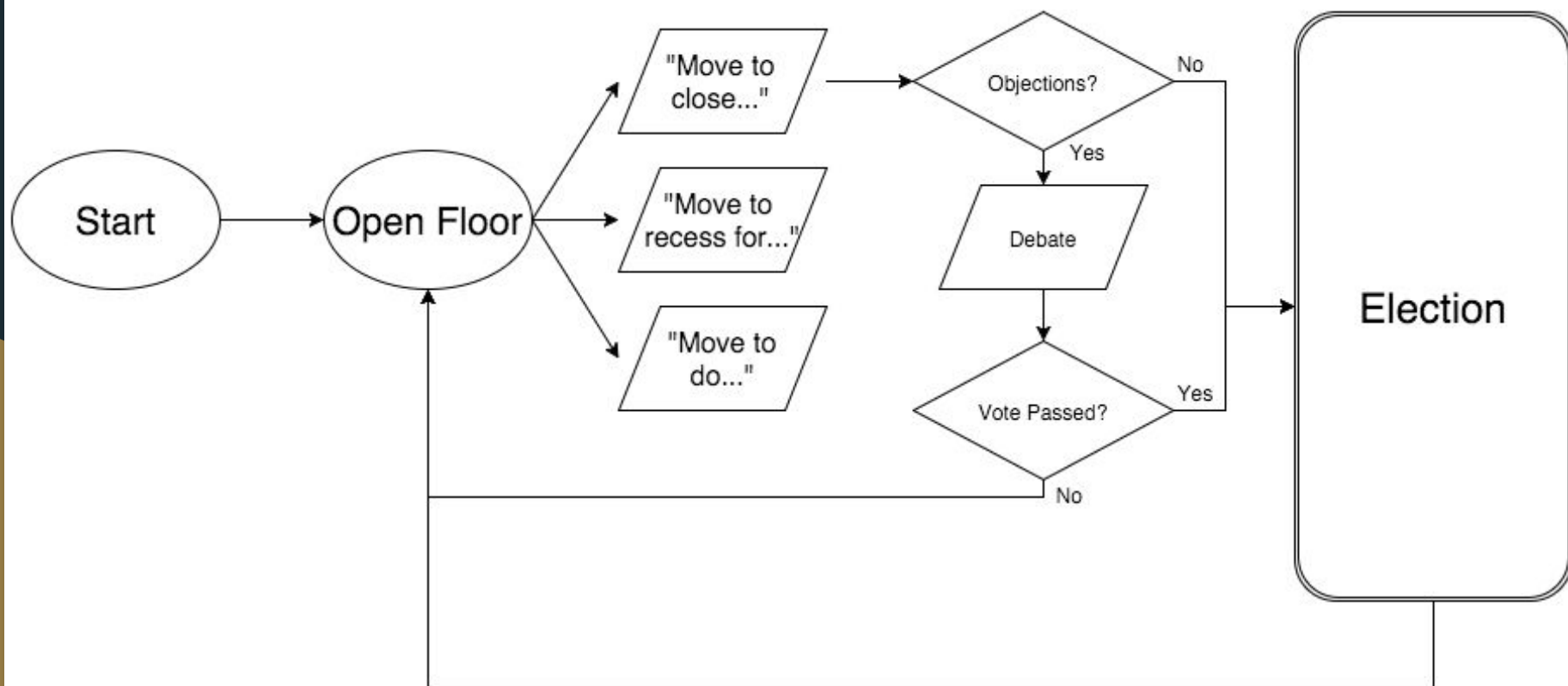
## What Will Benson Complain About?

- 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”
- ???



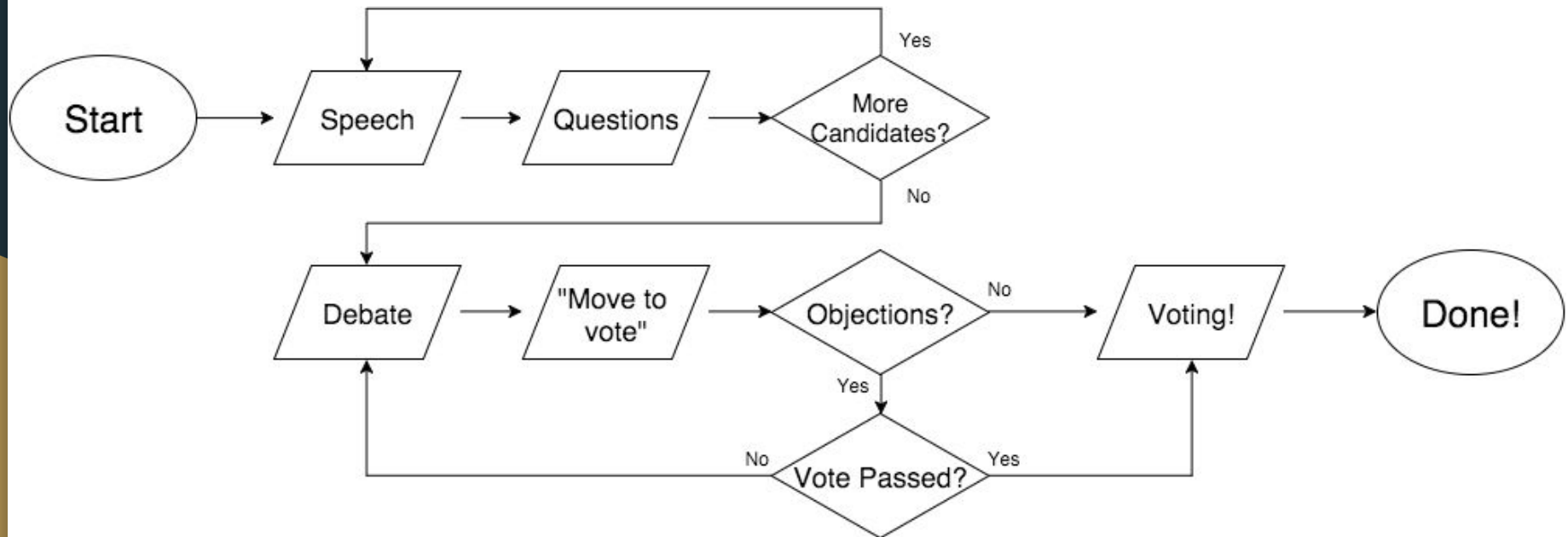
# Robert's Rules of Order

## 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?

# Meeting Sign-in:

:D



# Electee Game