



Elections

27 March, 2012

Welcome (Daniel Becker – debecker)

Upcoming Events

I. Electee Info – Kristin Graf (grafk)

A. Things due at E/A III, 3 April (Tues):

1. \$90 membership fee. Give to Matthew Khoo (khoowx), check payable to Tau Beta Pi.
2. Finish all other electee requirements (exam, service hours, socials, tutoring, etc.) If you will have trouble completing them, please email Kristin soon.
3. Have a group meeting to prepare for the Bake-off and Yell competition at E/A III.

II. Initiation & Banquet (Nathan McKay – ngmckay)

A. Initiation: 15 April (Sun), 4pm in 1500 EECS

1. 4:00PM *sharp* in 1500 EECS (Late is unacceptable)
2. Dress is business formal
3. Bring photo identification (M-Card, etc.)
4. E-mail Kristin (grafk) ASAP if you cannot make initiation.
5. Make sure you arrive on time! Plan to arrive 40 minutes early.

B. Banquet: 15 April (Sun)

1. Where: Campus Inn (615 E. Huron St)
2. When: Immediately following Initiation (carpool after)
3. Dress is business formal
4. Electees attend for free - attendance is expected.
5. Third-term-plus DAs, top 5 actives by service, and group leaders attend for free.
6. All other actives and guests: Banquet tickets are \$25.
7. **If attending, you *must* contact ngmckay@umich.edu to RSVP** (unless electee)
8. Reception: 5:30pm-6pm, dinner begins 5pm, banquet ends around 8pm

III. Service Project (Chris McMullen – cmcmull)

- A. Project leaders - turn in your project reports! You must submit the Google form (not Word doc) report in order to receive your leadership credit.
- B. External service hours:
 - 1. Max 5 per semester, may not be double counted with another society.
 - 2. Have event coordinator sign a form describing what you did/how much time you spent.
 - 3. Due 3 April (Tues) at 5pm in Chris's mailbox.
 - 4. Good opportunities for external service:
 - a. AIAA Region III student conference: 30 March - 31 March. Sign up at <http://bit.ly/Hb0gzP>. Get a free t-shirt, semester of AIAA dues, and free food. Email debecker@umich.edu for details.
 - b. SHPE Regional conference: 29 March - 1 April. For details and sign-up, email Kevin Collao (kcollao) from SHPE and let him know you are from TBP.
- C. Upcoming service events
 - 1. Habitat for Humanity ReStore w/ GE: 1 April (Sun), 11am-3pm (2/6)
 - a. Plan for extra time after, as lunch will be provided
 - 2. Leslie Science Center: 7 April (Sat), 10am-12pm (2/15)
 - 3. CoE Blood Battle: 9 April (Mon), 12pm-6pm [hour long shifts] (11/12)
 - a. Also need blood donors to help your dept win the battle and a pizza party!
 - b. Only undergrads can contribute points to their department.
 - c. To donate blood, sign up at www.tinyurl.com/bloodbattle12 and select an appointment on either 5 April or 9 April (Labelled AIChE and TBP, respectively)
 - 4. Bottle Drive: ongoing, due 3 April (Tues) at 5pm. Contact Matt Khoo (khoowx) or Andy Zhou (yangdiz) for details.
 - 5. Relay for Life: 14 April (Sat) - 15 April (Sun), 10am.
 - a. Email Shannon Pawlowski (scpawl) if you would like to receive service credit from TBP.
 - b. Sign up at <http://bit.ly/GOVQQB>. There is a \$10 registration fee - but it all goes to charity.

IV. Tutoring (Ben Rothacker – benroth)

- A. Please let me know if you have trouble getting tutoring hours!

V. Cornerstone (Ryan Chen and Justine Kunz – ryanchen and justkunz)

- A. Write for the Cornerstone - 1 hour per submission
- B. Easy hours - no cap.

VI. Intersociety Events (Jon gold – goldjon)

- A. Inner Tube Water Polo Playoffs: 2 April (Mon), 8pm
- B. Volleyball with SWE Playoffs: 3 April (Tues), 9:30pm

C. Tau Beta Paintball: 1 April (Sun), 2pm in Pinckney, MI (See website for details)

VII. **Social Events** (Nathan McKay – ngmckay)

A. TG II: 28 March (Wed), 7pm-9pm at Buffalo Wild Wings

B. WhirlyBall: 6 April (Fri), 8pm-10pm at 750 Phoenix Drive. \$8 per person, limited to 20 people

C. Poker Tournament Night: 5 April (Thurs), 8pm at 1018 Dow. First place prize, FREE to enter!

VIII. **Membership** (Andy Boucher – yanders)

A. Cords and Stoles

1. You can wear a TBP stole at graduation if you have been a DA at least once - free

2. You can wear a TBP cord just for being a member - \$11

3. If you have not already let Andy know yet, please do so ASAP as he will be placing the orders in the coming days.

4. If you have already let Andy know, expect more details to be sent out later this week addressing payments and pickups of items.

B. TBP Sweatshirts

1. Available for \$25, email Andy for more information

C. DA and PA Deadlines

1. Deadline for achieving DA or PA is banquet.

2. Andy will send an email to everyone who has reached or is close to achieving DA or PA letting them know of their status.

3. If you do not receive a message from Andy but think you should have, please contact Andy.

IX. **New Initiatives** (Samuel Dettling – samueldd)

A. 5 April (Thurs): Last NI, 7pm in 1005 Dow

B. Topic: PA and tiered leadership feedback

C. Food will be provided. Get a service hour.

X. **K-12 Outreach Chair** (Carlos Pons Siepermann and Nathan Rowley – carlpons and nrowley)

A. All MindSET service hours have been uploaded to the website; you should have received them.

B. Fourth and last MindSET module: 31 March (Sat). We need volunteers, sign up!

C. Transportation will be available. Sign up online, contact Carlos if you need a ride.

XI. **Diversity and Leadership** (Eeshan Khanpara – keeshan)

A. Engineering Futures

1. 18 April (Sat), 11:30am-2:30pm
2. Topics TBA: Team Chartering, People Skills, Group Process, or Analytical Problem Solving
3. Fill out survey at www.tinyurl.com/e-futures
4. Earn 1 social credit; food will be provided.

XII. **Next Meetings:** E/A III 3 Apr (Tues) 6:30pm in 1013 Dow
 Initiation/Banquet 15 Apr (Sun) 4pm in 1500 EECS

Official Business

Officer Election Process (Andy Boucher – yanders)

*** Note 1: Please stay for the duration of elections to maintain quorum and ensure valid elections.

*** Note 2: Discussion of the candidates shall remain confidential- what happens during elections stays in elections.

Nominations

The floor will be open for nominations between individual elections. You are encouraged to nominate yourself and others.

Order of Voting

The President, VP, Secretary, and Treasurer will be voted on first in that order. The other positions will be voted on in the order they are listed in the chapter bylaws. However, motions may be made to change the order of the elections.

Speech and Q&A

For any officer position, candidates will speak one at a time with all other candidates outside. For President and V.P. positions, each candidate will have up to 2 minutes to give a speech and a total of 4 minutes for the speech and Q&A. If the speech ends before the allowed 2 minutes, the Q&A will begin immediately and can continue until the overall 4 minutes has passed. If the Q&A ends early, the candidate is finished.

For all other positions, each candidate will have up to 1.5 minutes to give a speech and a total of 2.5 minutes for the speech and Q&A. If the speech ends before the allowed 1.5 minutes, the Q&A will begin immediately and can continue until the overall 2.5 minutes have passed. If the Q&A ends early, the candidate is finished.

Discussion

Discussion is opened for any comments for the candidates. The moderator will ask for any serious concerns to be mentioned first. Then, the moderator asks if anyone would like to say something positive about Candidate A for the officer position, and 1 comment (max 1 minute) is allowed. Then the moderator moves on to Candidate B, etc. After each candidate has been represented, the discussion becomes open for all candidates for 5 minutes (each comment sill limited to max 1 minute).

Please move to extend debate if you feel like there are still important items to discuss about the candidates.

IMPORTANT

We need a quorum of the attending members to elect next term's officers. Do not leave until elections are finished!

Keep what is said during candidate discussion confidential. What happens in elections, stays in elections.

Newly elected officers and current officers please stay after to get pictures and plan transitions.

Officer Positions

President The President's primary jobs are to supervise the other officers and to plan and conduct all meetings. The President is the facilitator; experience as a Tau Beta Pi officer is strongly recommended. The President also acts as the representative of the society in correspondence with other organizations. The President gets to interact with many people on different levels.

- Manages the responsibilities of the officers
- Schedules, plans, organizes, and runs all officer and general body meetings
- Organizes the Mailout (sending invitations to all eligible students/parents)
- Is the official delegate to the National or District Convention and arranges travel plans for all MI-G delegates
- Communicates with Nationals, CoE, and the University

Vice-President The Vice-President oversees the electee process and acts as second-in-command to the President. The VP gets to know the electees better than anyone else. Knowledge of the electee process and internal workings of TBP is a big plus, and organizational and people skills are a must. The VP gets to meet and work with many new students.

- Is the contact person for all electees
- Keeps a close eye on the progress of all electees
- Organizes the electee material, electee groups, and electee games
- Organizes and conducts electee interviews
- Works with Secretary to ensure electees have approval from Nationals

External Vice-President (2 positions, TWO TERM, elected in Fall) The External Vice-Presidents plan and run the SWE/TBP Career Fair in the Fall and organize the CoE Leaders and Honors Brunch in the Winter. The Career Fair is the largest and most important event run by the Chapter. These officers must have excellent organizational skills and must be willing to put in a lot of time to ensure the success of the Fair. The EVPs must also oversee the selection of outstanding students for recognition at the Honors Brunch. They should have strong PR skills as they get to work with leaders in the College of Engineering and corporate representatives.

- Plan and run the Fall SWE/TBP Career Fair, planning starts in December
- Recruit TBP members to serve on Career Fair committees
- Plan and run the Winter CoE Leaders & Honors Brunch
- Recruit TBP active members to serve on Honors Brunch committees

Treasurer (TWO TERM, elected in Fall) The Treasurer is responsible for managing the Chapters finances and day-to-day monetary transactions. This position requires excellent organizational skills and an interest in learning about the Chapters finances.

- Creates and administers the budget each semester
- Promptly processes reimbursements through SOAS
- Records donations to TBP and donations to charity
- Files annually (by May 15) IRS Form 990, Return of Organization Exempt From Income Tax

Secretary (TWO TERM, elected in Winter) The Secretary is the primary communications link between our Chapter and Nationals and has the best knowledge of the national organization. Responsibility and an enthusiastic interest in the behind-the-scenes working of the Chapter are a must.

- Reports all Chapter information to Nationals in a timely manner
- Collects and files electee catalog cards
- Reserves rooms
- Attends District Conference in Winter (just after being elected)
- Compiles Chapter Survey to send to Nationals in May (with help from Service Chair)
- Sorts eligibility list

Activities Chair The Activities Chair is responsible for organizing many of the Chapters social events and the Initiation banquet. This officer also handles ordering and getting food for all meetings. Access to a car is necessary. This position is great for outgoing and creative personalities.

- Plans social events throughout the semester
- Brainstorms and implements new socials
- Orders dinner for meetings and purchases drinks and sides from store
- Sets up food at meetings and cleans up room after
- Organizes the banquet, its food, and its attendance, and finds a keynote speaker

Service Chair The Service Chair is in charge of overseeing all service projects done by the Chapter. The Chair must communicate with the many project leaders to ensure the success of the events. The Service Chair should have an outstanding interest in community service and good organizational skills.

- Recruits project chairs to run each service project
- Provides project chairs with direction and any necessary material
- Collects project reports and pictures from project leaders and helps compile Chapter Survey with Secretary
- Plans and implements new service projects

- Works with VP, Website Chair, and electees to ensure that service requirements and deadlines are met
- Publicizes service events

New Initiatives Chair The New Initiatives Chair is responsible for identifying, developing, and implementing new ideas and improvements in almost any area of the Chapter. The Chair runs New Initiative meetings which serve as a forum for Chapter members to discuss ideas, suggestions, and concerns. Access to a car is helpful. This position requires initiative and creative thinking, and is perfect for someone who has a desire to impact the Chapter.

- Plans and runs 5 New Initiatives meetings throughout the semester
- Provides food and drinks at meetings
- Keeps up-to-date with whats happening at the Chapter, College, and University to identify new opportunities
- Develops new service, social, and intersociety ideas (works with corresponding officers to implement)
- Improves image (external) and workings (internal) of Chapter

Website Chair The Website Chair updates and manages the Chapter website. A new website will be launched at the beginning of Winter semester, and this officer should be ready to continue development on the site over the course of the semester with the website committee. The Website Chair should ideally have prior experience with web technologies (CSS, HTML, PHP, MySQL, and Javascript).

- Continues development, bug testing, and user feedback on the new website
- Keeps website up-to-date by posting news stories, officer bios, service projects, meeting minutes, Cornerstones, forms, and pictures
- Manages website access and tracking of all active and electee requirements
- Manages and keeps up-to-date all Chapter mailing lists
- Orders cords and stoles for graduating members
- Orders DA gifts and arranges distribution to DA members
- Takes meeting minutes at general body meetings when necessary

Campus Outreach Chair The Campus Outreach Chair (a new position that is an expansion of the former Tutoring Chair) is in charge of all Chapter efforts related to academics on campus. This consists largely of tutoring, but new outreach programs that utilize our resources are also encouraged. The position requires interest in expanding and improving our academic presence on campus.

- Schedules tutoring events throughout the semester

- Organizes electees and actives to serve as tutors
- Publicizes tutoring events through email, flyering, chalking, and announcements
- Works with other societies and the College to improve tutoring services
- Seeks and coordinates new opportunities for outreach to CoE students, especially Freshmen and Sophomores

K-12 Outreach Chair (TWO TERM, elected in Winter) The K-12 Outreach Chair (a new position) is responsible for the Chapters engineering outreach within the community. This consists largely of the MindSET outreach program but may be expanded in the future. The position requires working with both the Chapter and the community.

- Leads the MindSET Committee in planning all MindSET activities
- Is the contact person for K-12 local schools and for communication with Nationals regarding MindSET

Corporate Relations Chair The Corporate Relations Chair is the Chapters liaison to the corporate world. This position involves interfacing with industry representatives and thus requires good people skills.

- Arranges for industry representatives to give corporate presentations at meetings
- Provides opportunities for members to network with industry
- Creates a TBP Resume CD to hand out to companies at each semesters Career Fair

Intersociety Chair The Intersociety Chair is responsible for the Chapters sports activities. The Chair is also in charge of arranging intersociety socials and maintaining strong relationships with other CoE societies. This position is for an enthusiastic member who likes playing IM sports.

- Registers and manages the Chapters teams for IM sports, usually two per sports season (2 seasons per semester)
- Attends all IM sports events and managers meetings
- Works with other societies to plan intersociety socials and intersociety sports
- Organizes new intersociety events
- Attends all UMEC general body meetings as TBP student representative

Diversity and Leadership Chair (TWO TERM, elected in Winter) The Diversity and Leadership Chair is responsible for setting up programs that foster a spirit of diversity and leadership in the College. This position requires an understanding and interest in these issues.

- Serves on the CoE MLK Symposium Committee (monthly meetings in Fall, biweekly in Winter) to help organize MLK Symposium Events
- Organizes, finds speakers for, and moderates the TBP/MLK Luncheon Series

- Plans Engineering Futures events (leadership and interpersonal skills training) for officers and for Chapter and College
- Publicizes for all MLK and EF events

Publicity Chair (2 positions) The Publicity Chairs are in charge of publishing the TBP Cornerstone newsletter, sending announcements/reminders to the Chapter, managing the Chapters mailing lists, and publicizing any Chapter events. The duties of the position are divided by the two Chairs at their discretion. These Chairs should be creative, organized, and have good writing skills.

- Publish the Cornerstone for every general body meeting
- Send a Weekly Announcements email to Chapter mailing lists every Monday
- Email announcements from officers to all members
- Publicize Chapter events to the College and/or University if necessary (in collaboration with officer in charge of event)

Graduate Student Coordinator The Graduate Student Coordinator runs the electee process for graduate students and organizes all graduate socials. This position is typically filled by a graduate student member.

- Is the contact person for all grad electees
- Tracks progress of grad electees
- Arranges grad electee interviews and group meeting
- Organizes all grad socials, sometimes in conjunction with other societies