Michigan Gamma chapter
Fourth General Meeting

14 November, 2017
ZERO WASTE

It’s Compostable!

- Plates
- Napkins
- Cups
- Utensils

Place the compostable dinnerware and extra food into the GREEN trash bags!

If it isn’t listed and isn’t food - throw it in the regular trash!
EXECUTIVE TEAM

President*

- Welcome!
  - Announcements + Spotlights
  - Robert’s Rules Refresher
  - Electee Game
- What day is it?
  - Dio
- **Engineering Games!**
  - 1 male & 1 female
  - Talent review - Dec 6 & 7
  - Dress rehearsal - Jan 18
  - Performance - Jan 26
EXECUTIVE TEAM

President*

- **Officer Elections**
  - Tuesday 11/28, 6:30 - ?? pm

- **Coffee Chats**
  - Tomorrow evening 11/15, 5-7pm
  - Thursday 11/16, 10:30-11:30am
  - Tuesday 11/21, 10:30-11:30am

- **TBP Bicentennial Scholarship Awards**
  - 5 x $500 awards will be given by the chapter this year
  - Presented at Leaders & Honors Brunch
  - Application open soon! Any engineer can apply - tell your friends!
Vice President

- Requirements up to date
  - 10 Hours of service
  - 1 social
  - 1 Team Meeting
- Requirements by 5th Gen (December 5th)
  - 16 Hours of service (+ extra hours for missed meeting)
  - 2 Social Events
  - 2 Professional Development Events
  - Electee Exam, 6 peer Interviews
  - One time, $90 Membership Fee
EXECUTIVE TEAM

Vice President

● Team Meeting before 5th General
  ○ Meet with your team to craft your Desert and Yell for the competition
EXECUTIVE TEAM

Vice President

- **Initiation** is **December 9th** at 4:00 PM
  - Business Professional Attire
  - **Banquet** will start at **6:00 pm** at The Graduate Hotel on State Street

- If you cannot make this date, let me know ASAP
EXECUTIVE TEAM

Undergraduate Electee of the Week

Swetha Reddi

Has done 27.5 total service Hours!!

Major: Biomedical Engineering

Fun Fact:
Likes spending time with friends, watching soccer, and eating cookie dough
EXECUTIVE TEAM

Grad Vice President

- Keep working to finish service hours!
- Initiation is December 9 @ 4:00 pm, 1500 EECS - **let me know immediately if you cannot make this date/time**
  - Banquet is after! Also need to know if you cannot attend.
Grad Electee of the Week

Kunal Garg

Fun Fact: likes to travel, kayak, cycle, and play pool

Currently has the highest number of service hours!
EXECUTIVE TEAM

Secretary

tbp.org/catalogcard

- 5 people still missing
  - You know who you are -__-
- Do it right now! Takes < 5 min.
- PIN #2303
EVENTS TEAM

Service Coordinator

- Upcoming Service Events:
  - Blood Drive (Wed, Nov 15, noon-6pm)
    - Requires training, contact Eshita Khera if needed
  - Sequoia Place V (Wed, Nov 15, 7-9pm)

- Be a project leader!
  - Lots of different opportunities, freedom to do what you’d like
  - Leadership credit
  - Contact me @ tbp.service@umich.edu

- External service: 3 hours grads, 5 hours undergrads
Professional Development

- MI-G LinkedIn
  - Ask to join: https://www.linkedin.com/groups/3836030/

- Upcoming Events:
  - Career Directions Q&A Panel
    - Monday, 11/20, 6:30-8pm
    - Entrepreneurship, consulting, academia, patent law, graduate school, R&D
  - Professional Headshots
    - Wednesday, 11/29, 5-7pm
    - Sign up for a 5-minute timeslot on the website
EVENTS TEAM

Campus OUTREACH

- THE BREAKFAST PARTY
  - Monday, Nov. 20th

- TUTORING
  - Please sign up to be a tutor tinyurl.com/TBPTutorsF17
  - No more flyering
EVENTS TEAM

Activities

● Sport Watching (Michigan Volleyball vs MSU)
  ○ Wednesday Nov. 15 @ 7pm (Cliff Keen Arena)
● Salsa Lessons
  ○ Friday Nov. 17 @ 4pm (1006 DOW)
● Michigan Pops Concert (FULL)
  ○ Sunday Nov. 19 @ 7pm

BANQUET (Saturday December 9th, 6-9 pm)

● Everyone, sign up on website
● Electees let us know if you can’t make it
Chapter Development*

● New Initiatives III - Tuesday, 11/21
  ○ Topics: Officer term lengths + more!

If you’re planning on coming, please sign up on the website so that I can figure out how much food to order!
Achieving DA or PA status

- **Gifts:**
  - 1st Semester: Stole/cord for graduation
  - 2nd Semester: Quarter zip
- Achieving PA is equivalent to 2 semesters of DA
- Cords & Stoles for purchase (if you haven’t gotten DA/PA)
  - Cords: $11
  - Stole: $30
CHAPTER TEAM

Publicity

Follow us on social media! Links at the bottom of weekly emails!

Facebook Group: Tau Beta Pi - MI G
LinkedIn Group: Tau Beta Pi - Michigan Gamma Chapter
Facebook Page: Tau Beta Pi-Michigan Gamma
Instagram: tbpmig
Twitter: tbpmig
Snapchat: tbpmig
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, Alumni Relations, Website, Apparel, and more!
EXECUTIVE TEAM

President*

Currently 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!
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
**Grad Vice President**

*One semester position*

**Oversee the graduate electee process:**
- Answering emails & questions
- Running the interview process
- Coordinating with and/or acting as the Graduate Activities Chair (if one is not appointed)
- Sending out updates & checking up on electees - at least once a week

**Other Responsibilities:**
- Attending Advisory Board & Officer Meetings

**Weekly Hour Requirement:** approximately 10 - 12 hours

**Favorite Part:** Getting to see everyone succeed and become new members of the chapter :)}
EXECUTIVE TEAM

Secretary

* Not up for re-election until winter!

- **Responsibilities**
  - Files ~8 reports with HQ per semester
  - Organize mail-out inviting eligible students
  - Attendance at Voting Meetings - Quorum tracking
  - Eminent Engineers
  - Schedule rooms, take meeting notes
  - Office Hour schedule
  - Catalog Cards and Bents/Certificates
  - End of year Chapter Survey

- **Favorite Part**
  - Making sure the chapter runs smoothly + officer bonding
  - Stepping-stone to higher leadership
EXECUTIVE TEAM

Treasurer

Full Year Position

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 and learning about all the cool stuff the chapter does
EXECUTIVE TEAM

External Vice President (2)

- Year long position (Jan-Dec 2018)
- Organize Honors Brunch and Career Fair
- Please email questions to cf17directors@umich.edu
- **Apply at:** [https://goo.gl/forms/0JJdnEPYuHYZoxOW2](https://goo.gl/forms/0JJdnEPYuHYZoxOW2)
- Applications are due **Sat. Nov. 18th at 11:59 PM**
Service Coordinator*

**Responsibilities (semester long position):**
- Project Leaders (20 plus)
- Events Team Lead (be intimately familiar with their ongoings)
  - 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
● Oversee The Breakfast Parties
● Attend North Campus Sustainability Initiative meetings
● Help organize MLK Luncheons
● Plan Pi Day and Engin 101 snacks

Best Part:

● Bringing joy to campus

Skills:

● Organized
● Working with team (chairs)
EVENTS TEAM

Professional Development

* Not up for re-election until winter (academic year term)!

- Corporate information sessions surrounding career fairs
  - Communicate with company representatives and arrange catering
- Professional headshots
- Miscellaneous PD events and workshops
  - Engineering Futures, LinkedIn critiques, public speaking workshops, etc.
- Alumni mentorship

Skills
- Organization, persistence, **fast response to emails**

Best Part
- Freedom to organize new events
Elections

Tuesday, Nov. 28th

- 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 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”
- ???
TBP Elections

Robert’s Rules of Order

Start → Open Floor → "Move to close..." → Objections?

"Move to recess for..." → Debate

"Move to do..." → Vote Passed?

Yes → Election

No → Election

No → Election
Robert’s Rules of Order

A Single Officer Election

Start

Speech → Questions

More Candidates?

Yes → Debate

"Move to vote" → Objections?

No → Voting!

Yes → Done!

No → Vote Passed?

Yes → Done!

No
Robert’s Rules of Order

I’m Confused.

- We all are.
  - What is life?
Robert’s Rules of Order

I’m Confused.

- There will be a handout at elections
- We’re Rule Nazis, but helpful Rule Nazis
  - Goal: structured participation
  - Not Goal: exclusion by confusion
- Ask an advisor or the people on the stage
Meeting
Sign-in:
Weasel Bowl 2017

Apparel Form:
tinyurl.com/TBPapparel
Electee Game