

# 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!





#### President\*

- Welcome!
  - Announcements + Spotlights
  - Robert's Rules Refresher
  - Electee Game
- What day is it?
  - Dio
- Engineering Games!
  - 1 male & <u>1 female</u>
  - Talent review Dec 6 & 7
  - Dress rehearsal Jan 18
  - Performance Jan 26



#### 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



#### Vice President

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



#### 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



## 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





#### **Grad Vice President**

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



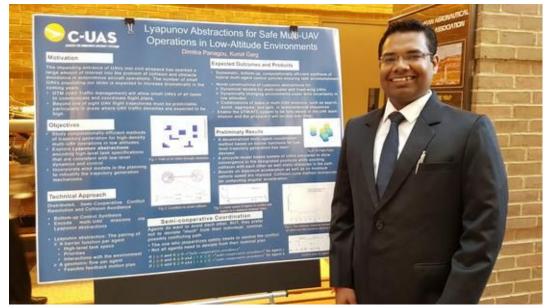
#### Grad Electee of the Week

**Kunal Garg** 

Major: Aerospace Engineering

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

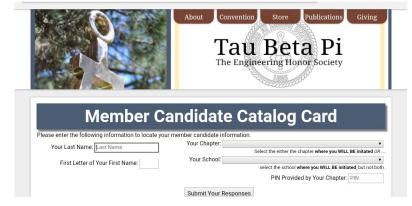
Currently has the highest number of service hours!





#### Secretary

tbp.org/catalogcard



- 5 people still missing
  - You know who you are -\_-
- Do it right now! Takes < 5 min.</li>
- PIN #2303



#### 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 @ <u>tbp.service@umich.edu</u>
- External service: 3 hours grads, 5 hours undergrads



#### Professional Development

- MI-G LinkedIn
  - Ask to join: <a href="https://www.linkedin.com/groups/3836030/">https://www.linkedin.com/groups/3836030/</a>
- 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



## Campus



- THE BREAKFAST PARTY
  - Monday, Nov. 20th

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





#### **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 TEAM**

# Tau The Engineering Honor Society Beta Pi

## Chapter Development\*

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



If you're planning on coming, please s website so that I can figure out how n order!













#### **CHAPTER TEAM**



## Membership

#### **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

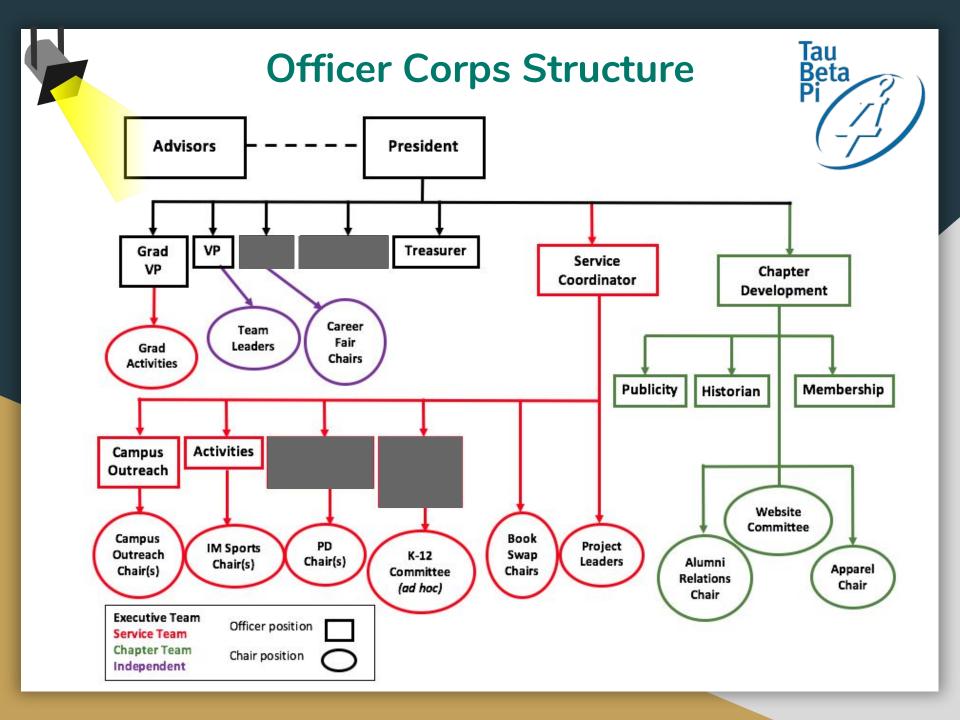




## **Officer Corps Structure**



- 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!







#### President\*

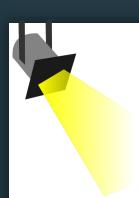
# **Currently 1** semester position + restriction on incumbent eligibility Responsibilities:

- 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!





#### 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





#### **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 :)





#### 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





#### 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





## 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: <a href="https://goo.gl/forms/0JJdnEPYuHYZoxOW2">https://goo.gl/forms/0JJdnEPYuHYZoxOW2</a>
- Applications are due Sat. Nov. 18th at 11:59 PM







- 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





## 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)







## Professional Development

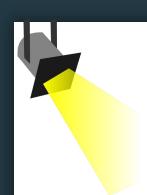
- \* Not up for re-election until winter (academic year term)!
  - Corporate information sessions surrounding career fairs
    - Communicate with company representatives and arrange catering
  - Professional headshots
  - Miscellaneous PD events and workshops
    - Engineering Futures, LinkedIn critiques, 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)</li>
- Team Leads: Ch. Dev. & Service Coord.
  - Speech < 2 min, total 2.5 min (speech + questions)</li>
- Pres, VP, GVP
  - Speech < 3 min, total 5 min (speech + questions)</li>





What are they?

Rules!



Why?

Order!



#### Okay, but for real.

Democracy!

Productivity in the presence of disagreement

Protect the rights of the minority



#### **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



#### 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



#### 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?

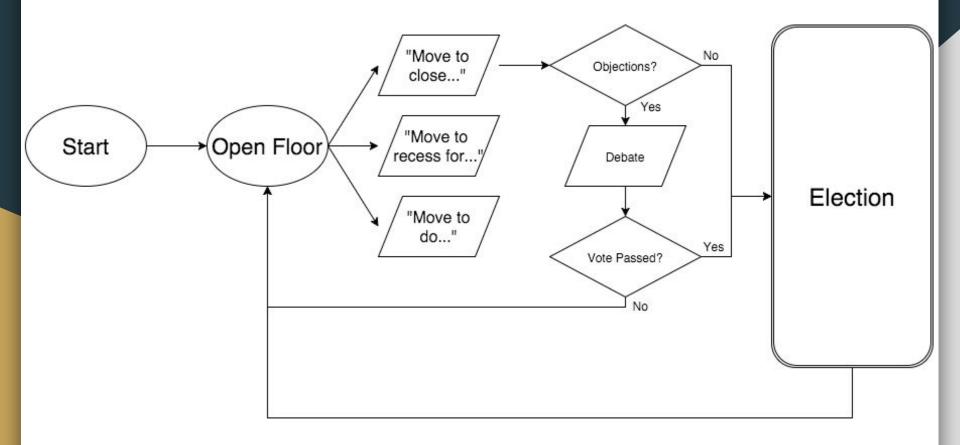


## What Will Benson Complain About?

- 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"
- 555

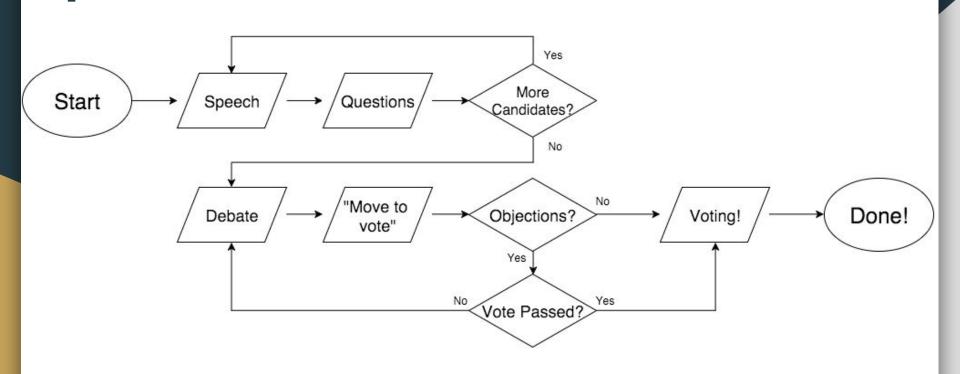


#### **TBP Elections**





## A Single Officer Election





#### I'm Confused.

- We all are.
  - What is life?



#### 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

