



# Michigan Gamma Chapter Fourth General Meeting

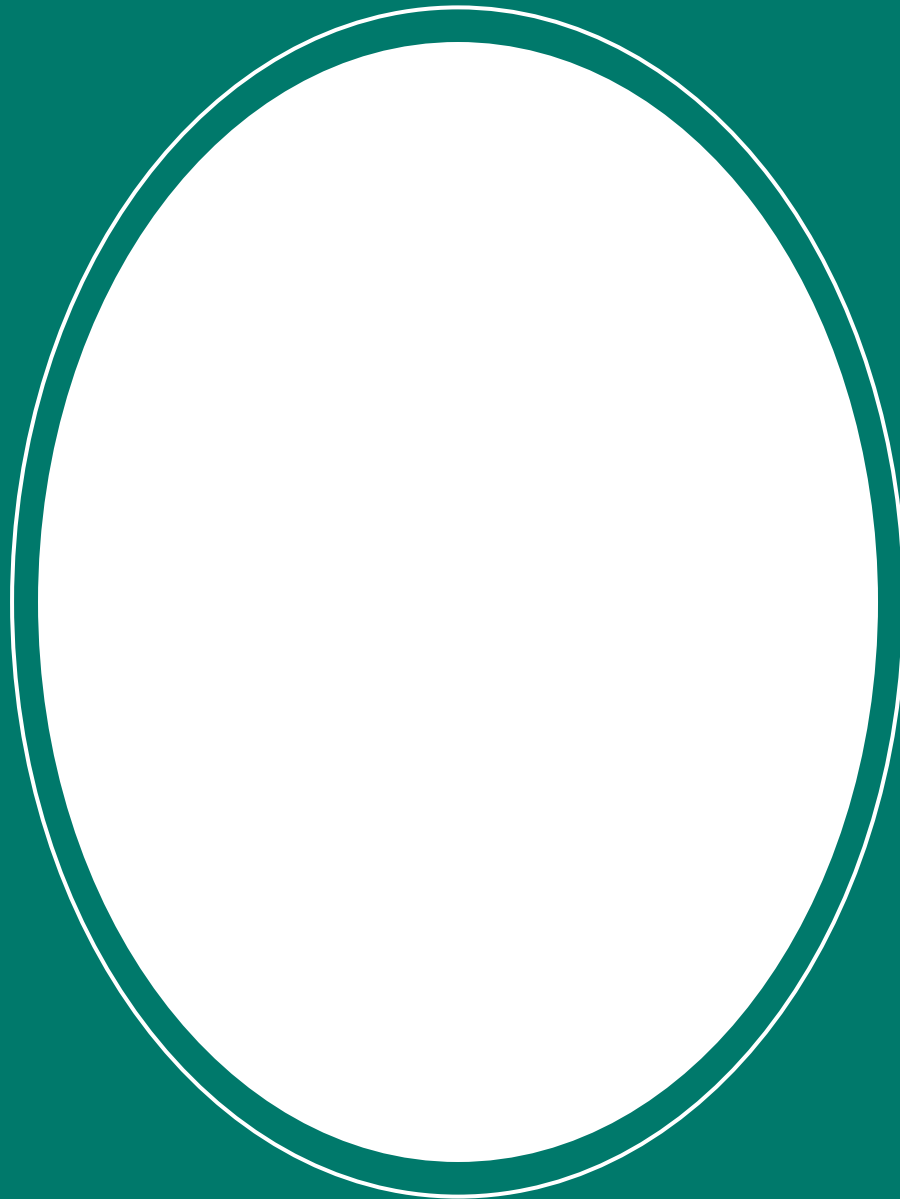
20 November 2018



**Guest Speaker:  
Prof. Bryan  
Goldsmith  
(CA-AB '10)**




# OFFICER UPDATES



# EXECUTIVE TEAM

## President\*

- Welcome!
  - Announcements + Spotlights
  - Robert's Rules Refresher
  - Electee Game
- Engineering Games!
  - 1 male & 1 female
  - Talent review - Dec 3 or 4
  - Dress rehearsal - Jan 26
  - Performance - Feb 1

A photograph of a stage performance. Two people, a woman on the left and a man on the right, are standing on a wooden stage. The woman is wearing a dark t-shirt and jeans, and the man is wearing a dark t-shirt and jeans. They are both holding microphones. Behind them is a large projection screen displaying a photograph of a group of people sitting at a table in a dimly lit room. The text "All I need is a table in the basement" is projected below the image. The stage is flanked by wooden walls with horizontal slats. A piano is visible on the right side of the stage. The audience is visible in the foreground, with the backs of several heads visible.

All I need is a table in the basement

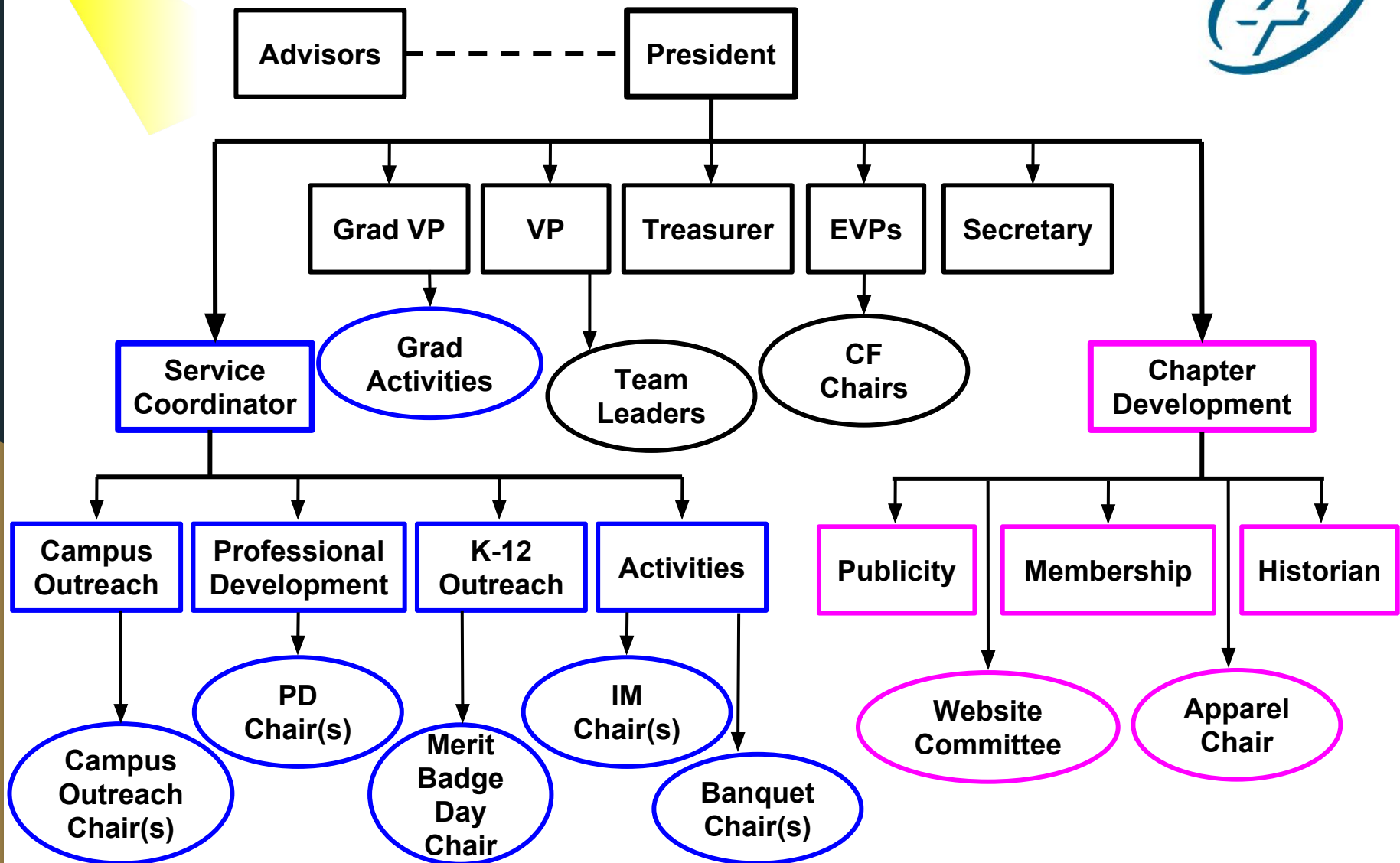
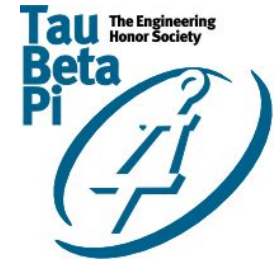


# Officer Corps Structure

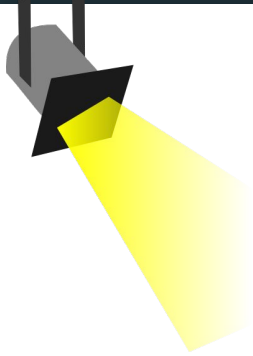


- Team Structure
  - Executive
  - Events
  - Chapter
- Each team has a team lead, they assist and directly oversee the officers in their team
- Lots of officers, lots of support in the role
- Chair positions:
  - Career Fair, Professional Development, Campus Outreach, Website, Apparel, and more!

# 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 (December 4th)**
  - **16** Hours of service( + extra hours for missed meeting)
  - **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, November 27th
  - Nominate people and/or yourself
  - Feel free to ask any officers about their position
- Fifth General is Tuesday, December 4th
  - 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 8th 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

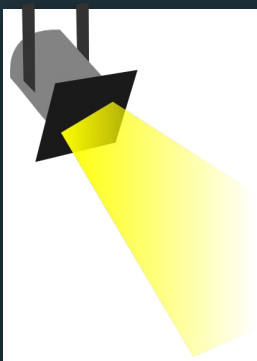
# EXECUTIVE TEAM

## Undergraduate Electee of the Week

Atishay Singh

- Volunteered at Cub Scouts Day and has over 27 service hours
- Came to my office hours twice
- Likes Plain bagels
- Studies Computer 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 Dec 4th**
  - 10 service hours
  - 2 socials (at least 1 must be grad social)
  - 2 grad electee meetings
  - General meetings, paperwork, \$100 dues
- **Next grad social coming end of November**
- **Last grad electee meeting is most likely Dec 1st (Bake and yell)**
- **Initiation is Dec 8th at 4:00 PM**
  - **If you cannot make this date, let me know ASAP!!**

# EXECUTIVE TEAM

## Grad Electee of the Week

Juan Paredes

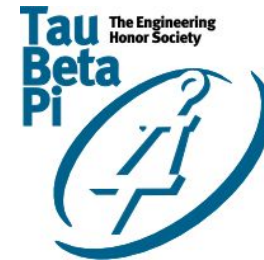
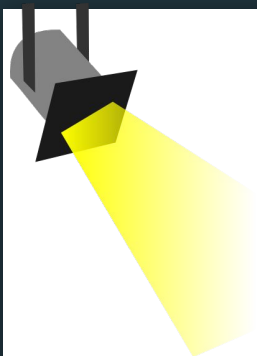
**Major:** Aerospace

**Favorite Bagel:** Regular w/ cream cheese

- Basically completed electee requirements
- Ran Graduate Student Speaker Series







# EXECUTIVE TEAM

## Grad Vice President

One semester position

### Major Responsibilities:

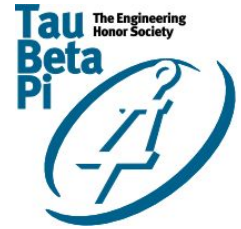
1. Oversee the graduate electee process
  - Set-up and coordinate interviews with VP
  - Track grad electee progress
  - Point-of-contact + team lead for grad electees
2. Oversee/administer graduate activities (with GSACs)

### 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:** ~2-3 hours/week (front-loaded)

# EXECUTIVE TEAM

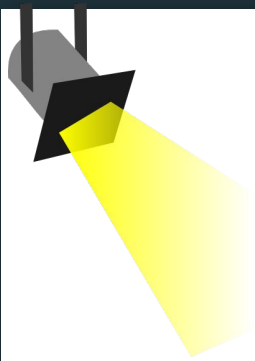


Secretary

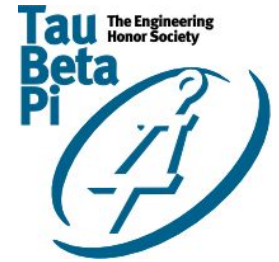
[tbp.org/catalogcard](http://tbp.org/catalogcard)

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 header image of a graduation cap and the text 'Tau Beta Pi The Engineering Honor Society'. The form itself has a dark blue header with the title 'Member Candidate Catalog Card'. Below the title, it says 'Please enter the following information to locate your member candidate information.' The form fields are: 'Your Last Name' (with a placeholder 'Last Name'), 'Your Chapter' (a dropdown menu with the text 'Select the either the chapter where you WILL BE initiated OR ...'), 'First Letter of Your First Name' (a text box), 'Your School' (a dropdown menu with the text 'select the school where you WILL BE initiated, but not both'), and 'PIN Provided by Your Chapter' (a text box with a placeholder 'PIN'). There is a 'Submit Your Responses' button at the bottom.

- Some people still missing
  - You/I know who you are
- Do it right now! Takes < 1 min.
- PIN #2303



# EXECUTIVE TEAM



## Secretary (2-Semester)

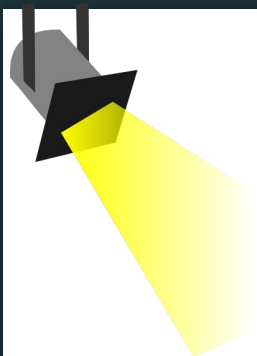
**Not up for re-election until April** ..but it's never too early to start thinking about it!

- **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

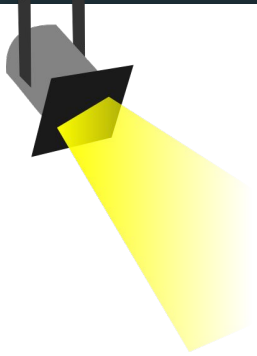


**Full Year Position (Jan - Dec)**

**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



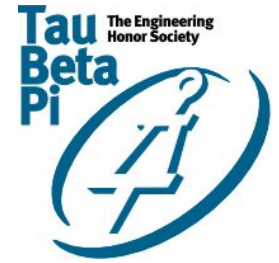
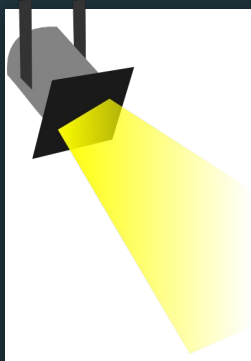
# EXECUTIVE TEAM

Treasurer



**Electees:**

Please give \$100 dues to Brendon



# EXECUTIVE TEAM

## External Vice President(s)

**Congratulations to the new 2019 EVPs!**

**Allison Easton**



**Joe Brenner**



# EVENTS TEAM

## Service Coordinator\*

- Upcoming Service Events
  - Knitwits 3 - Nov 20th, 8:30-10pm (**after Fourth Gen!**)
  - TBP Speaker Series - Dec 1st, 10am-12pm
  - Sequoia Place V - Dec 5th, 6-8pm
  - Arb Restoration (details TBD)
- Not too late to be a project leader!
  - Leadership credit for DA/PA
  - Contact Eshita at [tbp.service@umich.edu](mailto:tbp.service@umich.edu)
- External service: 3 hours grads, 5 hours undergrads (Electees only)

# EVENTS TEAM

## K-12 Outreach Officers

- K-12 officer application is open and on the website
  - Due Wednesday, November 28th at 11:59 PM  
(day after elections)
  - [tinyurl.com/tbp-k12app](https://tinyurl.com/tbp-k12app)
- Shadow Day (11/28): shadowees have been selected and emailed
- STEAM Expo Day (11/29): presenting to high schoolers at Skyline High School
  - We want pictures of Tau Bates at cool internships/project teams/research
  - Submit anything you have here:  
[tinyurl.com/tbp-steam-f18](https://tinyurl.com/tbp-steam-f18)
- Merit Badge Day (12/2): EECS majors



# EVENTS TEAM

## Professional Development

- **Graduate School Application Workshop**

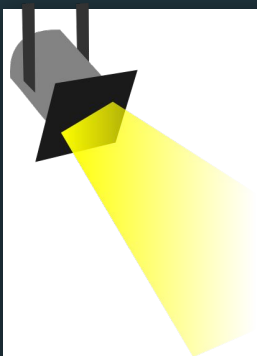
- Monday 11/26 from 6:00 - 8:00 pm in 1014 DOW.
- 1-on-1 help from current graduate students regarding your application essays, statement of purpose, and other questions you need help answering.
- Grad volunteer and undergrad sign-ups are on the website. Please also sign-up on the spreadsheet linked in the description.

- **Alumni Database**

- Be on the lookout for a spreadsheet that I will be sending out this week with 50+ TBP alumni contacts.

- **Professional Headshots**

- Thank you to everyone who signed up, and I'll be sending out the pictures later this week.



# 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
  - Engineering Futures, LinkedIn critiques, public speaking workshops, etc.
- Mentorship
- Oversee PD Chairs and delegate tasks

### Skills

- Organization, persistence, multi-tasking, **fast response to emails**

### Best Part

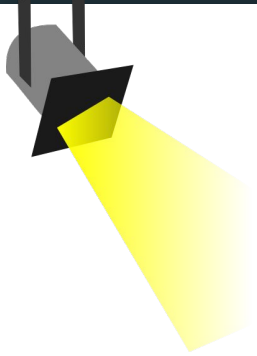
- Establishing good relationships with company representatives

# EVENTS TEAM

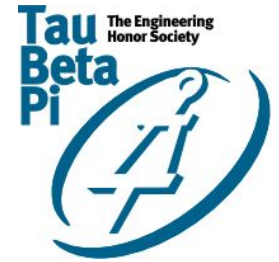
*Campus*



- NCSI IV 11/29 12-1pm
  - Sign up on the website!
- Breakfast Party V 12/3 9-11am
  - Sign up on the website!
- Please sign up to tutor! Especially EECS 183 and MATH 215
  - If you signed up and haven't received at least one request check your spam folder
  - Sign up using this link: **<https://tinyurl.com/ybsyx3pb>**



# 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

- BWW TG #2!!!
  - Thursday, November 29th (7-9PM)
- Detroit Zoo - Wild Lights
  - Friday, November 30th (8:00 - 10:00 PM)
  - Need to sign up ASAP!!

BANQUET (Saturday December 8th, 5:30-9:30 PM)

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

# CHAPTER TEAM

## Chapter Development\*

- Town Hall II - Sunday 12/02
- New Initiatives IV - Tuesday, 12/11

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

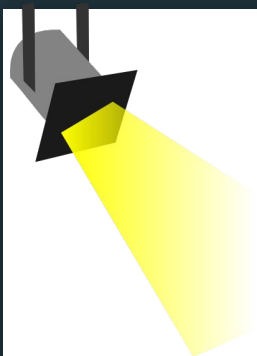


# CHAPTER TEAM



## Membership

- TBP other organization survey
  - We want to know what other organizations you're a part of!
  - [tinyurl.com/TBPotherOrgs](https://tinyurl.com/TBPotherOrgs)



# 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 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

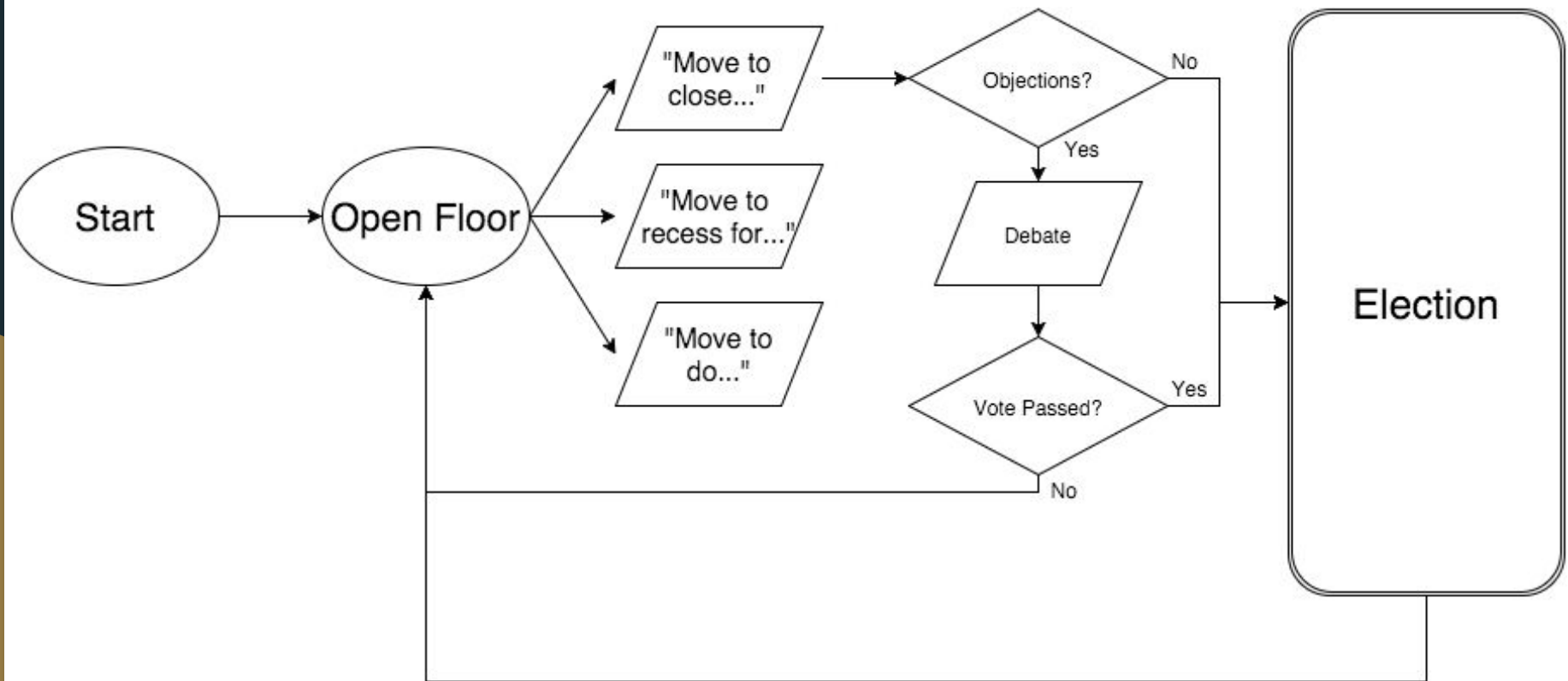
## What Will Benson Complain About?

- 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”
- ???



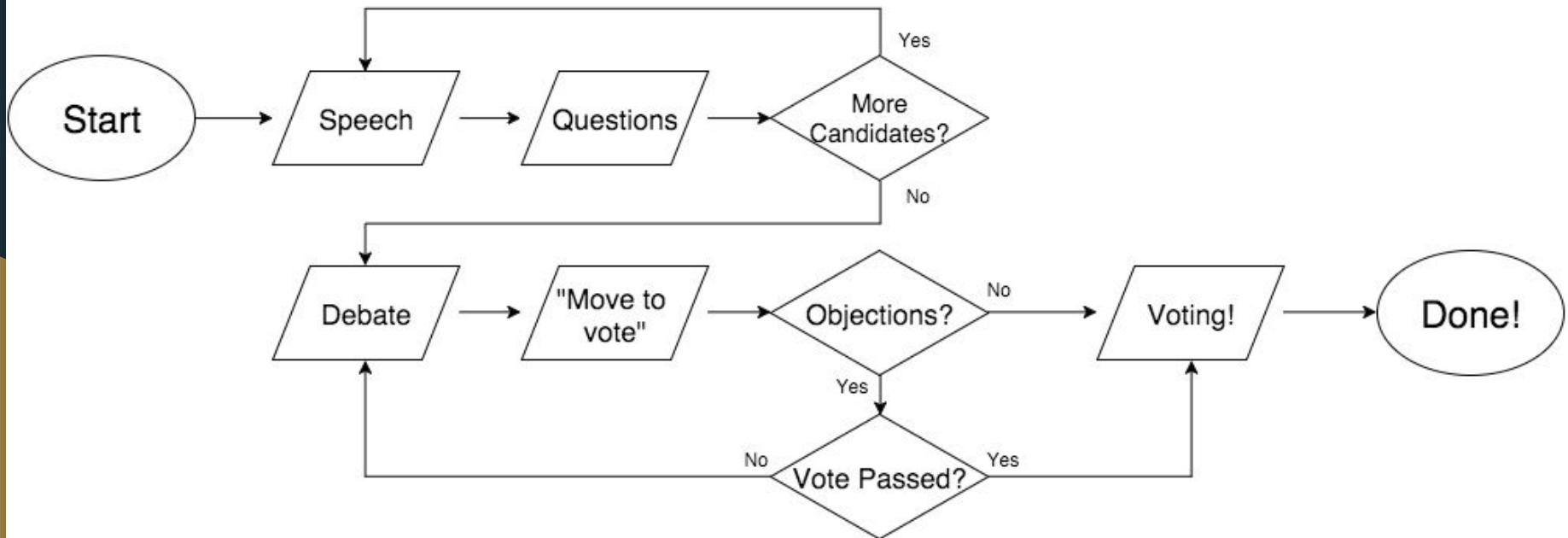
# Robert's Rules of Order

## TBP Elections



# Robert's Rules of Order

## A Single Officer Election

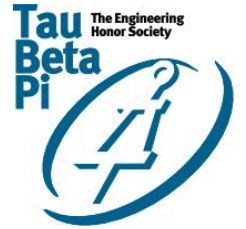


# Robert's Rules of Order

I'm Confused.

- We all are.
  - What *is* life?

# SIGN-IN CODE



## Sign-in



# Electee Game