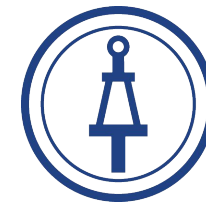


Please find a seat as we get ready :)

SIGN IN FOR
QUORUM:
tbpmig.org/signin



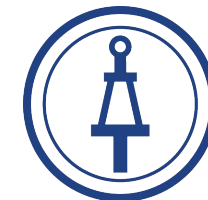
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FOOD PORTION

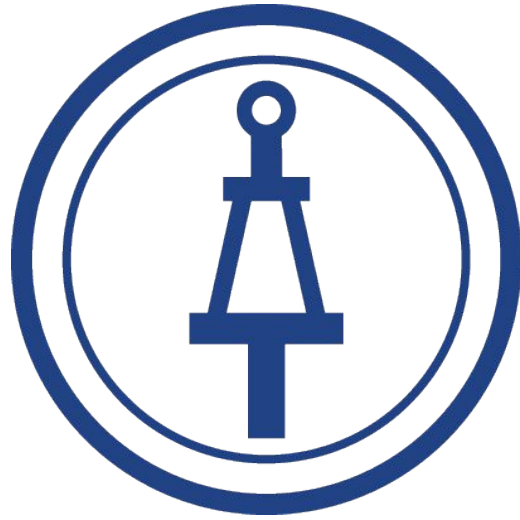
- Paneer Mahkni (small tray)
- Butter Chicken
- Chicken Tikka Masala

1 samosa, 1 naan (NO NUTS IN ANYTHING)

SIGN IN FOR
QUORUM:
tbpmig.org/signin



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Tau Beta Pi

The Engineering Honor Society

Michigan Gamma Chapter Third Actives Meeting

tbpmig.org/signin

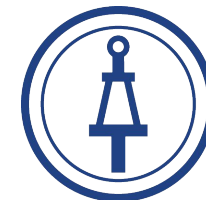
28 October 2025

tbpmig.org/signin

MEETING AGENDA

1. Announcements & Reminders
2. Officer Spotlights
3. Review of Voting Procedure
4. Voting
 - Election of Candidates to Membership

tbpmig.org/signin



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ANNOUNCEMENTS & REMINDERS

BANQUET

The Semesterly Banquet is a celebration of the accomplishments of the chapter and its members from across the semester

- Immediately follows Initiation
 - Saturday December 6th from 5:00 to 9:00 PM
- Website event contains the sign-up form
 - Also at tbpmig.org/banquet
 - DO NOT sign up for the website event
 - Similar to 1-on-1 tutoring website event
 - A refundable deposit is associated with sign-up
- Direct questions to tbp.banquet@umich.edu or Lexi Maxton on Slack!

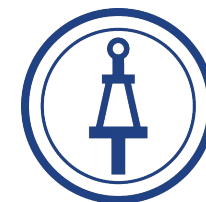


EXECUTIVE TEAM

External Vice Presidents – Katherine and Sabrina

Order of the Engineer (OoE) Ceremony:

- What is the OoE?
 - Affirm your commitment to the engineering profession and receive a ring to symbolize your responsibility as an engineer.
- Event Details
 - Thursday, December 11th, 2025
 - Kuenzel Room @ Michigan Union
- Volunteer or join the ceremony if you are graduating!
 - Volunteer signup is on the website
 - Registration [link: http://tbpmig.org/OoEFA25](http://tbpmig.org/OoEFA25)
(See QR Code)



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UPCOMING EVENTS

Service

- Love a Park Day (11/6)
- Eng Day for Detroit (11/8)
- MindSET III (11/9)
- Cub Scouts Day (11/16)
- TheBreakfastParty (11/19)

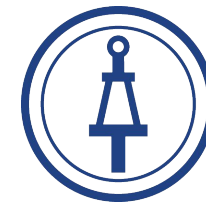
Professional Development

- TBP/Exponent Info Session (10/30)
- NEST Engineering Skills Workshop - CAD/Solidworks (11/7)

UPCOMING SOCIALS

- Halloween Costume Party with Iota Omega Epsilon
 - Thursday 10/30 from 9pm-12am
- Unitea Boba Social
 - Thursday 11/6 from noon-1pm
- Clash Royale Tournament
 - Friday 11/7 from 5-7pm
 - Compete or spectate!
- Blazin Coop Social
 - Wednesday 11/12 from noon-1pm
- Jasmine Bubble Tea Boba Social
 - Thursday 11/13 from 4:30-5:30pm
- Cantina (sign up now live!)
 - Friday 11/14 from 6-8 pm
 - You are still more than welcome to show up and enjoy food even if on the waitlist!
- Matilda Musical
 - Sunday 11/23 from 2-5pm
- And more in the works👁️👁️
- Sign up to run a small social!

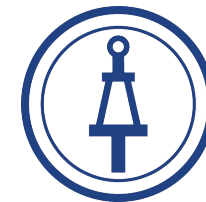
Sign up for banquet! 🎉 tbpmig.org/banquet



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UPCOMING EVENTS

- Exponent Information Session
 - Thursday 10/30 from 5:30pm-6:30pm
 - DOW 1013
- NEST Engineering Skills Series - Solidworks/CAD
 - Friday 11/7 from 7:00pm-8:00pm
 - CSRB 2230



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CHAPTER TEAM

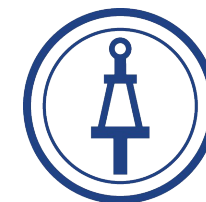
- Vote for this semester's t-shirt! 
- TBPals! ☐☐☐☐
 - Another opportunity for electees to get to know other actives and electees
 - Once we collect availabilities, we will post an event where electees can sign up
 - Actives will hold a session on the proposed date/time
 - The budget will be \$6 per person
 - Sign-up is due this Sunday, Nov 2nd by 11:59 pm
 - Thank you for donating your time!



tbpmig.org/teeBP



tbpmig.org/tbpals-F25



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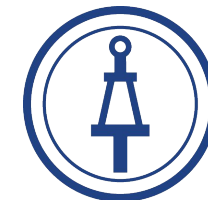
CHAPTER TEAM

Take 5 minutes to fill out this form:



tbpmig.org/feedback

Come and show me it's completed for a cookie or madeleine!



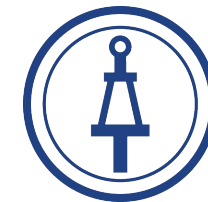
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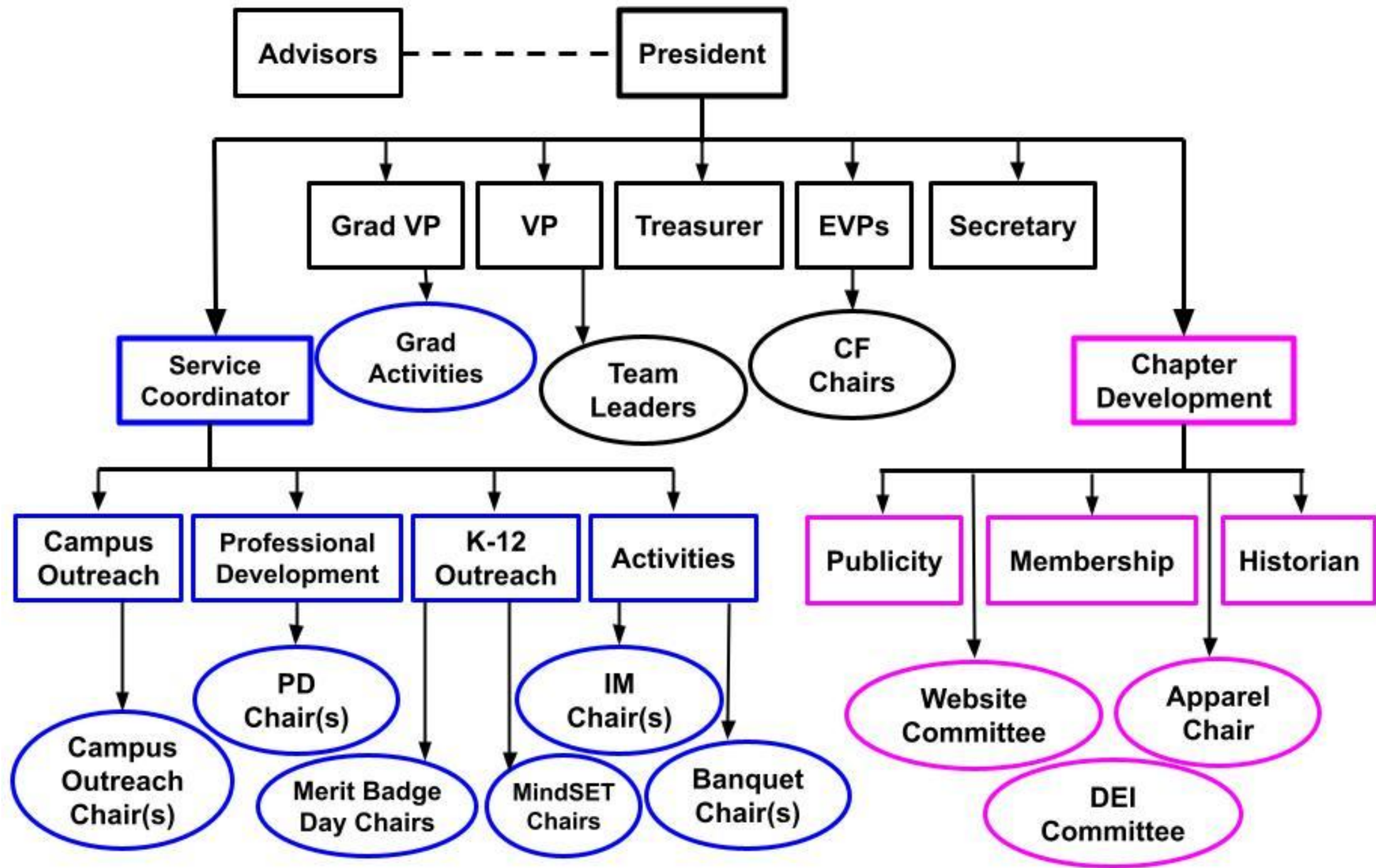
OFFICER SPOTLIGHTS

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, Banquet, DEI and more!



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OFFICER CORPS STRUCTURE

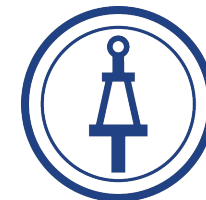
Run for any position!

- Grads can run for any position
- Undergrads can run for any position
- This semester's officer corps is a collection of grads and undergrads!
 - This semester has 14 undergrad students and 3 grad students



~~"ANYONE CAN COOK!"~~

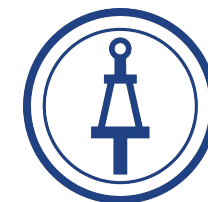
BE AN OFFICER!



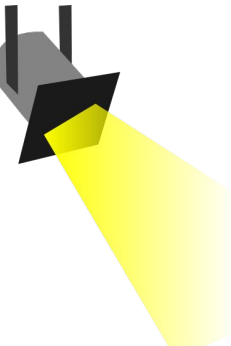
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HOW TO RUN FOR AN OFFICER POSITION

- Elections are on Tuesday, November 18th
- You can nominate yourself or accept a nomination from someone else
 - Can be done via the website or at the Elections meeting
 - Nominations are now open!
 - For Members -> Elections
- At elections, nominees will give a short speech and Q&A
 - President, VP, GVP: 3 min speech, 2 min Q&A
 - Service Coord, Chapter Dev: 2 min speech, 1.5 min Q&A
 - All others: 1.5 min speech, 1 min Q&A
- Nominees leave the room for discussion and vote
- K-12 Officers and EVPs require an application



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EXECUTIVE TEAM

President

1 semester position + restriction on incumbent eligibility

Responsibilities:

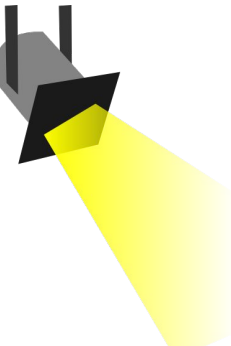
- CEO & COO of Tau Beta Pi - Michigan Gamma
- Planning, scheduling, and running chapter, officer, and Advisory Board meetings
- Overseeing Executive team and rest of officer corps
- Ensure all officers have the resources to be successful
- Long-term changes & planning for the chapter
- Help oversee financial 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 (fall semester only)



Skills:

- *(strongly recommended)* Prior experience in at least 1 officer position
- Excellent communication + planning
- Resilience and willingness to tackle issues as they arise

Best Part: Collaborating with so many talented individuals to ensure long term success of the chapter



EXECUTIVE TEAM

Vice President

1 semester position

Biggest Responsibility:
Undergraduate Electees

- Update/create electee resources + set requirements
- Run character interviews with the Grad VP
- Organize the teams and help out team leads
- Check on all electees' progress throughout semester
- Run the electee games and get to know a whole lot of people

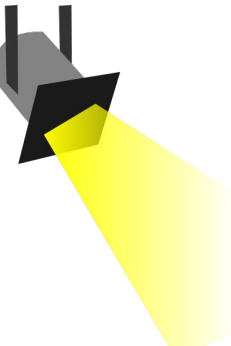


Additional Responsibilities: Voting member of the advisory board

Skills:

- Time management
- Enjoy talking to people (you will have many a conversation :D)

Best Part: Getting to know all of the electees and working with other actives and officers to make gen meetings fun! Lots of leadership development opportunities, including attending TBP National Convention and District 7 Regional Conference.



EXECUTIVE TEAM

Graduate Vice President

1 semester position

Biggest Responsibility: Graduate Electees

- Create/Update electee resources
- Monitor every electee's progress throughout the semester
- Work with GSACs to host graduate activities
- Work with the VP to run character interviews & build electee teams



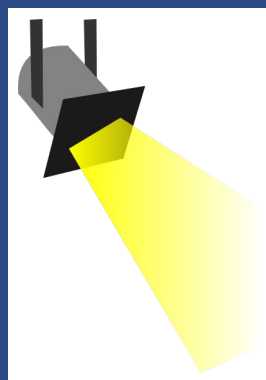
Additional Responsibilities:

- Attend officer meetings as an Executive Team member
- Attend advisory board meetings as a non-voting AB member

Skills:

- Time management (≤ 6 hours per week)
- Micromanagement (near 2nd Actives, 3rd Actives, and Initiation)

Best Parts: Work with other grads + Have fun at general meetings



EXECUTIVE TEAM

External Vice Presidents

Full Year Position (Jan - Dec)
not elected, application-based



Winter Responsibilities:

Organize Leaders & Honors Awards and plan for Career Fair

Summer and Fall Responsibilities:

Plan and Operate Career Fair

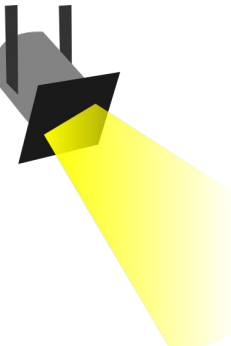
- Work with SWE, ECRC, and OSA
- Oversee the event responsible for most of the chapter's income

Other responsibilities: Order of the Engineer, non-voting member of the advisory board

Skills:

- Facilitation and Delegation
- Understanding the bigger picture
- Time Management and Communication

Best Part: Seeing hard work come to fruition and making a positive impact on the CoE community. Also, having another EVP to work with.



EXECUTIVE TEAM

Secretary

Full Year Position (Sep - May)

Act as the bridge between the chapter and the national organization

- Keeping track of who is electing and ensuring they are recognized by nationals
- Finding points of organizational improvement for the chapter
- Acts as a voting member of the advisory board

Responsible for taking minutes at meetings and take point on booking rooms

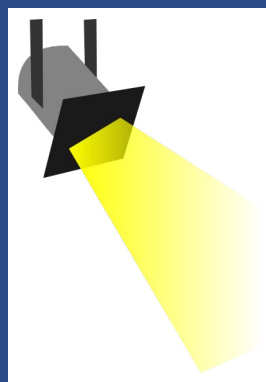
- Take notes during Advisory Board, Officer, and Actives Meetings
- Make meeting minutes available to the active membership on the website
- Book rooms for all on-campus events and meetings

Skills Required:

- Detail oriented
- Self-directed

Best Part: The opportunity to interact and support a wide variety of roles in the chapter





EXECUTIVE TEAM



Treasurer

Full Year Position (Jan - Dec)

Responsibilities:

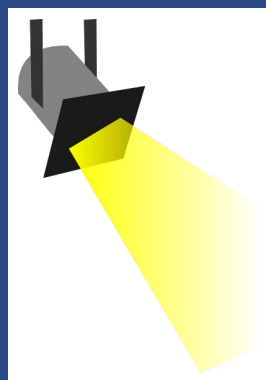
Oversee all of the Chapter's finances

- Prepare each semester's budget and present to the AB
- Work with all officers to manage finances
- Submit reimbursements to SOAS
- File chapter's taxes at the end of your term
- Non-voting member of advisory board + attend AB meetings

Skills:

- Basic understanding of managing finances is preferred
- Time Management + communication

Best Part: Getting a keen awareness of our chapter's operations and financial standing, learning to manage numerous tasks and responsibilities, and working with pretty much everyone in the chapter!



EVENTS TEAM



Service Coordinator 1 semester position

Responsibilities:

Oversee Chapter's Service Events

- Promote/Recruit for Project Lead opportunities
- Manage/Create a diverse selection of service events that support volunteers
- Manage SERVE and NEST Projects
- Advertise service events on the website, weekly emails, and in-person

Lead the Events Team and Chair the K-12 Outreach Committee

- Regularly meet with the Events Team to support officers and project leads
- Help schedule monthly K-12 Outreach Committee meetings that support K-12 event leads

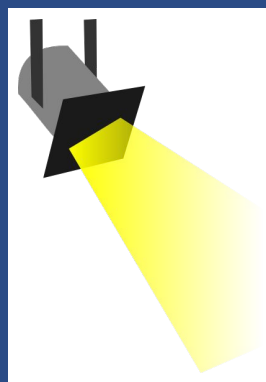
Skills Required:

- Absolutely *love* community service and attending our events
- Be a good recruiter and work well with others
- Excellent communication, proactiveness, and imagination

Time Commitment:

- 5-15 hours per week (dependent on timing, planning, and personal event attendance)

Best Part: Seeing others try new things and become more involved with serving their community!



EVENTS TEAM

K-12 Outreach Officer (Co-Position)

Full Year Position (January-December)
not elected, application-based



Responsibilities:

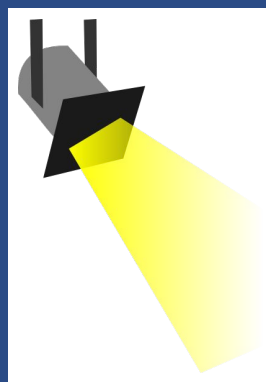
- Expose our youth to the ~joys~ of STEM and put your passion on display to be an inspiration to the next generation of engineers!
- Coordinate event planning amongst a variety of different K-12 events with their own project leaders/chairs
- Manage K-12 documents and trainings

Skills Required:

- Excellent communication skills (w/ parents, volunteers, kids, etc)
- Passionate about working with children
- Organization and creativity for development/implementation of modules

Best Part: Serving the local community by providing children with hands-on engineering experiences + growing your ability to plan and organize events

Apply at: tbpmig.org/k12-apply (Due Nov. 21st, after elections)



EVENTS TEAM

Activities Officer

1 Semester position



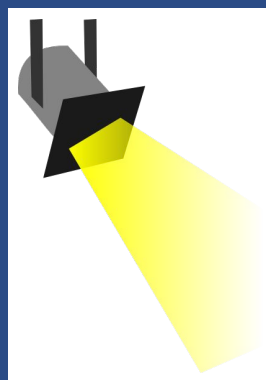
Responsibilities:

- Plan fun social events (& help others run events)
 - Lots of freedom to run whatever events you want
 - Examples: Boba Runs, Coffee Runs, Cantina Night, Ice Skating, BWW, Tailgates, Holiday Parties
- End of Semester Banquet
 - Oversee organization/execution of Banquet

Skills Required:

- Creativity
- Coordination
- Communication

Best Part: Getting to meet new people and learning how to run large-scale events (+ free food!)



EVENTS TEAM

Professional Development Officer

Full Year Position (Jan - Dec)



Responsibilities:

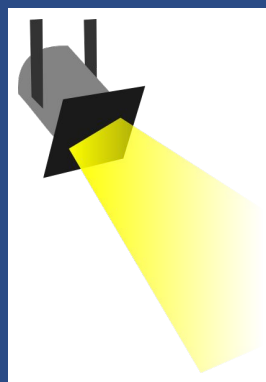
- Corporate information sessions
 - Communicate with company representatives and organize events
- Miscellaneous PD events and workshops
 - Engineering Futures workshops, resume workshops, graduate school panels, DEI speakers, etc.
- Oversee PD Chairs + Committee and delegate tasks

Skills Required:

- Organization, persistence, good time management, professionalism
- Good communication skills - Fast response to emails

Best Part:

- Grow/develop excellent event management, recruiting, and communication skills
- Help Tau Bates find professional opportunities!



EVENTS TEAM

Campus Outreach Officer

1 Semester position

Responsibilities: Expanding and improving our presence on campus

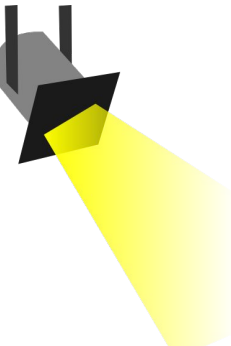
- Managing tutoring (1-on-1 and NROTC)
- Breakfast Parties
- Pi Day event
- Conducting outreach to first-year students
- Anything else you think would help meet this goal!

Skills Required:

- Organization, proactivity, good time management, professionalism
- Communication and collaboration other officers/organizations/etc.

Best Part: Talking to students about everything we do at TBP





CHAPTER TEAM

Chapter Development Officer

1 Semester position



**Up for
election!**

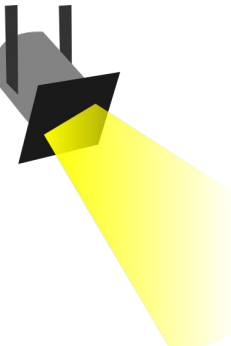
Responsibilities:

- Work to improve the chapter and implement new ideas
 - Takes many forms! Could be hosting new events, improving processes, finding what helps members engage with the Chapter, or more
- Plan and run the New Initiatives meetings
- Lead and the Chapter Team, and support/oversee the operations of the DEI Committee

Skills Required:

- Initiative to implement changes
- Planning & prioritizing effectively to carry out ideas
- Delegation of tasks and consistent communication with rest of officers
- Ideas for improvements

Best Part: Seeing people's ideas come to life!



CHAPTER TEAM

Membership Officer

1 Semester position

Responsibilities:

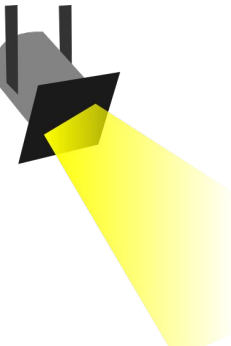
- Track status for all active members
- Responsible for meetings logistics and catering
- Manage email lists for all of TBP
- Track DA/PA status for all members and handle gifts
- TBPals & other projects to increase active engagement

Skills Required:

- Coordinating with others / communication
- Coming up with and putting new ideas in motion
- Access to a car

Best Part: You choose what we eat for the semester + lots of opportunities to work with actives!





CHAPTER TEAM

Publicity Officer

1 Semester position

Responsibilities:

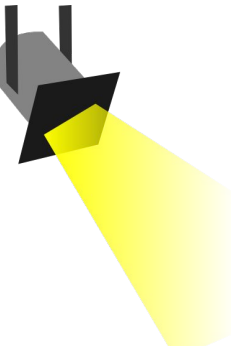
- Sending Weekly Emails
- Managing Social Media
- Organizing Semester Photo Competition
- Advertising TBP public events

Skills Required:

- Familiarity with social media
- Good communication
- Creativity

Best Part: Writing fun excerpts in the weekly emails & taking photos!





CHAPTER TEAM

Historian

1 Semester position

Responsibilities:

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

Skills Required:

- Editing
- Designing Layouts
- Creativity

Best Part: Creative potential for any and all publications you want to put out there

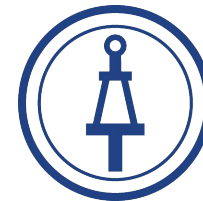


VOTING PROCEDURE

ROBERT'S RULES OF ORDER

- Motion - "I move that the chapter [...]"
 - Second
 - Debate
 - Amendment - "I move to amend the motion to read [...]"
 - Debate
 - Amendment
 - Vote
 - Vote
- Vote

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signin](https://tbpmig.org/signin)



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ROBERT'S RULES OF ORDER

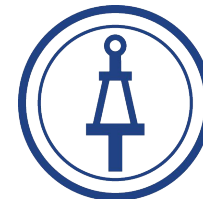
- Interrupt:

- 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

- Speak before others waiting:

- 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?

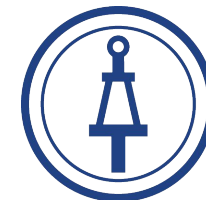
[tbpmig.org/
signin](http://tbpmig.org/signin)



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VOTING RULES – WHO CAN VOTE?

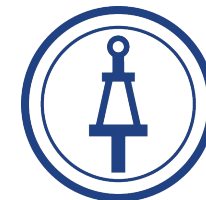
- Active membership: undergrads + grads, all of whom have met active requirements either this semester or last semester
- Can make motions/points, second motions, discuss / debate, and call the question
 - Please wait to second a motion until the chair asks for a second!
- Raise your hand to speak and use the microphone. We will follow the order in which hands are raised.



VOTING RULES - QUORUM

- We must maintain quorum in order to continue voting. Please stay here until the end!
- If you must leave, sign out with the same google form, or with the officers standing by the door:

tbpmig.org/signin



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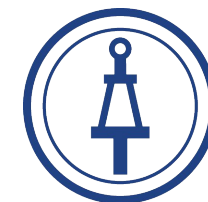
tbpmig.org/
signin

VOTING SYSTEM

We will be using Poll Everywhere (Pollev) to cast votes. You can either join the polling site on your phone/tablet/laptop via browser or vote by text message (SMS)

1. Option 1: pollev.com/michaelbenson715
 - Make your name in pollev your username!
1. Option 2: Text [MICHAELBENSON715](https://pollev.com/michaelbenson715) to [37607](https://pollev.com/michaelbenson715)

If you don't have access to a device that you can vote from, please write your vote on a piece of paper and hand it to Alyssa.



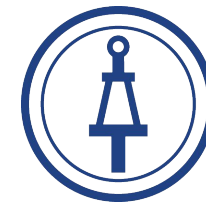
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signin

TEST VOTING SYSTEM

Test Question: Are you joining this meeting in 2505 GGB or over Zoom?

- Zoom: **Z**
- 2505 GGB: **G**



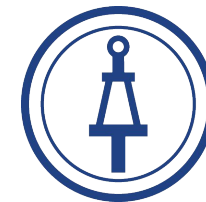
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Reminder

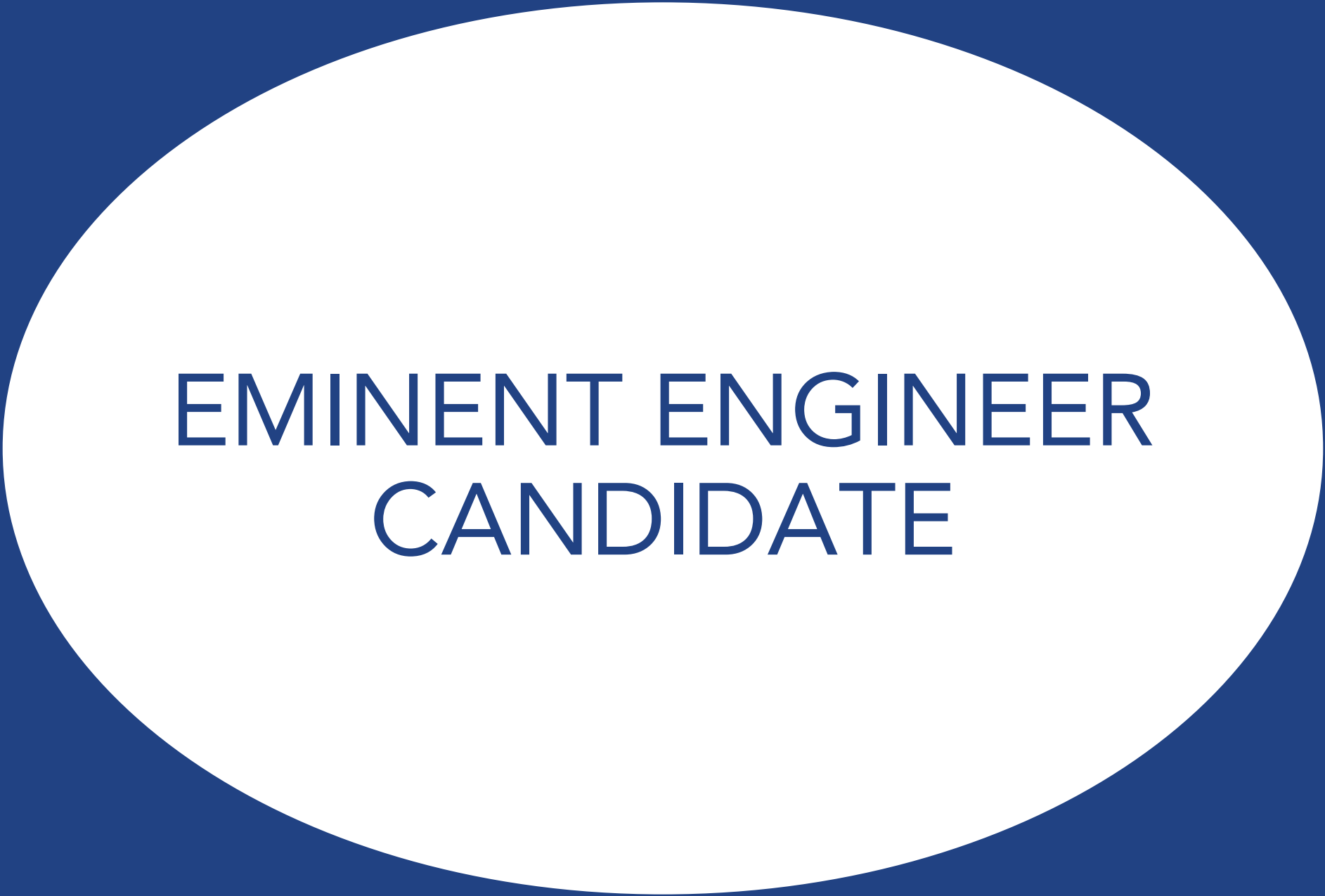
This meeting is confidential!

Invitations to Eminent Engineer candidates have not been sent, to ensure they are approved before we invite them.

Please let the officers handle invitations for Eminent candidates if they are approved.



Tau Beta Pi
The Engineering Honor Society



EMINENT ENGINEER
CANDIDATE

Eminent Engineer Candidate Requirements

ARTICLE II SECTION 5. Eligibility of Eminent Engineers.

(a) Alumni of engineering institutions who graduated more than ten years ago and who have achieved distinction for eminent attainments in engineering may be considered for membership.

(b) An engineer who is not a graduate of an engineering institution, who has had fifteen years of experience in the practice of engineering, and who has achieved distinction for eminent attainments in engineering may be considered for membership.

(c) All candidates considered under this section shall comply with the applicable provisions of Const. Art. II, Sec. 6.

ARTICLE II SECTION 6. Alumni and Eminent Engineer Eligibility Requirements.

(a) To be considered for membership under Const. Art. II, Secs. 4 or 5, a candidate shall:

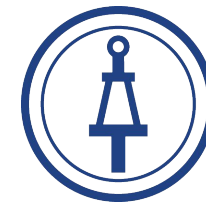
- (1) Be a person of character, ability, and integrity;
- (2) Have a continuous record of intellectual activity and attainment in engineering;
- (3) Be a person a student member of the Association would strive to become; and
- (4) Be a person who would add credit and honor to the Association.

The qualifications regarding attainment in engineering are not required of candidates who are otherwise eligible under Const. Art. II, Sec. 4(a)(l).

(b) Teaching professional engineering subjects shall be considered as professional engineering experience. Administrators with engineering training and experience whose duties include supervision of professional engineering work shall be considered as being engaged in the engineering profession.

(c) Complete proof of the candidate's worthiness, scholastic eligibility, professional engineering record where required, the desirability of bestowing membership, and the approval of the chapter's Advisory Board considering the candidate shall be sent to Headquarters for approval.

(d) At a new chapter's establishment, neither alumni nor eminent engineers shall be initiated unless the requirements of this section and of Const. Art. II, Secs. 4 or 5 shall have been complied with in all details for each candidate by the petitioning group acting as a chapter.

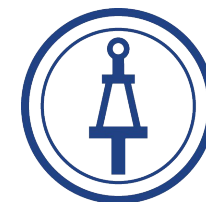


Tau Beta Pi
The Engineering Honor Society

ELECTION OF CANDIDATES

Election of Candidates to Membership

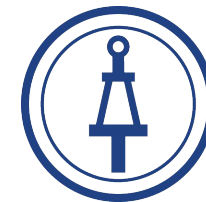
- Result of this meeting is a binding election or rejection
- Candidates that do not complete the requirements will not be initiated, regardless of the vote tonight
- An abstention is the same as voting no
- All discussion is confidential
- Undergraduate and graduate candidates need $\frac{3}{4}$ vote
- Alumni candidates need $\frac{7}{8}$ vote
- Contents of this discussion are confidential
- Only initiated members may be present during voting
- Remember that all blocks are separable



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signin

Code of Eligibility

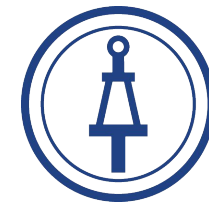
Read the TBP Code of Eligibility by
scanning the QR Code →
or go to
tbpmig.org/EligibilityCode



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Sign in code

elecTeesBP



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