

# Michigan Gamma Chapter Third Actives Meeting

7 November 2023

## MEETING AGENDA

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



## 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
  - December 9th from 5:30 to 9:00 PM
- Website event contains the sign-up form
  - 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 <a href="mailto:tbp.banquet@umich.edu">tbp.banquet@umich.edu</a> or Kevin Masel on Slack!



## **UPCOMING EVENTS**

- Order of the Engineer Tabling (Nov. 9th, 10AM-2PM, 1 hour shifts)
- Financial Planning Workshop (Nov. 9th, 6-7:30PM)
- Knitwits III (Nov. 9th, 4-6PM)
- Marine Hydrodynamics Lab Tour (Nov. 13th, 5-6PM)
- Grad School Panel (Nov. 13th, 7-8PM)

See all of our Upcoming Events on the website and sign up!



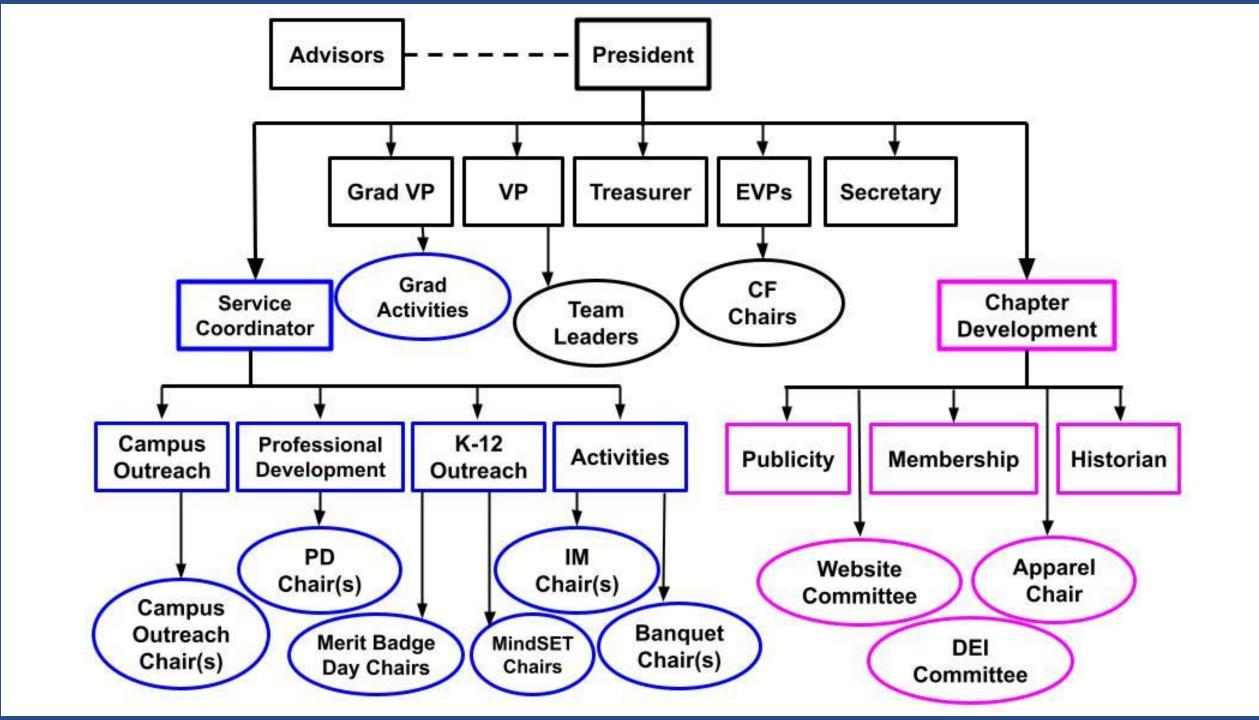
# OFFICER SPOTLIGHTS

## 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!







## 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!



ANYONE CAN COOK!"
BE AN OFFICER!



## HOW TO RUN FOR AN OFFICER POSITION

- Elections are on Tuesday, November 28th
- You can nominate yourself or accept a nomination from someone else
  - Can be done via the website or at the Elections meeting
  - Nominations will open after tonight's meeting!
- At elections, nominees will give a short speech and Q&A
  - o 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





#### President

1 semester position + restriction on incumbent eligibility

#### Responsibilities:

- CEO & COO of Tau Beta Pi Michigan Gamma
- Planning, scheduling, and running chapter, officer, and Adv. 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
- 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 (fall semester only)

#### Skills:

- (strongly recommended) Prior experience in at least 1 officer position
- Excellent communication + planning

Best Part: Working with the officer corps to ensure a great semester and improve the chapter





#### 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!





#### Graduate Vice President

1 semester position

## Biggest Responsibility: Graduate Electees

- Update/create electee resources + set requirements Run character interviews with the VP

- Organize the teams and help out team leads Check on all electees' progress throughout semester Oversee and administer graduate activities (with GSACs & Project Leads)

#### Additional Responsibilities:

- Member of Executive Committee + attend officer meetings
- Non-voting member of Advisory Board + attend AB meetings

#### Skills:

- Time management
- Time commitment is 4-6 hours per week (average, front-loaded)

Best Part: Getting to meet and work with all the new electees!





#### Treasurer

Full Year Position (Jan - Dec)

#### Responsibilities:

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
- Non-voting member of advisory board + attend AB meetings

#### Skills:

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

Best Part: get a really good understanding of the whole chapter's operations because you have to coordinate with every officer on all events





#### **External Vice Presidents**

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

Winter Responsibilities: Organize Honors Brunch and plan for Career Fair

Summer and Fall Responsibilities: 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

#### Skills:

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

Best Part: Seeing hard work come to fruition and providing mentorship to future leaders





tbpmig.org/evp-app



#### Service Coordinator

1 semester position

#### Responsibilities:

Oversee Chapter's Service Events and Lead the Events Team

- Recruit project leads and work with them to put on events
- Plan new events and help new project ideas come to life
- Work with the whole team and offer any guidance / assistance needed (during Events Team Meetings or Events Team Group Office Hours)

Skills Required: Be a good recruiter, be able to work well with others, absolutely *love* service

Best Part: Seeing others enjoy and get more involved with serving their community!





#### K-12 Outreach Officer

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

#### Responsibilities:

 Expose our youth to ~joys~ of STEM and put your passion on display to be an inspiration to the next generation of engineers!

#### Skills Required:

- Excellent communication skills
- Passionate about working with children





tbpmig.org/k12-apply

Best Part: Grow your ability to plan and organize events; serve local community by providing children hands-on engineering learning experience and mentorship.



#### **Activities Officer**

1 Semester position

#### Responsibilities:

- Plan fun social events
  - Lots of freedom to run whatever events you want
  - Examples
    - Boba Socials, Cantina Night, Ice Skating, BWW
- Banquet Committee
  - Oversee organization/execution of Banquet

#### Skills Required:

- Creativity
- Coordination
- Communication

Best Part: Lots of creative freedom and learning how to run large-scale events





## 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, topic presentations, etc.
- Oversee PD Chairs and delegate tasks

#### Skills Required:

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

Best Part: Grow/develop excellent event management, recruiting and communication skills!





## Campus Outreach Officer

1 Semester position

#### Responsibilities:

Expanding and improving our presence on campus

- Tutoring
- Breakfast Parties
- Pi day events
- Collaboration with other orgs on campus
- Any other activities/events that you think would help meet this goal!

#### Skills Required:

- Organization, good time management, professionalism
- Willing to collaborate with other officers/organizations/etc

Best Part: Hearing others share how TBP has positively impacted their time at U-M





## Chapter Development Officer

1 Semester position

#### Responsibilities:

- Plan and run the New Initiatives meetings
- Lead the Chapter Team
- Work to improve the chapter and implement new ideas

#### Skills Required:

- Familiar with the chapter
- Initiative to implement changes + delegate action items
- Ideas for improvements!

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





## Membership Officer

1 Semester position

#### Responsibilities:

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

#### Skills Required:

- Coordinating with others / communication
- Coming up with and putting new ideas in motion

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





## **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

Best Part: Photocomp submissions and working with all the officers





#### 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



## 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?





## **VOTING RULES – WHO CAN VOTE?**

- •Active membership: undergrads + grads + alumni, 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



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 uniqname!
- 1. Option 2: Text MICHAELBENSON715 to 37607

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



## TEST VOTING SYSTEM

Test Question: Are you joining this meeting in DOW 1013 or over Zoom?

• Zoom: **Z** 

1013 DOW: D



# PROPOSED GOV. DOC AMENDMENTS

## Gender-Inclusive Language Updates

Changes throughout the Bylaws to make language more gender-inclusive:

- his/her → their
- $\frac{\text{-hc/shc}}{\text{-hc/shc}} \rightarrow \underline{\text{they}}$
- he/she → Such an [...]
- hc/shc → [Actual position title]
- hc/shc → This Chair

And any necessary grammar fixes corresponding to the above changes (as shown in full proposed amendment document)

## Bylaw VII

#### VII.5. Spending Authority

No expenditures, in addition to the approved budget, will be made against the Chapter's accounts without the approval of the Treasurer and 5/7 of the Advisory Board or their designee.

All expenditures must be made in accordance with the Chapter's Financial Policies; the Chapter's Financial Policies must be approved or amended by 5/7 of the Advisory Board.



## Vacated Offices Update - Constitution

#### III.6. Vacated Offices

If a vacancy occurs on the Officer Corps subsequent to election, and/or subsequent to taking office, a special election will be held at the next general meeting to fill any and all vacancies. The officer(s) elected at that time will serve for the remainder of the vacated term.

If any elected office becomes vacant between the regular elections, a special election will be held at the next general body meeting to fill any and all vacancies in these offices. If the remaining members of the Officer Corps determine it necessary to fill the vacancy prior to the next general body meeting, they may, by a majority vote, appoint an interim officer to serve until the next general body meeting or a meeting as determined by the Advisory Board. Vacancies in appointed offices will be filled in accordance with the ad-hoc officer appointment procedure as specified in the Chapter Bylaws. The officer(s) elected or appointed at that time will serve for the remainder of the vacated term, and will enter their office at the conclusion of the general body meeting wherein the election was conducted or immediately after the vote at the conclusion of the appointment procedure. This procedure may be initiated as soon as an officer issues an advance notice of resignation to the President, even if the vacancy does not yet exist, and the selected replacement will take office immediately upon the existence of the vacancy.

Tau Beta Pi

The Engineering Honor Society

## Vacated Offices Update - Bylaws

#### II.10. Vacant Offices

If any elected office becomes vacant between the regular elections, a special election will be held at the next general body meeting to fill any and all vacancies in these offices. If the remaining members of the Officer Corps determine it necessary to fill the vacancy prior to the next general body meeting, they may, by a majority vote, appoint an interim officer to serve until the next general body meeting or a meeting as determined by the Advisory Board. Vacancies in appointed offices will be filled in accordance with the ad-hoc officer appointment procedure as specified in Bylaw IV.5. The officer(s) elected or appointed at that time will serve for the remainder of the vacated term, and will enter their office at the conclusion of the general body meeting wherein the election was conducted or immediately after the vote at the conclusion of the appointment procedure. This procedure may be initiated as soon as an officer issues an advance notice of resignation to the President, even if the vacancy does not vet exist, and the selected replacement will take office immediately upon the existence of the vacancy.



## Sign in code

amendmenTsBP



#### **Proposed Gov Doc Amendments**

**Motion:** Move that the chapter adopt the proposed amendments to our Bylaws and additionally grant the AB such editorial authority in case there are grammatical errors presented.

#### Gender-Inclusive Language Updates

Changes throughout the Bylaws to make language more gender-inclusive:

- <del>his/her</del> → <u>their</u>
- $\frac{\text{he/she}}{\text{she}} \rightarrow \underline{\text{they}}$
- $\frac{\text{he/she}}{\text{she}} \rightarrow \frac{\text{Such an }[...]}{\text{she}}$
- he/she → [Actual position title]
- <del>he/she</del> → <u>This Chair</u>

And any necessary grammar fixes corresponding to the above changes (as shown in full proposed amendment document)

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- Person: Benson
- Second: Mitra
- Result: No objections motion passes by unanimous consent

**Motion:** Move to have this done by secret ballot using PollEV

- Person: Riley
- Result: No objections motion passes by unanimous consent

#### **Vote Results:**

- Yes, adopt the changes (Y) 39
- No, not in favor (N) 3
- Abstain (A) 1
- Motion is approved bylaws are amended

**Motion:** Before voting, based on the Feedback from New Initiatives, change the text to read "...must be approved or amended by 5/7 of the Advisory Board."

- Person: Benson
- Result: No objections motion passes by unanimous consent

#### Bylaw VII

#### VII.5. Spending Authority

No expenditures, in addition to the approved budget, will be made against the Chapter's accounts without the approval of the Treasurer and 5/7 of the Advisory Board or their designee.

All expenditures must be made in accordance with the Chapter's Financial Policies; the Chapter's Financial Policies must be approved by 5/7 of the Advisory Board.

**Motion:** Move that we adopt this change to the bylaws with the following change: "...must be approved or amended by 5/7 of the Advisory Board."

Person: MitraSecond: Namit

• Result: No objections - motion passes by unanimous consent

#### **Vote Results:**

- Yes, adopt the changes (Y) 40
- No, not in favor (N) 1
- Abstain (A) 0
- Motion is approved bylaws are amended

**Proposed Change:** Recommend that we remove the last line of the striked out test: "If the remaining members of the Officer Corps determine it necessary to fill the vacancy prior to the next general meeting, they may, by a majority vote, appoint an interim officer to serve until the next general meeting." Move that we change "appointment procedure as specified in Bylaw.IV.2." to "Bylaw IV.5."

- Person: JacobAndy opposes
- Debate:
  - Andy: Opposed to the next general meeting Thinks that since the next general meeting has no direct connection to the new procedure, we should strike it and replace it with
    - Jacob: We are still using it as a basepoint for changes to bylaws and constitution still
    - Riley: A general meeting is also defined as a Zeroth Actives or First Actives Meeting
      - DFM: Defined as a gathering of our membership
    - Mitra: Could add a clause for "for elected officers"

**Proposed Change:** Would suggest doing this in a single vote simultaneously because they're a package. To avoid confusion, offer an alternative. "Next general meeting or at a meeting as determined by a 5/7th vote of the Advisory Board."

Person: BensonAndy objects

Debate:

- Andy: Why do we need to specify the time for this? Think it's redundant to have that and get around it with an escape clause
- Andy: Just opposed to the next General Meeting if it's an appointed position

Proposed Change: "...fill the vacancy earlier..."

**Proposed Change:** Remove "(all but those listed in Bylaw IV.1)" from the Constitution change

Proposed Change: Change "general meeting" to "general body meeting"

**Proposed Change:** Change "Bylaw IV.5" to "the ad-hoc officer appointment procedure as specified in the Chapter Bylaws"

**Motion:** Move that we strike the red text and adopt the blue text for the Constitution and Bylaws changes.

#### Vacated Offices Update - Constitution

#### III.6. Vacated Offices

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#### II.10. Vacant Offices

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Person: JacobSecond: Karen

Motion: Amend the motion to grant the AB editorial authority on the edits.

Person: Benson

Jacob & Karen: Friendly motion

• Result: No objections - motion passes by unanimous consent

#### **Vote Results:**

- Yes, adopt the changes (Y) 36
- No, not in favor (N) 1
- Motion is approved bylaws and constitution are amended

#### **Open Floor**

Meeting adjourned