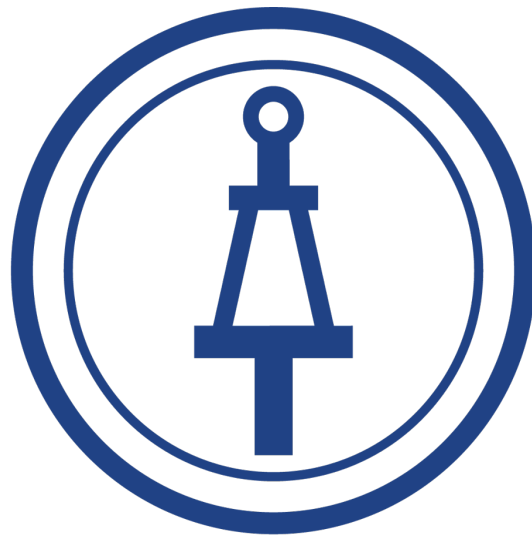# Tau Beta Pi – Michigan Gamma Chapter

Bylaws

Adopted: 12 November 2013
Last revised by the chapter: 30 January 2024
Appendices last revised by Officer Corps: 24 September 2023

Contents

Bylaw I
Government

SECTION I.1. CHAPTER OFFICERS   The officers of this chapter are President, Vice President, Corresponding Secretary/Recording Secretary/Cataloguer (hereafter referred to as Secretary), Treasurer, two External Vice Presidents, Service Coordinator, Professional Development Officer, Activities Officer, Graduate Student Vice President, Chapter Development Officer, two K-12 Outreach Officers, Campus Outreach Officer, Membership Officer, Historian, Publicity Officer, and all ad hoc officers listed in Appendix F.4. All officers must be members. In addition to the duties specified in the Tau Beta Pi Association Bylaws 5.03, the duties described in Appendix F are required of the officers.

SECTION I.2. ADVISORS   The chapter must maintain a minimum of four advisors, as stipulated in C-VI,7 of the Constitution of the Tau Beta Pi Association. An advisor must be an initiated member of Tau Beta Pi. Additionally, advisors must be a faculty member, a national official, an alumni of MI-Γ with appropriate chapter experience, a graduate student with appropriate chapter experience, or a former chapter president. One of the the advisors must serve as the chapter's Chief Advisor. This advisor will be selected by the advisors biannually for a two year term. The advisors are responsible for ensuring chapter continuity.

SECTION I.3. ADVISORY BOARD   The Advisory Board is composed of the Executive Committee and the Chapter Advisors. The Treasurer and Graduate Student Vice President serve as non-voting members of the Advisory Board. The voting advisors for the Advisory Board are the Chief Advisor and the three most senior advisors.

(a) Seniority is measured as time spent in the current advisor term.

(b) In the event of a tie affecting determination of voting advisors, the President will determine the voting advisor(s) from among those tied by a suitably random method before the first contested vote of the semester.

SECTION I.4. OFFICER CORPS

(a) MEMBERSHIP AND RESPONSIBILITIES The Officer Corps consists of the officers and advisors of the Chapter, and any other persons deemed necessary by the officers. The officer corps:

  (i) Sets the level of initiation dues.

  (ii) Administers funds available for Tau Beta Pi scholarships according to procedures established in writing by the officer corps, unless a different method of administration is specified for the funds.

  (iii) May, with Advisory Board approval, create ad hoc officer positions. These positions:

    1. Must be listed in Appendix F.4.
    2. May be placed on a new or existing Team (see Section I.4.b).

3. May only last for two academic terms, after which time they must be approved by the general body. This can be either as a permanent officer position, or as an extension of the ad hoc position. An extension of the ad hoc position requires a simple majority vote of the general body, and may not be for longer than another two terms. An officer position may not exist in an ad hoc state for more than four consecutive terms. Any ad hoc position that has existed for four consecutive terms cannot be recreated as ad hoc without a gap of at least two terms.

(vii) May create Chair positions as needed. These positions:

1. Must be listed in Appendix H.
2. May be placed on an Officer Team (see Section I.4.b).

(b) OFFICER TEAMS The officer corps is organized into teams. These teams are the Executive Committee, Events Team, and Chapter Team. The lead and membership of each team is defined in Appendix F.

(i) TEAM LEADS Team Leads are responsible for the oversight and coordination of the team and for ensuring that team members tasks are completed. Team members retain responsibility for how their tasks should be completed. Team Leads are additionally responsible for serving as mentors for their team members when necessary.

(ii) PURPOSE Teams are intended to assist the President in overseeing the officers, to create additional opportunities for leadership growth, and to help facilitate mentoring of newer officers. They are not intended to segment the decision making of the officer corps, and as such most communication and discussion should happen amongst the entire officer corps.

(iii) EXECUTIVE COMMITTEE In addition to the individual responsibilities of the constituent officers, the Executive Committee is collectively responsible for setting the semester calendar and for designating the Convention Delegate (fall term).

SECTION I.5. COMMITTEES

(a) PURPOSE Committees are intended to facilitate additional chapter activity and provide members additional involvement opportunities. Committee function and schedule will be determined by the chair, with input from the committee members. Committees are distinct from Teams in that Teams are comprised of officers with similar but distinct responsibilities, while committees are open to any member, per their selection procedures, and are, in general, geared toward a more focused task.

(b) STANDING COMMITTEES The standing committees are the Professional Development Committee, Website Committee, K-12 Outreach Committee, and Group Leaders Committee. The membership and duties of each are listed in Appendix G.2.

(c) AD HOC COMMITTEES In addition to the standing committees, the officer corps, with Advisory Board approval, may create ad hoc committees. These committees:

(i) Must be listed in Appendix G.3.

(ii) May be chaired by an officer or another active member, as selected by the officer corps.

(iii) Will be composed of members on a volunteer basis. (In the event of detrimental participation and at the recommendation of the committee chair, the officer corps may remove a member of the committee Members so removed may make an appeal to the Advisory Board, who may reverse the removal by a $5/7$ vote.)

(iv) May exist for a maximum of two years, after which time they must be approved by the general body. This can be either as a permanent committee, or as an extension of the ad hoc committee. An extension of the ad hoc committee requires a simple majority vote of the body, and may not be for longer than another year. A committee may not exist as ad hoc for more than three years. Any ad hoc committee that has existed for three years cannot be recreated as ad hoc without a gap of at least one year.

SECTION I.6. CHAIRS

(a) PURPOSE Chair positions are intended to be single-purpose leadership roles within the chapter. They are intended to facilitate additional leadership opportunities within the organization, as well as to allow smaller and/or more specific tasks to be carried out by someone not necessarily an officer.

(b) CREATION Chair positions may be created by the officer corps or the general membership at any time by a simple majority vote at any time. Chair positions may exist for any length of time, though chairs should be appointed at least semesterly.

(c) DISSOLUTION AND REMOVAL Chair positions may be removed at any time by a 2/3 vote of the officers. Additionally, persons serving as chairs may be removed from their position by a majority vote of the officers.

SECTION I.7. TERMS OF OFFICE The officers of this chapter hold office for one semester except for the External Vice Presidents, one K-12 Outreach Officer, Professional Development Officer, and Treasurer, whose terms are one calendar year, and the Secretary and the remaining K-12 Outreach Officer, whose terms are one academic year. The Professional Development Officer's term will be a single semester during Fall 2023 to shift the position to a calendar year election cycle. Ad hoc officer positions specified in Appendix F.4. will have terms of one semester, unless otherwise specified. Advisor terms are decided as part of the advisor election procedure, as described in Bylaw III.5.

Bylaw II
Election of Officers

SECTION II.1. OFFICER ELECTION MEETING Officers (with the exception of those listed in Bylaw IV.1) are elected at the election of officers meeting scheduled between the second election of candidates meeting and the formal initiation ceremony each semester. Electees and active members are eligible to vote and run for office. Quorum for such a meeting is defined in Bylaw 5.07 of the Association.

SECTION II.2. ACTIVE STATUS FOR VOTING MEETINGS At the beginning of the official business of an election meeting:

(a) The Advisory Board may deactivate any member as specified in the Tau Beta Pi Association Bylaws Section 6.06; criteria include non-attendance at that meeting. Unless otherwise specified by the Advisory Board, members so deactivated are automatically reactivated at the end of the meeting, or upon entering the meeting.

(b) Alumni members present, including those on the Advisory Board, may apply for active status.

SECTION II.3. INCUMBENT ELIGIBILITY Any officer is eligible for election or re-election to any available office. An individual may only serve as the President for a total of two semesters.

SECTION II.4. NOMINATIONS Nomination of officers can be made from the floor at the time of the election. Additionally, written nominations may be presented to the current officers prior to the elections and announced at the beginning of the election meeting.

SECTION II.5. ELECTION ORDER The order of election must begin with President, Vice President, Graduate Student Vice President, Secretary (Winter term), and Treasurer (Fall term). After these elections, the default order is first the election of all remaining Team Leads, in the order presented in Appendix F, and then the remaining elected offices, again in the order presented in Appendix F. Following the four listed positions, the remaining order can be changed from the default by motion from the floor; however, a Team Lead must be elected prior to anyone else on that Team.

SECTION II.6. CANDIDATE SPEECHES Each nominee to a contested office can give a speech to, and answer questions from, the general assembly but other contestants for the office will not hear either. All nominees are limited to 2.5 minutes (up to 1.5 for speech) except those for President, Vice President and Graduate Student Vice President for whom the time limit is 5 minutes (up to 3 for speech), and the remaining Team Leads for whom the time limit is 3.5 minutes (up to 2 for speech). These limits may be extended for any office by motion from the floor, provided that the extension affect each candidate equally. Remote or proxy speeches are allowed, provided that the officers have been notified at least 24 hours before the start of the meeting of a candidate's desire to provide such a speech. Proxies may not take questions on behalf of a candidate.

SECTION II.7. CANDIDATE DISCUSSION Following all speeches for an office, the assembly of present and voting members, excluding the outgoing President, will engage in discussion concerning the candidates. Following their election, the incoming President may not take part in the discussion of the candidates. Incoming Team Leads may not take part in the discussion of candidates for positions on their respective Teams. This discussion must remain strictly confidential and is limited to matters pertaining to an individual's ability to successfully carry out the responsibilities of the office.

SECTION II.8. WINNING THE ELECTION   The nominee that receives a plurality in the blind vote will be awarded the officer position. In the case of a tie, a second vote will be held between the leading candidates; this will be continued until a nominee receives a majority. In the event of a tie resulting in no leading candidates, another discussion of the candidates will be held. In all elections using manual voting, the votes must be counted by three individuals who must be either advisors or officers not pursuing election that semester. In all elections where electronic voting is to be used, the vote counts must be observed by a minimum of two individuals who must be either advisors or officers not pursuing election that semester. In the event of an uncontested election, the candidate may be granted the officer position by voice vote.

SECTION II.9. TERM COMMENCEMENT   The new officers will take office on the day following the chapter's main initiation directly following their election.

SECTION 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 yet exist, and the selected replacement will take office immediately upon the existence of the vacancy.

Bylaw III
Election of Advisors

SECTION III.1. ELECTION MEETING, QUORUM, ELIGIBILITY, AND NOMINATIONS   Election of advisors will take place at the officer election meeting, under the same quorum, active status, and nomination procedures as described in Bylaw II. Anyone meeting the criteria in Bylaw I.2 is eligible to run for an advisor position.

SECTION III.2. CANDIDATE SPEECHES   Each advisor nominee may give a speech to, and answer questions from, the general assembly. All nominees are limited to 1.5 minutes for both speech and questions and answers. These limits may be extended by motion from the floor.

SECTION III.3. CANDIDATE DISCUSSION   Following each speech, the general assembly will engage in discussion concerning the candidate. Since each advisor is treated as its own office, in the event that multiple advisors pursue election in the same term, it is not necessary that anyone but the candidate in question leave the room for discussion. This discussion must remain strictly confidential and is limited to matters pertaining to an individual's ability to successfully carry out the responsibilities of the office.

SECTION III.4. WINNING THE ELECTION   Each candidate that receives a majority of the votes cast (not counting abstentions as a vote for or against) will be elected to office. The votes must be counted by three individuals who must be either advisors or officers not pursuing election that semester.

SECTION III.5. TERM LENGTH   Advisor term length will be subject to motion from the floor as part of the election proceedings. An advisor candidate must indicate their preferred term length, and cannot be elected to a term longer than that. The maximum length for an individual term is three years. The term length is considered part of the motion to elect and therefore may be amended by the body. If an advisor fails to receive a majority of votes cast, a motion may be made to elect them to a shorter term, to a minimum of one semester.

SECTION III.6. TERM COMMENCEMENT   Advisor terms begin on the day following the chapter's main initiation directly following their election.

Bylaw IV
Appointment of Officers and Chairs

SECTION IV.1. APPOINTED OFFICES   The following officers will be appointed by the Officer Corps: the External Vice Presidents (EVPs), both K-12 Outreach Officers, and any ad hoc officers specified in Appendix F.4.

SECTION IV.2. DEFAULT APPOINTMENT PROCEDURE   Unless otherwise specified, the procedure for filling appointed officer positions is:

 (a) An application will be made available at least 2 days prior to the officer election meeting.

 (b) The content of application will be decided upon by the current president and, where applicable, the current holder(s) of the office in question.

 (c) The application will remain open for a minimum of one week from the date it is provided to the membership, but will not close less than 3 days after the officer election meeting.

 (d) Following the close of the application, interviews may be held for some or all of the applicants at the discretion of the reviewing committee. If needed, at most three interviewers will be determined by the reviewing committee. The default interviewers will be the current president, the current lead for the Team in question and, where applicable, the current holder of the office in question.

 (e) The reviewing committee will consist of:

    (i) The current Executive Committee,

    (ii) The incoming President,

    (iii) The current lead for the Team in question,

    (iv) The current holder of the office in question, and

(v) Any active member deemed necessary by the above groups.

The current president will chair the reviewing committee and may not vote, except in order to break a tie. The incoming president may not vote. In addition, active members may request participation in the reviewing committee, to be approved by the Executive Committee.

(f) A person applying for an office may not participate as an interviewer or part of the reviewing committee for that office.

(g) The reviewing committee will meet to consider the received applications and, if applicable, interview results. They will select the best candidate(s) by means of a majority vote.

SECTION IV.3. EXTERNAL VICE PRESIDENT APPOINTMENT   The External Vice Presidents (EVPs) will be appointed in the standard procedure, with the following modifications:

(a) The application will be made available at least three weeks prior to the officer election meeting.

(b) The application will remain open for at least two weeks.

(c) Interviews must be conducted. The interviewers will be the current president and EVPs. In the event any interviewer is unable to attend an interview, or is himself/herself an applicant, a substitute will be determined by the interviewers.

(d) The reviewing committee will be the current President, Vice President, Secretary, and both EVPs. In the event that any members of this committee apply for EVP, they will be recused from the decision. The first vacancy will be filled by the Treasurer, unless they are also an applicant for EVP. Any remaining vacancies will be filled by advisors.

(e) The reviewing committee will decide the two most suitable candidates between the conclusion of the interviews and the start of the officer elections meeting.

SECTION IV.4. K-12 OUTREACH OFFICER APPOINTMENT   Both K-12 Outreach Officers will be appointed in the standard procedure, with the following modifications:

(a) If needed, the reviewing committee will appoint an interviewing committee, consisting of at most three of the following:

(i) The outgoing and incoming Presidents,

(ii) The outgoing and incoming Events Team leads, and

(iii) The outgoing and continuing K-12 Outreach Officers.

The interviewing committee must include either the outgoing Events Team Lead or the continuing K-12 Outreach Officer, without exclusion of either officer.

(b) The reviewing committee will consist of voting and non-voting members. The voting members will be:

(i) The outgoing and incoming Events Team leads,

(ii) The outgoing and continuing K-12 Outreach Officers, and

(iii) Any active member deemed necessary by the above groups.

The chair will be the continuing K-12 Outreach Officer, or be appointed by majority vote if the continuing K-12 Outreach Officer is ineligible or unable to attend. As per parliamentary procedure established by C§I.3, the chair may only vote after all other votes have been cast.

(c) The non-voting members of the reviewing committee will be:

(i) All K-12 Outreach Committee members,

(ii) The incoming President, and

(iii) The outgoing President (other than to break a tie).

(d) Active members may request to participate in the reviewing committee as per §IV.2.e.

(e) The membership of both the interviewing and reviewing committees remains subject to the prohibition on participation by applicants as per §IV.2.f.

SECTION IV.5. AD HOC OFFICER APPOINTMENT   Any ad hoc officers will be appointed in the standard procedure, with the following exceptions:

(a) The application may be made available whenever is deemed most appropriate by the officer corps.

(b) The application may close whenever is deemed most appropriate by the officer corps, provided that it has remained open for a minimum of one week from the date it was provided to the membership.

SECTION IV.6. CHAIR APPOINTMENT   Chair positions will be appointed following the same procedure as for Ad Hoc Officers.

Bylaw V
Meetings

SECTION V.1. GENERAL MEETINGS   General meetings will be scheduled and held in the Fall Term and in the Winter Term: Each Semester there must be at least a general actives meeting, one candidate informational meeting, two election of candidates meetings, an election of officers meeting, and the formal initiation. The Executive Committee may schedule additional meetings as appropriate. The general meeting schedule will be published prior to the first day of class each semester.

SECTION V.2. OFFICER/ADVISOR MEETINGS   Officer/advisor meetings are held to update all officers on chapter matters and confirm general meeting agendas. In general, the officer/advisor meetings should be held before scheduled regular meetings, and whenever else needed at the discretion of the President. There must be at least three officer/advisor meetings and one officer/advisor transition meeting.

SECTION V.3. NEW INITIATIVES MEETINGS   These meetings are to be held throughout the semester for the purpose of proposing and brainstorming new opportunities for the chapter to become involved in the University and Ann Arbor communities, as well as future projects and directions for the chapter. This can include opportunities related to recruiting new members, improving chapter image, and providing additional professional development activities.

SECTION V.4. SPECIAL MEETINGS   Special meetings may be called at any time by the President, by any chapter advisor, or upon written request to the President signed by five active members. If any official business is to be conducted at the meeting, notice of at least one week must be provided to the general membership.

Bylaw VI
Election of New Members

SECTION VI.1. PROCESS   Each Fall and Winter semester, the procedure to be conducted for the election of student members is as follows:

(a) The President will request a list of scholastically eligible students from the Registrar or their representative.

(b) The officers will prepare the list of scholastically eligible students. They will remove the names of all initiated members from the list, as well as others who do not meet the criteria set forth in Article IV.2 of the chapter Constitution. The Secretary will simultaneously prepare the Report of Eligibility for forwarding to the National Headquarters.

(c) The officers will send a letter of invitation and an information packet to all remaining scholastically eligible undergraduate students.

(d) Eligible students will receive letters from the President and pertinent information from their respective Vice President.

(e) Each prospective new member must be assessed for exemplary character as defined by the officers in Appendix A or B as appropriate.

(f) Each electee member must complete the minimum set of requirements as specified in Appendix A or B as appropriate. Where circumstances merit, the Vice President or Graduate Student Vice President may choose to allow any electee to substitute one form of requirement for another, provided that the total number of hours completed is not diminished as a result of this. In exceptional circumstances, the Advisory Board may, by a $5/7$ vote, waive any such requirement for any electee.

(g) Two election of candidates meetings must be held prior to initiation.

    (i) The first meeting ("Second Actives") focuses on the character of the candidates for membership and must be held following the character interviews described in Appendix A or B as appropriate. In a closed session, the active members hold a discussion and vote on each prospective new member's character, the outcome

of which must be reported to the candidates and to the second election of candidates meeting, as a recommendation on how to consider the character of those assessed. Those candidates recommended by the Vice President or the Graduate Student Vice President may be considered as a group. Active members will be given the opportunity to remove any questionable candidates from the group. All questionable or not-recommended candidates must be voted on individually. To be recommended for election, a candidate must receive a three-fourths (3/4) vote of the active membership present at the meeting. Active members, whether undergraduate or graduate students, are eligible to vote on new members.

(ii) The second election of candidates meeting ("Third Actives") takes place approximately 4 weeks prior to initiation (or enough time as is needed to report the confirmed electees to headquarters) and focuses on the candidates' progress toward completion of the requirements set forth in Appendix A or B as appropriate. Candidates whose character was not discussed at Second Actives must have their character reviewed at this meeting. In a closed session, the active members hold a discussion and vote on whether to elect each candidate to membership. To be elected, a candidate must receive a three-fourths (3/4) vote of the active membership present at the meeting. Active members, whether undergraduate or graduate students, are eligible to vote on new members. Alumni members are not eligible to vote on new members.

At each of these meetings, the Advisory Board may deactivate any member as specified in the Tau Beta Pi Association Bylaws Section 6.06; criteria include non-attendance at that meeting. Unless otherwise specified by the Advisory Board, members so deactivated are automatically reactivated at the end of the meeting.

(h) Any candidate who is not elected to membership is not eligible to initiate that semester.

(i) The Vice President or the Graduate Student Vice President must announce either election/recommendation or rejection to the prospective new members following each election of candidate meeting.

(j) Initiation must be held after all other general meetings and before the end of classes each term. Alternate initiations may be held when needed at the discretion of the officer corps with approval of the Advisory Board.

SECTION VI.2. ALUMNI AND EMINENT ENGINEER CANDIDATES   Election of suitable alumni members and eminent engineer candidates is encouraged by this chapter. Any active member may present to the officer corps nominees for alumni membership prior to the first election of candidates meeting. The nominees' resumes must be presented. At the second election of candidates meeting, the active membership can elect any or all of the nominees.

Bylaw VII
Records and Finance

SECTION VII.1. RECORD MAINTENANCE AND TRANSITION   Records must be kept up-to-date and in good order. The complete records must be given to the new officers at the

officer/advisor transition meeting. The treasurer must turn over copies of their records; however, original records will be kept until after the treasurer files the appropriate tax return forms for the chapter. The current copies of the transition reports and the bylaws, as well as a reasonable revision history, will be maintained by the Advisory Board, with help from the Historian as appropriate.

SECTION VII.2. AUTHORIZED SIGNERS   The chapter President, the Treasurer, and the Secretary will be signers on the chapter's Student Organization Account Services (SOAS) account. A fourth signer on the account, as well as any additional signers, will be either an officer or advisor and designated at the discretion of the other three signers.

SECTION VII.3. FISCAL YEAR   The Chapter's fiscal year is January 1 to December 31.

SECTION VII.4. CHAPTER BUDGET   The Treasurer will propose a budget for approval by $\frac{5}{7}$ of the Advisory Board prior to the first meeting of the Advisory Board during the Fall and Winter Semesters. This budget will be constructed with the input of the officer corps and will be reviewed by the Executive Committee.

SECTION VII.5. SPENDING AUTHORITY   All expenditures must be made in accordance with the Chapter's Financial Policies; the Chapter's Financial Policies must be approved or amended by $\frac{5}{7}$ of the Advisory Board.

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Bylaw VIII
Active Status

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SECTION VIII.1. ACHIEVING ACTIVE STATUS   To achieve active status for the current semester, a Michigan Gamma Tau Beta Pi member must satisfy one of the following:

(a) Be an officer, Distinguished Active, or Prestigious Active,

(b) Have initiated into the society in the current semester, or,

(c) Achieve a sufficient level of activity in the society, as defined by the following requirements:

   (i) Attend, at a minimum, two meetings, both of which must be voting meetings (2nd Actives, 3rd Actives or Officer Elections),

   (ii) Complete two hours of TBP-sponsored service, and

   (iii) Attend at least one social event or serve as a mentor in the chapter mentorship program.

Members who have completed all requirements for active status apart from attendance at voting meetings may be considered a Temporary Active if sufficient voting meetings remain for the member to achieve active status for that semester. Temporary Active status is only maintained through the duration of voting meeting for which it is granted.

In addition, any alumni member must request active status each semester, in accordance with C-VI of the Constitution of the Tau Beta Pi Association.

SECTION VIII.2. MAINTAINING ACTIVE STATUS   Active status is maintained through the end of the semester following the semester in which it is achieved, provided that the member has attended at least one chapter meeting that semester. Those who leave campus may maintain active status upon their return provided they achieved active status the semester prior to leaving and attend at least one chapter meeting during the semester when they return.

SECTION VIII.3. TRACKING STATUS   Active status is evaluated by the Membership Officer. If an inactive member satisfies the above requirement mid-semester, they must also be made active immediately upon request.

SECTION VIII.4. BENEFITS OF ACTIVE STATUS   Active status may be designated on some chapter documents, and may be used in determining eligibility for certain chapter benefits at the discretion of the officer corps. However, inactive members do not lose privileges (other than voting) relating to standard meetings and socials.

Bylaw IX
Enactment and Amendment

SECTION IX.1. ENACTMENT   These Bylaws became effective immediately upon ratification and supersede any other Bylaws of this chapter, existing at the time of ratification.

SECTION IX.2. AMENDMENT   The Chapter Bylaws may be amended upon the affirmative vote of $2/3$ of the total active membership and an affirmative vote of a majority of the Advisory Board. Such votes must occur within 14 days of each other.

SECTION IX.3. APPENDIX AMENDMENT   Appendix A (Electee Requirements), Appendix B (Graduate Electee Requirements), Appendix C (Alumni Electee Requirements), Appendix D (Distinguished Active Status Guidelines), and Appendix E (Prestigious Active Status Guidelines) may be modified at the discretion of the Officer Corps. Appendices F.4, G.3, and H may be modified at the discretion of the Officer Corps per the procedures outlined in Bylaws I.4.a.iii, I.5.c, and I.4.a.vii respectively.

Appendix A
Undergraduate Electee Requirements

SECTION A.1. MEETINGS   Each electee must attend all meetings as specified in Bylaw V.1, except the general actives meeting and the election of candidates meetings. A missed meeting may be made up with one extra hour of service that is approved by the Vice President. With the exception of Election of Officers meeting, a missed meeting may alternatively be made up by attending an extra social event approved by the Vice President. Given the typical length of the Officer Elections Meeting, electees who stay for the full duration will be awarded 2 service hours. At the two hour mark attendance will be retaken and those who remain will be awarded 1 service hour, those who stay until the end will be awarded 2.

SECTION A.2. CHARACTER   Each electee will be assessed for exemplary character. This will consist of filling out a student information survey with questions focusing on exemplary character, and attending an interview or interviews with active members as specified by the Vice President.

SECTION A.3. DUES   Each electee must pay the one-time-only membership dues as set by the Officer Corps. Any electee who is unable to pay the fee may submit a chapter fee waiver form or apply for a National Initiation-Fee Loan. The form responses will be viewed only by the President, Vice Presidents, and Treasurer, who will review them and grant the waiver as they see fit.

SECTION A.4. ELECTEE EXAM   Each electee must complete an electee exam that is written by the Vice President with input from the officers. This exam will include a section about the history of Tau Beta Pi, a section about the chapter's officers, and a signature form, requiring at least two signatures from chapter officers, and at least five signatures from active Tau Beta Pi members who are not officers.

SECTION A.5. PEER INTERVIEWS   Each electee must conduct interviews of six fellow Tau Bates, of which at least two must be active members. The interviews will consist of six creative questions.

SECTION A.6. CAREER FAIR   In the fall terms each electee must complete two hours of service for Career Fair in jobs specified by the External Vice Presidents.

SECTION A.7. TUTORING   Each electee must complete at least one hour of university tutoring.

SECTION A.8. K-12 OUTREACH   Each electee must participate in a minimum of 4 hours of approved K-12 Outreach events as determined by the K-12 Outreach Officers.

SECTION A.9. SERVICE   Each electee must complete at least 11.5 additional hours in the Winter through at least two different service projects offered by the chapter. Any service completed in the events listed in A.6–A.8 above the minimum may be used to satisfy this requirement. Service performed for the completion of requirements of another society will not be accepted. Extra service hours can be used to make up missed meetings.

SECTION A.10. PROFESSIONAL DEVELOPMENT   Each electee must complete 2 hours of professional development including but not limited to participating in Engineering Futures and TBP sponsored Information Sessions. The Vice President and Service Coordinator may, on a case by case basis, allow up to 2 service hours to fill this requirement.

SECTION A.11. SOCIALS   Each electee must attend at least two social events sponsored by Tau Beta Pi. Extra social events can be used to make up missed meetings (except Officer Elections). For Winter 2021, social and professional development activities shall satisfy the requirements for Sections A.10 and A.11. All undergraduate electees must have, at a minimum, one credit from both Section A.10 and A.11 that do not double count.

SECTION A.12. GROUP MEETINGS   Each electee must attend three group activities with at least half of their electee group present. One of the three electee group activities must occur with at least half of another electee group present. All electee group activities must occur before the fifth general meeting of a semester. This can be in the form of a social or service activity but does not have to be a Tau Beta Pi sponsored event. A missed group meeting may be made up with one extra hour of service or an extra social that is approved by the Vice President.

SECTION A.13. INITIATION   Each electee must attend initiation at the end of the term. This is an absolute requirement and cannot be made up. An electee who has completed all other requirements but misses initiation will not become a member of Tau Beta Pi. Such an electee may either attend the initiation of another chapter or wait until the following term to attend initiation.

SECTION A.14. TIMING AND DEADLINES   The Vice President, with input from the Officer Corps, will establish appropriate deadlines for the requirements each semester. An electee may choose to count any activities completed after the final deadline but before the end of the term toward the following semester, or, if approved by the Vice President, the current term.

Appendix B
Graduate Electee Requirements

SECTION B.1. MEETINGS   Each electee must attend all meetings as specified in Bylaw V.1, except the general actives meeting and the election of candidates meetings. A missed meeting may be made up with one extra hour of service that is approved by the Grad Student Vice President. With the exception of Election of Officers meeting, a missed meeting may alternatively be made up by attending an extra social event approved by the Graduate Student Vice President. Given the typical length of the Officer Elections Meeting, electees who stay for the full duration will be awarded 2 service hours. At the two hour mark attendance will be retaken and those who remain will be awarded 1 service hour, those who stay until the end will be awarded 2.

SECTION B.2. CHARACTER   Each electee will be assessed for exemplary character. This will consist of filling out a student information survey with questions focusing on exemplary character.

SECTION B.3. SERVICE   In addition to the requirements stated in Constitution Article IV.2.b, the electee must complete no less than ten service hours. Electees may complete up to three service hours on their own if they provide adequate proof of their involvement. Service performed for the completion of requirements of another society will not be accepted.

SECTION B.4. INTERVIEW   The electee must undergo an interview by the Graduate Student Vice President and/or at least one active member. It is recommended that each interviewer be a graduate student.

SECTION B.5. ADVISOR FORM   Each electee must get the standard advisor recommendation form signed by their advisor or graduate program coordinator and turned into the Graduate Student Vice President by their interview.

SECTION B.6. DUES   Each electee must pay the one-time only membership dues as set by the Officer Corps. Any electee who is unable to pay the fee may submit a chapter fee waiver form or apply for a National Initiation-Fee Loan. The form responses will be viewed only by the President, Vice Presidents, and Treasurer, who will review them and grant the waivers as they see fit.

SECTION B.7. SOCIALS   Each electee must attend at least two social or professional development events sponsored by Tau Beta Pi. At least one of these social events must be a graduate student social as designated by the Graduate Student Vice President.

SECTION B.8. GROUP MEETINGS   Each electee must attend two group activities with at least half of their electee group present. One electee group activity must occur before the election of candidates, and the other before the fifth general meeting. This can be in the form of a social or service activity but does not have to be a Tau Beta Pi sponsored event. A missed group meeting may be made up with one extra hour of service or an extra social that is approved by the Graduate Student Vice President. For Fall 2020, group meetings and social activities shall satisfy the requirements for Sections B.7 and B.8.

SECTION B.9. INITIATION   Each electee must attend initiation at the end of the term. This is an absolute requirement and cannot be made up. An electee who has completed all other requirements but who misses initiation may not become a member of Tau Beta Pi. Such an electee may either attend the initiation of another chapter or must wait until the following term to attend the initiation.

SECTION B.10. TIMING AND DEADLINES   The Graduate Student Vice President, with input from the Vice President, will establish appropriate deadlines for the graduate student requirements each semester. An electee may choose to count any activities completed after the final deadline but before the end of the term toward the following semester, or, if approved by the Graduate Student Vice President, the current term.

Appendix C
Alumni Candidate Requirements

SECTION C.1. SCOPE   The contents of this appendix apply only to those alumni that were eligible to elect during their final semester in school as either an undergraduate or graduate student and that are not full-time students at the University of Michigan. Alumni candidates who are full-time students at the University of Michigan shall be subject to the appropriate requirements in Appendix A or Appendix B dependent on their current status as a student.

SECTION C.2. CHAPTER INVOLVEMENT   Each candidate will complete a total of 7 hours of TBP activities. A minimum of one hour must come from a TBP service event.

SECTION C.3. INTERVIEW   Each candidate must undergo a casual interview by the Graduate Student Vice President and/or at least one active member.

SECTION C.4. CHARACTER   Each candidate will be assessed for exemplary character. This will consist of filling out a student information survey with questions focusing on exemplary character.

SECTION C.5. DUES   Each candidate must pay the one-time only membership dues as set by the Officer Corps.

SECTION C.6. INITIATION   Each candidate must attend initiation at the end of the term. This is an absolute requirement and cannot be made up. An candidate who has completed all other requirements but who misses initiation may not become a member of Tau Beta Pi. Such an electee may either attend the initiation of another chapter or must wait until the following term to attend the initiation.

SECTION C.7. TIMING   Each alumni candidate will be considered active in a given semester when active progress is made towards the initiation requirement. Active progress is defined as completing two hours in a given academic semester.

SECTION C.8. DEADLINES   The Graduate Student Vice President, with input from the Vice President, will establish appropriate deadlines for the alumni requirements each semester. An electee may choose to count any activities completed after the final deadline but before the end of the term toward the following semester, or, if approved by the Graduate Student Vice President, the current term.

Appendix D
Distinguished Active Status Guidelines

SECTION D.1. REQUIREMENTS   Members may achieve Distinguished Active status by completing at minimum the following requirements in the course of one term (Fall or Winter Terms):

(a) LEADERSHIP: Serve as a group leader, project leader, committee chair, officer/advisor, or achieve a sufficient level of involvement in a committee as defined in Appendix G.1.

(b) INTERVIEWS: Conduct one interview in the exemplary character assessment process of electees Graduate students may fulfill this requirement by assisting in Graduate Student Interviews.

(c) VOTING MEETING ATTENDANCE Attend both election of candidate meetings and the election of officers meeting (Second and Third Actives and Elections). If missed, each of these meetings must be made up with an hour of service. Given the typical length of the Officer Elections Meeting, those who stay for the full duration will be awarded 2 service hours. At the two hour mark attendance will be retaken and those who remain will be awarded 1 service hour, those who stay until the end will be awarded 2.

(d) MEETING ATTENDANCE Attend two general meetings in addition to the three listed in (D.1.c). These meetings, if missed, may be made up by either completing an extra hour of service or attending an extra social event.

(e) SERVICE Complete at least eight hours of Tau Beta Pi service projects (project leaders may count only the participating hours of their project toward these hours). A single event cannot be used to simultaneously meet the leadership requirement and the entirety of the service hours requirement.

(f) SOCIALS AND PROFESSIONAL DEVELOPMENT Attend two social or professional development activities (social or professional development event leaders may count their event). In addition, electee group leaders may count additional electee group meetings (as defined in Appendix A.12) as socials.

(g) EXTRA Participate in either one more service hour or one more social event than required above in (D.1.e) or (D.1.f).

SECTION D.2. ATTAINING DA DURING INITIATION SEMESTER   An electee may count any hours beyond those needed for initiating toward achieving DA status. Requirements follow.

(a) LEADERSHIP: Serve as a project leader, committee chair, officer/advisor, or achieve a sufficient level of involvement in a committee as defined in Appendix G.1. If an electee is unable to meet this requirement, an hour of service may be substituted.

(b) SERVICE Complete at least eight hours of Tau Beta Pi service projects (project leaders may count only the participating hours of their project toward these hours).

(c) SOCIALS Attend one social or professional development activity (social or professional development event leaders may count their event). Any electee group meetings beyond the required number can count towards this requirement.

(d) EXTRA Participate in at least 3 more hours than required above in (D.2.b) or (D.2.c). Each of these hours can be earned by completing an hour of service or attending a social event.

SECTION D.3. NATIONAL CONVENTION DISTINGUISHED ACTIVE STATUS   In addition, an active member may achieve Distinguished Active status by solely attending the Tau Beta Pi National Convention during that term, so long as they attend all business meetings and all other activities relevant to the chapter during the National Convention and have otherwise fulfilled all requirements to earn active status that term.

SECTION D.4. GIFT   At the end of each term, in appreciation for their contribution, each Distinguished Active will be given the following benefits according the number of terms of distinguished activity:

(a) FIRST TERM: A Tau Beta Pi stole to be worn at graduation.

(b) MULTIPLE TERMS: Additional benefits awarded for two or more terms of Distinguished Active status will also be determined at the discretion of the Membership Officer.

SECTION D.5. TIMING AND DEADLINES TO ACHIEVE STATUS Any requirements completed following initiation but before the end of term may be counted toward the current term or the following full term. In addition, any requirements completed between the winter and fall terms may be counted toward the fall.

SECTION D.6. TIMING LIMIT TO CLAIM A member shall have one calendar year to claim a gift provided under this bylaw. The calendar year shall commence on the day of the initiation banquet of the term during which a status is earned.

SECTION D.7. EXCEPTIONS Where circumstances merit, the Membership Officer may choose to allow any member to substitute service hours for any form of requirement, with the exception of leadership credit, provided that the total number of hours completed is not diminished as a result of this. With consent of the Executive Committee, the Membership Officer may assign leadership credit to someone who has not otherwise earned it.

Appendix E
Prestigious Active Status Guidelines

SECTION E.1. REQUIREMENTS Members may achieve Prestigious Active status by completing at minimum the following requirements in the course of one term:

(a) DA STATUS: Achieving Distinguished Active status as defined in Appendix D.

(b) TOTAL INVOLVEMENT Completing 32 total hours (including those from Distinguished Actives Requirements), defined as follows:
  1. Service hours and social or professional development credits count as 1 hour
  2. No more than 15 hours can be counted from a single event
  3. Only 8 total social or professional development credits can be counted
  4. Hours must come from at least 3 different service events.

SECTION E.2. GIFT At the end of each term, in appreciation for their significant contribution, each Prestigious Active will be given a fitting reward to be determined at the discretion of the Officer Corps.

SECTION E.3. TIMING AND DEADLINES Any requirements completed following initiation but before the end of term may be counted toward the current term or the following full term. In addition, any requirements completed between the winter and fall terms may be counted toward fall.

SECTION E.4. ATTAINING PA DURING INITIATION SEMESTER An electee may count any hours beyond those needed for initiating toward achieving PA status. Electee PA requirements are the same as those for an active except that the total number of hours required is 33 (34 if no leadership credit is earned). Additionally, up to 10 social credits may be counted toward this number.

SECTION E.5. EXCEPTIONS   Where circumstances merit, the Membership Officer may choose to allow any member to substitute service hours for any form of requirement, with the exception of leadership credit, provided that the total number of hours completed is not diminished as a result of this. With consent of the Executive Committee, the Membership Officer may assign leadership credit to someone who has not otherwise earned it.

Appendix F
Officer Requirements and Descriptions

Descriptions for each officer position follow below. In addition to the specific duties of each office an officer is expected to complete at least four service hours, attend at least two Tau Beta Pi socials as well as both the initiation and the banquet. These requirements are necessary for obtaining Distinguished Active status but are not sufficient. To become a Distinguished Active an officer must also satisfy the requirements in Appendix D. Appendix F.1–F.3 list only permanent officer members of each Team. Ad hoc officers and their team affiliation are listed in Appendix F.4.

SECTION F.1. EXECUTIVE COMMITTEE   These officers serve as members of the Executive Committee.

(a) PRESIDENT The President is the official representative, spokesperson, chief executive officer and chief operating officer of Tau Beta Pi Michigan Gamma. The President, with the assistance of Team Leads, ensures that each officer and chair is provided with a written list of all duties for which they are responsible and sees that they are fulfilled. The President must also request a list of eligible candidates for election prior to the beginning of each term. The President must also prepare a meeting schedule at the beginning of the term and is responsible for scheduling rooms for the general meetings. The President serves as the lead for the Executive Committee.

(b) VICE PRESIDENT The Vice President oversees all electee activities and business. The Vice President is responsible for ensuring that all electees complete the election requirements prior to initiating. The Vice President also assists the President with leadership and planning duties, and is the alternative representative of Tau Beta Pi in lieu of the President. The Vice President is also responsible for conducting the exemplary character process of prospective undergraduate members as specified in Appendix A. The Vice President additionally serves as the lead for the Electee and Membership Team.

(c) SECRETARY The Secretary is responsible for completing all paperwork and ensuring that it is submitted to the National Office on time, including but not limited to the Chapter Survey. The Secretary also serves as the main contact between the chapter and National Office. The Secretary holds the responsibilities of the Recording Secretary and is in charge of taking minutes at the meeting and making them available to the active membership, and of ensuring a timely transition of website permissions.

(d) TREASURER The Treasurer is the chief financial officer of Tau Beta Pi Michigan Gamma and is responsible for sales, dues, chapter fundraising activities, budgeting, and reporting of the chapter's finances. The Treasurer will approve or deny requests to use chapter funds, subject to appeal to the Advisory Board. The Treasurer must be an

authorized signer on the chapter accounts. Additionally, the Treasurer files annually (by May 15) IRS Form 990, "Return of Organization Exempt from Income Tax". The Treasurer serves as a non-voting member of the Advisory Board described in Bylaw I.3. He/she may, with the consent of the Advisory Board, create and implement processes to assist in the budgeting and spending of the Chapter. The treasurer is additionally in charge of organizing, with assistance from the rest of the Executive Committee, the underclassmen mixer.

(e) GRADUATE STUDENT VICE PRESIDENT The Graduate Student Vice President (GSVP) is responsible for creating and tracking the electee progress of all graduate students and alumni candidates. The GSVP coordinates with the Vice President as needed. The GSVP sets up social events for graduate students and activities with other graduate student organizations. The GSVP conducts all meetings with graduate students and graduate student electees when necessary. The GSVP serves as a non-voting member of the Advisory Board described in Bylaw I.3.

(f) EXTERNAL VICE PRESIDENTS The External Vice Presidents are responsible for the chapter's entire involvement with the Career Fair and the College of Engineering Honors Brunch. They chair the Tau Beta Pi awards committee. In the winter, they are in charge of planning the Career Fair and organizing the Honors Brunch. In the fall, they are in charge of running the Career Fair. They also serve as ex officio members of the Professional Development Committee, though they are overseen by the President.

SECTION F.2. EVENTS TEAM   These officers serve as members of the Events Team.

(a) SERVICE COORDINATOR The Service Coordinator oversees all service projects and must ensure that all project leaders complete their projects on time. The Service Coordinator is also responsible for informing the electees and actives of all the projects and providing them with opportunities to sign up for the projects of their choice. Additionally, the Service Coordinator will plan and coordinate new service projects and assist with the preparation of the Chapter Survey. The Service Coordinator serves as the lead for the Events Team.

(b) K-12 OUTREACH OFFICERS The K-12 Outreach Officers seek and coordinate opportunities for engineering outreach within the community. They serve as the liaisons for Chapter-sponsored K-12 outreach programs within both the Chapter and the community. This includes the chapter-run MindSET program.

(c) CAMPUS OUTREACH OFFICER The Campus Outreach Officer seeks and coordinates opportunities for outreach to College of Engineering students, including, but not limited to, coordinating a tutoring program and promoting outreach programs to the engineering campus. The Campus Outreach Officer is also in charge of planning the topics for the MLK Luncheons.

(d) ACTIVITIES OFFICER The Activities Officer oversees all chapter social events, including intersociety events, and ensures that any social project leaders complete their events on time. The Activities Officer will make arrangements for the initiation banquet.

(e) PROFESSIONAL DEVELOPMENT OFFICER The Professional Development Officer serves as the Chair for the Professional Development Committee and is charged with overseeing the Chapter's professional development programming. The Professional Development Officer will seek to provide diverse programming for the Chapter and the College community. The Professional Development Officer is also responsible for managing the chapter's corporate relations.

SECTION F.3. CHAPTER TEAM   These officers serve as members of the Chapter Team.

(a) CHAPTER DEVELOPMENT OFFICER The Chapter Development Officer is responsible for working with the Executive Committee to investigate and carry out ways of pursuing new opportunities or improvements for the chapter. The Chapter Development officer additionally is responsible for the planning and execution of New Initiatives meetings each semester, which are described in Bylaw V.3. The Chapter Development Officer serves as the lead for the Chapter Team.

(b) HISTORIAN The Historian is responsible for the generation and distribution of all chapter publications, including the chapter newsletter, which is named "The Cornerstone", the Alumni Newsletter, and any website publications deemed necessary. The Historian is in charge of picture taking for the Chapter Survey and maintains chapter records, including member demographics, as needed.

(c) PUBLICITY OFFICER The Publicity Officer is responsible for all internal and external chapter publicity, including the weekly announcements, social media presence (e.g. Facebook, Twitter), college-wide announcements, flier generation, and any other publicity deemed necessary.

(d) MEMBERSHIP OFFICER The Membership Officer is responsible for keeping track of all MI-Γ members after they have been initiated. This includes determining who achieves active, distinguished active, and prestigious active status ,tracking meeting attendance, maintaining the email lists, and handling all alumni relations, except the publication of the Alumni Newsletter. The Membership Officer is also responsible for providing food and beverages at all general body meetings specified in Bylaw V.1.

SECTION F.4. AD HOC OFFICERS   The ad hoc officers and their descriptions follow:

(a) WEBSITE OFFICER shall be responsible for maintaining the Chapter's website, including coordinating the development of new capabilities and in documenting the process for members to contribute to the website's development. In the fulfillment of these duties, this officer will serve as a website chair and will co-chair the Website Committee (G.2.b) with any other website chairs. The officer will further be responsible for granting elevated access, including administrator privileges, for the chapter website. This officer will be elected each semester and shall be a member of the Chapter team. This position will cease to exist at the end of the Fall 2023 semester.

Appendix G
Committees

SECTION G.1. COMMITTEE PARTICIPATION   At the beginning of each term, the Executive Committee, with input from the respective committee chairs, will establish guidelines for levels of involvement for each committee, including a minimum level of involvement necessary for gaining a leadership credit.

SECTION G.2. STANDING COMMITTEES   The standing committees and their descriptions are as follows:

(a) PROFESSIONAL DEVELOPMENT COMMITTEE The Professional Development Committee will consist of the Professional Development Team, and any other chapter members as determined by the Professional Development Officer, who chairs the committee. The committee is responsible for hosting Engineering Futures sessions, information sessions with companies, and other professional development events.

(b) WEBSITE COMMITTEE The Website Committee is chaired by the Website Chair, includes members as determined by the Website Chair, and is responsible for maintaining of the chapter website and any supporting technology. Administrator privileges for the chapter website are only to be granted to officers, advisors, or committee members.

(c) GROUP LEADERS COMMITTEE The Group Leaders Committee is chaired by the Vice President, who will select members as appropriate. The committee is composed of all electee group leaders and is responsible for coordinating the electee group aspect of the election process.

(d) DIVERSITY, EQUITY, & INCLUSION STEERING COMMITTEE This committee will be be chaired by the Diversity, Equity, and Inclusion Chairs and will serve to assist them in coordinating the DEI activities of the chapter. This committee will consist of a maximum of 2 members of the officer corps, excluding advisors, and a minimum of 3 other members including initiated members and candidates / electees. The committee will work with the executive team and the advisory board to refine and develop the chapter's objectives with regard to Diversity, Equity, and Inclusion as well as to implement such objectives. The committee will submit a report of its activities and progress to the chapter via the Cornerstone at least 2 times per semester.

(e) K-12 OUTREACH COMMITTEE This committee, which shall be part of the Events Team, consists of the Service Coordinator and K-12 Outreach Officers, who shall co-chair the committee and may appoint additional committee members by majority vote of the three officers. All chairs reporting to the K-12 officers shall serve as members of the committee. The Committee will serve to assist the K-12 Outreach Officers in coordinating, executing, and transferring knowledge regarding the K-12 Outreach efforts of the chapter. This committee is responsible for training all volunteers at chapter-sponsored events in responsible conduct around minors as well as other requirements as set by the University or the chapter. Any chapter-sponsored event featuring youth requires the Committee pre-approval, and must be co-led by at least one member of the committee. This Committee must meet at least once per month, and publicly document their meeting minutes.

SECTION G.3. AD HOC COMMITTEES   The ad hoc committees and their descriptions follow:

(a) BANQUET ARRANGEMENTS COMMITTEE The Banquet Arrangements Committee consists of the Activities Officer, who chairs the committee, the Banquet Arrangements Chair(s), and any other active members or candidates as determined necessary by these members. This committee is responsible for organizing the end-of-semester banquet, including communicating with the venue, determining and managing the attendee signup process, publicizing the event to prospective attendees, and generating content to be presented at the banquet. This committee shall be part of the Events Team.

Appendix H
Chairs

SECTION H.1. CURRENT CHAIR POSITIONS   The Chairs and their descriptions follow:

(a) WEBSITE CHAIR The Website Chair(s), along with the Website Officer (F.4.a) are responsible for updating and maintaining the chapter website, and serves as the chair of the website committee. This chair serves on the Chapter Team. If there is no Website Officer, the responsibilities of the Website Officer fall on the Website Chair.

(b) IM SPORTS CHAIR The IM Sports Chair is responsible for the chapter's participation in Intramural Sports and by default serves as the captain of any such teams. This chair serves on the Events Team.

(c) OUTREACH CHAIR The Outreach Chair is responsible for assisting the campus outreach officer in the outreach activities and events of the chapter. This chair serves on the Events Team.

(d) APPAREL CHAIR The Apparel Chair is responsible for the design and acquisition of any MI-G branded apparel that the chapter may desire. This chair serves on the Chapter Team.

(e) ALUMNI RELATIONS CHAIR The Alumni Relations Chair is responsible for developing and maintaining the chapter's alumni relations initiatives. The chair will work with the Secretary and membership officer to maintain an up-to-date MI-G alumni contact roster. This chair serves on the Chapter Team.

(f) GRADUATE STUDENT ACTIVITIES CHAIR The Graduate Student Activities Chair(s) will work with the graduate student vice president to help plan and execute events for graduate student actives and candidates. Further, the chair(s) will support the graduate student vice president in the execution of the latter's duties. The chair(s) will be members of the Events Team but shall collaborate with the Graduate Student Vice President.

(g) BANQUET ARRANGEMENTS CHAIR The Banquet Arrangements Chair will work with the activities officer, the service coordinator, and the executive team to plan and execute the chapter's semesterly end of term banquet. This chair serves on the Events team.

(h) MINDSET CHAIR The Mindset Chair(s) will work with the K-12 Officers and Service Coordinator to plan and execute MindSET events. The chair(s) will be members of the Events Team.

(i) NEW INITIATIVES CHAIR The New Initiatives Chair will assist with coordinating the Chapter's New Initiatives meetings, including identifying topics, chairing the meeting, obtaining food, and summarizing discussion. The chair will work under the direction of the Chapter Development Officer. The chair will be a member of the chapter team

(j) MERIT BADGE DAY CHAIR The Merit Badge Day Chair(s) will work with the K-12 Officers and Service Coordinator to plan and execute merit badge day events for boy scouts. The chair(s) will be members of the Events Team.

(k) GOVERNING DOCUMENTS CHAIR The Governing Documents Chair(s), after being informed of changes by the President, will generate an updated version of the chapter Bylaws, Constitution, Financial Policy, and Strategic Plan immediately following all approved changes to these documents and submit the updated documents to the website committee to be uploaded to chapter's website. The Governing Documents Chair(s) will serve on the Chapter Team.