



Student Government Association at Texas A&M Gilbert Leadership Conference By-Laws

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Purpose: The Gilbert Leadership Conference exists to serve the students of Texas A&M University by providing freshmen the opportunity to develop themselves as leaders, to network and interact with one another, and to understand the leadership opportunities that are available across campus to them in their time at Texas A&M University. In keeping with the traditions of the Student Government Association and Texas A&M University, the conference shall focus on character, service, and involvement as well as the betterment of the Texas A&M student body.

History: The Gilbert Leadership Conference is named in honor of David Gilbert, a student leader who was an incredible influence at Texas A&M during his freshman and sophomore years. David embodied all the qualities of an effective and selfless leader, but his time at Texas A&M was cut short when he lost his battle with non-Hodgkin's lymphoma in June of 2005. Through his involvement—particularly in student government—and countless relationships, he left a legacy of leadership, service, and integrity which is revered by everyone who knew him.

Advisor: Shelby Hearn, shearn@stuact.tamu.edu |

Gilbert Leadership Conference Staff/Committee

The GLC committee is composed of 14 individuals. The team is selected via an application and interview process at the beginning of the spring semester. The director and assistant director, along with guidance from our advisor, select the team. These roles are outlined and defined more extensively in the GLC constitution. Below is a brief description of the committee positions and their respective job tasks. However, these descriptions may be changed each year at the discretion of each new director's set vision for conference.

Director: The director sets vision for upcoming conference, holds committee members accountable for their tasks and goals, makes final decisions on conference-related issues, and serves as liaison between SGA and the GLC committee while ensuring fulfillment of the SGA recognition process. The director is also responsible for creating and leading weekly meetings with the committee as well as separate meetings with the advisors and assistant director.

Assistant Director: The assistant director serves as the chief financial officer, assists the director with setting a conference vision, keeps track of committee and delegate attendance, serves as the main correspondent with the SOFC, and oversees the endowment with the Texas A&M Foundation.

Operations Coordinators (2 committee members): The operations coordinators plan and outline the conference itinerary and activities, maintain professional communication with venues, and do so in accordance with the budget for that year's conference.

Programs Coordinators (2 committee members): The programs coordinators schedule all speakers and panelists for the conference, aligning them with the themes and pillars of the conference through coaching, and distribute Thank You notes to conference speakers.

Development Coordinators (2 committee members): The development coordinators enact a fundraising campaign by reaching out to past and potential donors, lead and plan fundraising events, and work closely with the Assistant Director in financial matters.

Outreach Coordinators (2 committee members): Responsible for recruiting the potential new delegate class to apply to GLC. This includes but is not limited to: reaching out to organizations on campus, speaking at meetings, maintaining digital presence, designing and ordering PR materials, bio books and conveying passion for GLC to potential new delegates. Create the delegate application and interview questions, to be approved by the committee. Organize and facilitate the delegate interview and application process.

Delegates Coordinators (2 committee members): Assist the Outreach Coordinators in the delegate interview and application process. Coordinate pre-conference delegate meetings, serve as the primary communication between committee and delegates, and plan delegate social opportunities.

Alumni Relation Coordinator (2 committee members): The alumni relations coordinators strengthen the GLC network by connecting with former delegates, authoring newsletters, and planning the annual GLC Spring Event and tailgate.

Service Coordinators (2 committee members): Responsible for planning and executing service events, developing and maintaining connections to non-profits in Dallas and BCS, and building rapport with SGA committees alongside the director.

****All partnerships possess an individual Google Drive to store current year materials, as well as transition notes from past years to assist them with their roles.**

The 2023 Committee is as follows:

Director: Trip Lee

Assistant Director: Morgan Schorn

Operations Coordinators: Mary Neuhoff & Davis Lee

Programs Coordinators: Olivia Knapp & Juan Jose Vivanco

Development Coordinators: Lily Langenbahn & Will McIntosh

Outreach Coordinators: Britton Bielitz & Christian Marzio

Delegates Coordinators: Ellie Kackley & Nick Bennett

Alumni Relations Coordinators: Addie Wright & Henry Gardner

Service Coordinators: Abigail Schott & Brandon Beller

The David Gilbert Leadership Conference

Constitution: March 7, 2021

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I. Name

- A. The name of this organization shall be known as the David Gilbert Leadership Conference. For consistency in line with the website, this organization and conference will be referred to in short as GLC (Gilbert Leadership Conference).

II. Purpose and Vision

A. Mission Statement

- a. The Gilbert Leadership Conference exists to serve the students of Texas A&M University by providing freshmen the opportunity to develop themselves as leaders, to network and interact with one another, and to understand the leadership opportunities that are available across campus during their time at Texas A&M. In keeping with the traditions of the Student Government Association and Texas A&M University, the conference focuses on the values of character, service, and involvement, as well as the betterment of the Texas A&M student body.

B. Vision & Goals

- a. The first, and primary, goal of GLC is to fulfill the aforementioned mission statement.
- b. GLC seeks to expose freshmen to different aspects of leadership in a professional environment through an out of town conference and a variety of pre-conference meetings and activities.
- c. GLC desires to gather diverse freshmen from all areas of campus who desire to impact Texas A&M in a positive way during their time on campus.
- d. After receiving delegates, GLC seeks to empower its delegates to identify what it is they wish to accomplish at Texas A&M, and in turn, work to give them opportunities to act upon their goals.
- e. To assist in accomplishing delegates' goals, GLC will take delegates to an out of town conference where delegates will be exposed to keynote speakers, on-campus student leaders, recent graduates, leadership activities, and a service project(s). This atmosphere will be conducive for networking and learning from the other delegates.

III. Membership

A. Eligibility of Delegates

- a. All freshman Texas A&M students (according to class year) are eligible to apply to be a delegate. As stated before, GLC seeks to have a diverse group of freshmen that intend to positively impact A&M. To do so, GLC desires to accept applications from all willing freshmen.
- b. Delegates will be considered eligible if they can attend the required mandatory dates set by GLC and maintain a good standing with the University.
- c. There shall be 40 delegates in total. This number is subject to change by the Director(s) with approval from the advisor(s).

B. Eligibility of Committee

- a. A committee member shall be defined as a non-delegate and non-freshman member of GLC.
- b. Membership is open to any Texas A&M student who has previously been a delegate of GLC and is in good standing with the University.

- c. Undergraduate students must maintain a minimum cumulative and semester GPA of 2.00 for eligibility as a committee member.
- d. Graduate students must maintain a minimum cumulative and semester GPA of 3.00 for eligibility as a committee member.

C. Eligibility of Director and Assistant Director

- a. Membership is open to any Texas A&M Student who has previously been a Committee Member of GLC and is in good standing with the University.
- b. Undergraduate students must maintain a minimum cumulative and semester GPA of 2.00 for eligibility as the Director or Assistant Director.
- c. Graduate students must maintain a minimum cumulative and semester GPA of 3.00 for eligibility as the Director or Assistant Director.

D. Dues

- a. Dues shall be set by GLC Committee and shall be paid by delegates. Arrangements shall be made for the allotment of scholarship money and/or a payment installment plan if necessary for delegates.

E. Participation

- a. GLC Committee members are required to attend all GLC functions. This includes weekly meetings, meetings with advisors, hangouts with delegates, and the actual conference.
- b. Delegates are required to attend all weekly meetings, any required pre-conference service events, and the conference itself.
- c. Procedure for missing a meeting:
 - i. GLC Committee members are required to inform their partner and the Director(s) at least 24 hours before the meeting with the reason for missing the meeting. Fill out the "Updates" sheet before meeting time.
 - ii. GLC Delegates must inform the Delegate Coordinators at least 24 hours before the meeting with the reason for missing the meeting.
 - iii. Excused absences from meetings shall include all University Excused Absences, any exams, and mandatory class times, such as labs. All other absences shall be subject to the Director(s) discretion, including events for other organizations.

F. Removal from GLC

- a. Delegate removal
 - i. Delegates shall be removed from conference if they repeatedly skip 3 meetings without proper notification or are unable to attend conference.
 - ii. In the event of these instances, the Assistant Director will inform the delegate, in person, of their unfulfilled responsibilities and discuss the delegate's perspective. Should the problem persist, the Director(s) will email the delegate to set up a meeting to discuss and understand the problem further. After this meeting with the delegate, a decision whether to remove the delegate from

conference will be made.

iii. If removal is decided, the delegate will be invited to appeal the decision process to the Director(s) and advisor via email. If removal remains after the appeal, the Director(s) and Directors of Delegates will invite an alternate delegate candidate from the original recruiting process to come to conference.

b. Committee removal

i. Reasonable expectations shall set forth by the Director(s) at the beginning of each semester, and will be revisited as necessary. Each partnership is also encouraged to develop their own set of expectations. It is based on these clearly set expectations that removal from committee shall be determined later in the process.

ii. If one member feels as though the partner is not fulfilling commitments (including missing meetings and failing to fulfill responsibilities), that partner shall approach the Director(s) to inform them of any problems. At this point the partners shall attempt to work the problem out amongst themselves.

iii. At the point at which the problem persists, the Director(s) shall be informed and brought into the conversation. The Director(s) will email the committee member to inform them of the disciplinary action and set up a meeting to discuss and understand the problem from the committee member's perspective. After discussing the issue with the committee member, a decision whether to remove them from the committee will be made.

IV. Transition

A. Selection of Director and Assistant Director

a. Applications for Directors shall be released in the week following the conference weekend. Applications shall be a formal presentation, with the slide-deck being sent before the presentation. Opinions and experiences with the applicant shall be given to the outgoing Director(s) for consideration during the selections process. The outgoing Directors along with the advisor shall sit in on all interviews for incoming Director(s). The outgoing Directors have the responsibility of selecting both the Director and Assistant Director. Upon selection of the Director, the outgoing Director will inform the new Director of their decision for Assistant Director. This consultation is meant to confirm the outgoing Directors' decision.

B. Selection of Committee

a. The committee shall be selected by the Director(s).

b. All former delegates, who are still current students, are eligible to be on committee.

c. Applications for committee shall be released at the discretion of the new director(s) and advisor(s). Usually this occurs at the beginning of the spring semester. Formal applications are sent in to signify interest in a position on committee but the interview shall weigh more heavily in the decision process.

d. All interviews shall be conducted with the advisor present.

e. All candidates shall be notified via email by the directors in a timely manner.

V. Selection of Delegates

A. Applications for delegates shall be published in the first two weeks of the semester, as decided by the Director(s),

Delegates Coordinators, and Outreach Coordinators. The applications shall close the week following the closing of all Freshman Leadership Organization (FLO) application decisions. Applications shall be read and scored blind by the committee. Each question should be scored individually and summed.

- B. Interviews shall be held the week following the closing of applications. Interviews shall be conducted by four staff members, with at least one Director and one Delegate Coordinator, and one Outreach Coordinator. The advisor(s) shall be included through the observation of all interviews as they are available but does not score interviews.
- C. Interviews are appropriately scored (each interview question is scored by a rubric and the scores are summed), and the Director(s) Delegate Coordinators, and Outreach Coordinators along with the advisor(s) shall determine which freshman shall be accepted as delegates.
- D. Freshman shall be notified via email following the week of interviews.
- E. A reveal event shall be hosted the day of, or the day after, freshmen are notified.
- F. The plans and dates of this process shall be subject to change based on the committee preferences and the schedule for the fall semester.

VI. Roles of Committee

A. Director

- a. Set a vision for conference.
- b. Secure Hotel
- c. Make final decision on all conference related issues.
- d. Support and encourage the team.
- e. Remain informed about the conference at all levels and be able to support any committee members' task, if needed.
- f. Assist the Assistant Director in handling the finances, including making budgeting decisions.
- g. Organize and plan all committee meetings.
- h. Maintain a relationship with the Gilbert family, keeping them informed on the development of the conference and staff, and including them on decisions when it is appropriate.
- i. Maintain the accountability of the staff.
- j. Ensure a fun and productive atmosphere for the committee with open and transparent communication throughout the conference.
- k. Fulfill SGA recognition process and stay in good standing with all university policies.
- l. Meet with advisor on a regular basis to ensure timely progress of the committee.
- m. Serve as primary trainer and decision maker on risk management and mitigation issues.
- n. The Director, along with the Assistant Director, shall select the committee each year, and select the next

Director and Assistant Director.

B. Assistant Director

- a. Assist the Director in setting the vision for the upcoming conference.
- b. Secure Busses.
- c. Serve as Chief Finance Officer, taking responsibility for all financial and treasurer duties.
- d. Oversee the endowment and keep relations with Texas A&M Foundation.
- e. Serve as main correspondent with the SOFC.
- f. Maintain a strong working relationship with the Director(s) of Development.
- g. Keep track of attendance for GLC Committee as well as Delegates in accordance with the University excused absence policy.
- h. Meet regularly with the Director in order to keep the Director up-to-date on the finances for the conference.
- i. The Assistant Director, along with the Director, shall select the committee each year, and select the next Director and Assistant Director.

C. Delegates Coordinators

- a. Coordinate and communicate the aspects of conference which the delegates need to be informed of.
- b. Assist the Outreach Coordinators in the delegate interview and application process.
- c. Responsible for assisting in risk mitigation for delegate events and conference.
- d. Serve as point people for any delegate concern/issues
- e. Plan and implement opportunities for delegates to interact and socialize before conference.
- f. Communicate effectively with the delegates, including their commitments to GLC as outlined in this constitution, appropriate dates and relevant information.
- g. Plan and coordinate all pre-conference meetings, in addition to the one post conference meeting. This includes, but is not limited to, finding speakers, reserving rooms and planning activities.
- h. Assist Alumni Coordinators in creating delegate's folders & maintaining GLC connections
- i. Assist Service Coordinators in creating weekly newsletter.

D. Operations Coordinators

- a. Outline the conference activities and details for the conference itinerary.
- b. Research and reserve all restaurants and meal options, and "entertainment" night options. All expenses should be in accordance with the budget for that year's conference.
- c. Create and maintain professional communications with venues and companies that GLC will be working with that year, or in the future. This includes but is not limited to contracts, addendums and MOU's, as is

appropriate.

- d. Work closely with the Coordinator(s) of Programs to implement the conference vision and a smooth conference schedule.

E. Outreach Coordinators

- a. Maintain and keep the website up to date with relevant information and dates. The website ought to provide a means to donate to the conference via the endowment or the Student Organization Finance Center. Additionally, maintain the GLC Facebook and other social media accounts.
- b. Create the delegate application and interview questions, to be approved by the committee. Organize and facilitate the delegate interview and application process.
- c. Market and publicize the conference and delegate applications across campus, including but not limited to SGA Block Party and MSC Open House in the fall.
- d. Responsible for all PR materials, including staff shirts, and conference t-shirts.
- e. Manage photo documentation from pre-conference and conference activities.

F. Development Coordinators

- a. Responsible for all donor communications, creating and executing financial development goals based on that year's budget, and past expenses.
- b. Write "Thank You" notes to donors in a timely manner.
- c. Pursue donation leads and planning fundraising events (such a profit shares or similar events).
- d. Work closely with the Assistant Director, especially during the SGA Allocations process.

G. Programs Coordinators

- a. Reserve all speakers and panelists for the conference.
- b. Maintain professional communication with all speakers, before, during and after the conference.
- c. Ensure that the speakers follow the curriculum and pillars of the conference. Coach the speakers as is appropriate to ensure they align with the values of GLC.
- d. Organize and distribute delegate "Thank You" notes to speakers.
- e. Coordinate any technical requirements that the speaker may need (ie. audio/video or projector) at each venue, including parking.
- f. Work closely with the Operations Coordinator(s) to plan and implement conference schedules.

H. Alumni Relations Coordinators

- a. Create a database of all former delegates' names and contact information.

- b. Maintain LinkedIn page.
- c. Organize the annual football tailgate for delegates, alumni, the Gilbert family, and donors.
- d. Create and send out Newsletters through the Association of Former Students, to be sent to potential donors. The Newsletter will contain relevant and notable information related to the conference.
- e. Recruit and promote Spring Events to former delegates on campus.
- f. Assist Delegates Coordinators in creating delegate's folders.
- g. Work alongside delegates coordinators to facilitate the connections program. Specifically maintain the on-campus alumni portion of the program.

I. Service Coordinators

- a. Plan and execute three service events.
- b. Create delegate booklet
- c. Assist Delegates in creating weekly newsletter.
- d. Maintain relationships with local Bryan-College Station and Dallas service groups.
- e. Develop and maintain communication between SGA committees.
- f. Gather information from the committee to create and send out weekly Delegates Newsletter.

VII. Financial Procedure

- A. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or Fiscal Office. All funds must be deposited within 24 hours after collection. Any donations funded to the organization should be processed through the Foundation and routed to our fiscal account. The advisor to this organization must approve and sign each individual expenditure before payment.
- B. The Assistant Director shall serve as the Chief Financial Officer for the Gilbert Leadership Conference, and is responsible for the management of all monies, as well as keeping the Director up to date on all financial matters.
- C. All fundraising campaigns should be conducted with the Coordinator(s) of Development.

VIII. Advisor Agreement

- A. Further, the advisor of GLC shall serve as a mentor and guide for GLC, assisting where necessary. The GLC advisor will serve to keep GLC on track with the goals and procedures outlined in this constitution, and will work to develop the committee members and delegates in their leadership development wherever possible.

IX. Adoption and Amendment

A. Adoption: A majority vote of a quorum of the members is necessary to adopt the constitution. B.

Amendment: A majority vote of a quorum of the members is necessary to amend the constitution.

C. Revision: The constitution is to be reviewed and revised by the director(s) once every two years.

APPROVED

Date Signature of Advisor

Date Signature of Director

Date Signature of Director of Student Activities