

Division II Campus SAAC Guide



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Letter From Division II SAAC

The mission of the NCAA Division II Student-Athlete Advisory Committee is to enhance the voice of the student-athlete to ensure the total student-athlete experience by promoting opportunity for all student-athletes; protecting student-athlete welfare; and fostering a positive student-athlete image.

We read the above sentence at the beginning of every national SAAC meeting. We strive to uphold the mission in all our discussions and decisions we make on behalf of the student-athletes we serve. We take pride in the opportunities we have as SAAC members and the emphasis placed on the importance of the student-athlete voice.

The student-athlete voice is crucial at the campus, conference and national levels in Division II. Our voice represents over 126,000 Division II student-athletes and their experiences. By sharing our personal and peer insight, not only will student-athletes grow as leaders, but this direct awareness will help institutions be fully aware of honest student-athlete experiences to improve and make an impact.

Having a strong campus SAAC unites a diverse group of student-athletes from various athletics teams, builds relationships on campus and throughout the community and empowers the voice of our student-athletes on campus. This informational guide was created by the national Division II SAAC. The purpose of the guide is to help campus SAACs start on the right track, make adjustments as needed and continue to move in a positive direction. From tips on how to organize your campus SAAC to ideas for conducting effective SAAC meetings, the information will provide guidance to help strengthen SAACs within Division II.

We have created this guide to be helpful to your campus SAAC. We encourage you to modify the information included as necessary. If you have questions or comments regarding the information contained in the guide, please contact your national Division II SAAC representative. Your feedback and ideas will be used to enhance future editions of this guide.

Section 1: Basic Information

WHAT IS SAAC?

A student-athlete advisory committee is made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC offers input on the rules, regulations and policies that affect student-athletes on NCAA member school campuses. There are national SAACs for each division representing student-athletes on a national level across the Association. NCAA legislation mandates that all member schools have SAACs on their respective campuses. Further, NCAA legislation requires that all member conferences have SAACs.

HISTORY OF SAAC

An Association-wide SAAC was adopted at the 1989 NCAA Convention and was formed primarily to review and offer student-athlete input on NCAA activities and proposed legislation that affected student-athlete well-being. The initial national committee was composed of student-athletes from all membership divisions to ensure that the student-athlete voice was one that accounted for the myriad of educational and athletics experiences of both female and male student-athletes at all NCAA member schools.

In 1995, NCAA member institutions adopted legislation mandating that each school create a SAAC. Additionally, the legislation required every conference to create its own committee. Each institution's SAAC has a communication link with the national SAAC, either directly or through a conference SAAC.

In August 1997, the NCAA federated along divisional lines. This federation caused the national SAAC to expand to three SAACs representing NCAA Divisions I, II and III. Federation has broadened student-athlete participation in the governance process by increasing the number of SAAC members from the former Association-wide committee of 28 student-athletes to more than 75 members serving on the national Division I, II and III committees.

A variety of constituencies within the Association seek input from the divisional SAACs. SAAC members serve as voting members on their division's respective presidential bodies and councils primarily composed of athletic administrators. The Division II and III SAACs vote on legislative issues annually at the NCAA Convention. In addition, SAAC members serve on other divisional and Association-wide committees.

In 2015, the influence of the student-athlete voice was augmented through two pieces of Division II legislation. The first added two members of the SAAC to the Division II Management Council, the second highest committee in the Division II governance structure. The second piece of legislation gave the Division II SAAC one vote on the Convention floor. Both proposals were adopted by the Division II membership.

In 2022, Division II adopted a proposal to add two student-athletes to the Executive Board, formerly known as the Presidents Council. The Executive Board is the highest committee in the Division II governance structure. The two student-athletes on the Executive Board and the two student-athletes on the Management Council each have one vote on the committee.

PURPOSE OF CAMPUS SAAC

The purpose of a campus SAAC may vary across conferences and schools. However, the following six points reflect the primary purposes of a campus SAAC:

- Generate a student-athlete voice within the institution.
- Solicit a student-athlete response to proposed Division II legislation.
- Suggest potential Division II legislation.
- Organize community engagement efforts.
- Create a vehicle for student-athlete representation on campus or conference committees.
- Act as a liaison between student-athletes, faculty, administrators and staff.

CAMPUS SAAC MEMBERSHIP

Campus SAAC membership should be representative of the diversity of your institution's population and involve representatives from each athletics team. Each member serves as a liaison between the committee and their sport.



Section 2: SAAC Organizational Structure

NCAA DIVISION II SAAC ORGANIZATIONAL CHART

Campus Student-Athlete Advisory Committee

(Usually, one or two representatives from each athletics team within the institution)



Communication flows both ways.



Conference Student-Athlete Advisory Committee

(One or two representatives from each Division II school within each conference)



Communication flows both ways.



National Student-Athlete Advisory Committee

The Division II SAAC consists of one representative from each of the Division II multisport voting conferences listed below, three at-large representatives and two members of the Management Council. One representative from the Executive Board serves as a liaison to SAAC. The two Management Council members and one Executive Board member serve as ex officio, nonvoting members of the committee.

- California Collegiate Athletic Association
- Central Atlantic Collegiate Conference
- Central Intercollegiate Athletic Association
- Conference Carolinas
- East Coast Conference
- Great American Conference
- Great Lakes Intercollegiate Athletic Conference
- Great Lakes Valley Conference
- Great Midwest Athletic Conference
- Great Northwest Athletic Conference
- Gulf South Conference
- Lone Star Conference
- Mid-America Intercollegiate Athletics Association
- Mountain East Conference
- Northeast-10 Conference
- Northern Sun Intercollegiate Conference
- Pacific West Conference
- Peach Belt Conference
- Pennsylvania State Athletic Conference
- Rocky Mountain Athletic Conference
- South Atlantic Conference
- Southern Intercollegiate Athletic Conference
- Sunshine State Conference

NCAA STAFF LIAISONS

Primary liaison: Ryan Jones, director of Division II, rjones@ncaa.org

Secondary liaison: Marcus Brown, assistant director of academic and membership affairs, mabrown@ncaa.org

Secondary liaison: Becca Burchette Medel, associate director of Division II, bburchette@ncaa.org

Secondary liaison: Megan Villanueva, assistant director of academic and membership affairs, mvillanueva@ncaa.org

NCAA DIVISION II BYLAWS

Below are the Division II bylaws pertaining to SAAC.

- 7.3.1.1.5 Student-Athlete Advisory Committee

Each institution shall establish a student-athlete advisory committee for its student-athletes. The composition and duties of the committee shall be determined by the institution. (Adopted: 1/31/22. Revised 7/19/22 effective 8/1/22.)

- 7.3.5.2.4 Conference Student-Athlete Advisory Committee

Each active member conference shall establish a student-athlete advisory committee for its member institutions' student-athletes. The composition and duties of the committee shall be determined by the conference. (Adopted: 1/31/22. Revised 7/19/22 effective 8/1/22.)

**Please reference Appendix A for the purpose, responsibilities and expectations of the national Division II SAAC.*



Section 3: Individual Roles

At each level in the Division II governance structure (national, conference and campus), there are liaisons and representatives. Below are the specific descriptions for each role.

NCAA LIAISON

The NCAA staff liaisons to Division II SAAC facilitate the committee's efforts by providing leadership, administrative and managerial resource information and implementing the decisions made by the committee.

NATIONAL SAAC REPRESENTATIVE

The role of the national SAAC representative is to be present and an active participant at all conference and national SAAC meetings and work as a liaison among the campus, conference and national SAACs. The national SAAC representative should be aware of issues and updates from both the conference and the NCAA, which affect all the campus, conferences and student-athletes. At-large representatives on the national SAAC are held to the same attendance and communication requirements as a conference's national SAAC representative where applicable. National SAAC representatives are nominated by their conference and serve up to three-year terms.

CONFERENCE LIAISON

The role of the conference SAAC liaison is to oversee the development of agendas, manage the budget and perform administrative responsibilities, such as keeping the minutes and roster. Balancing between facilitating the meeting and being a resource for the meeting can be challenging; however, the liaison's responsibility is to be a resource and guide for the student-athletes as they set their own priorities and complete their tasks. This person should be an employee of the conference office.



CONFERENCE SAAC REPRESENTATIVE

Much like the role of the national SAAC representative, the role of the conference SAAC representative is to attend and be an active participant at all campus and conference SAAC meetings, have an open communication line with the conference SAAC liaison, and work as a liaison between the campus and conference SAACs. The conference SAAC representative should be aware of issues and updates on both the conference and national level that affect their respective conference. It is not required that conference SAAC representatives serve as president of their campus SAACs.

CAMPUS ADVISOR

Like the role of the conference liaison, the role of the campus SAAC advisor is to oversee development of the campus SAAC agenda, manage the budget and perform administrative responsibilities, such as keeping the minutes and roster. Balancing between being the meeting facilitator and being a resource for the meeting may be challenging; however, the advisor's responsibility is to be a resource and guide for the student-athletes as they set their own priorities and complete their tasks. This person should be a full-time employee of the institution.

CAMPUS SAAC REPRESENTATIVE

The role of the campus SAAC representative is to attend and be an active participant at all campus SAAC meetings, as well as have an open communication line with fellow campus SAAC members. The representative should work as a liaison between the student-athletes from their team and the campus SAAC.

CAMPUS SAAC EXECUTIVE BOARD

The creation of an executive board is recommended to oversee the operation of a campus SAAC. Traditional board member positions include president and vice president. A secretary and/or a treasurer may also want to be considered. All positions should be held by student-athletes.

Section 4: Organizing Your Committee

MISSION STATEMENT (SEE APPENDIX A)

It is important for every SAAC to have a mission statement. This statement defines the purpose and importance of having a SAAC. To convey a clear, consistent message to the student-athletes, it is essential to have a mission statement that correlates with the national SAAC mission statement.

CONSTITUTION (SEE APPENDIX B)

Once your SAAC has developed a mission statement, you should establish a set of bylaws. These bylaws are important in creating and maintaining the infrastructure of the SAAC. They will provide a set of rules that current and future members of the organization can follow. SAAC bylaws should include, but are not limited to, the following information:

- Purpose of SAAC.
- Selection process for SAAC members.
- Attendance policy.
- Officers and nomination/election process.
- Robert's Rules of Order.

PURPOSE (SEE APPENDIX A)

The bylaws should state the purpose and/or guiding principles to give the SAAC consistent direction. This may or may not be the same as the mission statement described above.

SELECTION PROCESS FOR CAMPUS SAAC MEMBERS

The main goal of the selection process is to afford consistent representation at each SAAC meeting. The suggested selection process is divided into two areas: nominations and vacancies.

- Nominations – A nominations process should be established to select individuals that are well-respected within their campus and team. It is important to select individuals who will be responsible for sharing meeting information with other student-athletes and for bringing diverse viewpoints to meetings. A few factors to keep in mind when developing a diverse SAAC are gender, ethnicity, sport and year in school.
- Vacancies – A policy should be established for those individuals departing SAAC. The policy should clearly define the steps that a student-athlete and SAAC advisor should follow. When followed, the policy should provide time to find a qualified replacement and a smooth transition of representation on the committee.

ATTENDANCE POLICY

Full representation is crucial at SAAC meetings. The SAAC should create a policy accepted by all members, which should encourage attendance and provide an action plan for when absences occur. The policy should clearly define student-athlete expectations to ensure consistent representation of all student-athletes.

Ideas for Increasing Attendance:

- Draw a name to win a prize.
- Free food.
- Point system.

OFFICERS (EXECUTIVE BOARD)

A campus SAAC executive board should include a president, vice president and perhaps one or two more representatives. The SAAC should determine important duties and responsibilities of the executive board, including specific job descriptions for each position, terms of office and election procedures.

Executive Board Duties

President – Facilitate meetings, organize and curate meeting agendas, speak and represent the school's student-athletes.

Vice President – Help president facilitate meetings and fill in for president during an absence.

Secretary (optional) – Track attendance during committee meetings and events, organize and curate notes during meetings.

Treasurer (optional) – Track and organize committee earnings from events and fundraisers.

ROBERT'S RULES OF ORDER (SEE APPENDIX C)

For meetings to flow smoothly, an established order of speaking, voting and proposing motions should be followed. The recommended method is Robert's Rules of Order. Robert's Rules of Order is used at the national SAAC meetings; however, SAACs are free to use any method that establishes protocol and keeps order.

COMMUNICATION PLAN

It is important that every SAAC develops a communication plan. There are three facets to the communication plan: communication flow for information sharing among teams, naming of a speaking agent for the committee, and promotion of SAAC successes to the community at large.



Section 5: Communication

GENERAL INFORMATION

One of the most important components of a successful SAAC is encouraging excellent communication among representatives. Clear, consistent communication allows for stronger ties with members, which can strengthen the overall output of the committee.

Outcomes and objectives of frequent communication among committee members and the athletics department include:

- Providing an opportunity to network and share ideas with others regarding ways to make SAAC stronger.
- Distributing important and valuable information.
- Providing a forum for the student-athlete voice.

Effective communication tools are accessible, especially with today's technology. The following are a few suggestions that allow campus SAAC representatives to stay in contact with one another, as well as with the athletics department and conference office.

CAMPUS SAAC ROSTER

Maintaining an accurate roster with campus contacts and team representatives is critical in the communication process. The following is a list of individuals who should be included on the roster:

- Director of athletics.
- Senior woman administrator.
- Faculty athletics representative.
- Sports information director.
- Campus SAAC advisor.
- Team representatives to the SAAC.

Contact Information for Roster

- Name (first, last).
- Title or sports team.
- Email address.
- Phone (office, cell).
- Address.
- Term (of campus SAAC representative).

It is important to keep the roster current and accessible to members. SAAC representatives are asked to notify the campus SAAC advisor if contact information changes. A common best practice is to routinely distribute the roster during meetings, so members can verify the contact information and update as necessary.

GROUPME/GROUP CHAT

Many committees have found creating a group chat on an app like GroupMe is a quick and easy way to make sure all committee members receive pertinent information and reminders.

WEBPAGE

Having a SAAC link on the department of athletics website is an important aspect of a successful SAAC. This link should provide access to the latest information regarding the committee's activities and its members. It also allows the committee to solicit feedback and showcase the many accomplishments the SAAC has achieved. The SAAC webpage should be user-friendly. The following includes suggested information for a SAAC webpage:

- Mission and purpose.
- Roster with pictures of the representatives.
- Member email addresses.
- Link to the NCAA Division II SAAC [webpage](#).
- Community engagement link with pictures of community engagement projects.
- Other links that may be unique to your campus or conference.

SOCIAL MEDIA (SEE APPENDIX D)

Social media is an essential tool for interacting with student-athletes and sharing the student-athlete voice with a larger audience. With any SAAC social media accounts, the SAAC should establish goals, guidelines for use, metrics for measuring effectiveness and a plan for properly updating and maintaining the SAAC's presence on the social media platform. It is important to be realistic about what the SAAC has the time and resources to manage because if it is not updated frequently or maintained properly, it may detract from what the SAAC is trying to accomplish. Follow @d2saac on [Instagram](#) and [X](#) for content ideas from the national Division II SAAC.

CONFERENCE OFFICE COLLABORATION

It may be helpful to collaborate with your conference SAAC liaison to market activities and events. Conferences are interested in sharing stories and the work of student-athletes in the community.

Section 6: Meetings

GENERAL INFORMATION

SAACs traditionally have a high turnover rate due to the transiency of college students. Therefore, the athletics department is instrumental in maintaining consistency through the years and as representatives change. One way to achieve consistency is for the athletics department to maintain accurate, historical records of committee actions and rosters.

SCHEDULE

Establishing a consistent meeting schedule will help ensure that representatives of each sports team are in attendance. Try to have your meetings at the time convenient for most student-athletes. Many committees have found that Sunday evenings or even first thing Monday morning will provide the greatest attendance opportunity for student-athletes. The key is to work with the student-athletes on your campus to define the best time. If possible, once the schedule has been established, stay with that schedule for the entire semester. Meeting biweekly or monthly is at the discretion of the committee. This approach will go a long way toward ensuring consistency of representation among all teams.

AGENDA

The purpose of the agenda is to provide structure for the meeting and organize meeting topics so that issues are addressed in an orderly manner, giving time for discussion of more pressing issues. Creating and distributing agendas via email to SAAC members ahead of time for their review may also be helpful in ensuring that meetings run efficiently. An agenda should include the following sections:

- Welcome – Introductory segment whereby members are welcomed before proceeding to the items of business.
- Meeting minutes or report – A permanent record of meeting schedules, discussions and action items should be kept for historical purposes. They are an excellent reference source for future committees. It is a good idea to review the action items listed in the minutes of the previous meeting at the beginning of each meeting to address any outstanding issues.
- New business – Current issues and concerns that affect the campus and student-athletes should be discussed. Topics for this section should be solicited from committee members and the athletics department for the agenda before the meeting. This is also a great time to discuss community engagement activities and scheduled fundraisers. Any supplements to enhance the discussion at the meeting should be distributed before the meeting along with the agenda.

GUESTS AND ATHLETICS ADMINISTRATION

Bringing in experts is a great way to bolster discussions and gain support for the committee's ideas. When inviting guests or athletics administrators, try to provide at least a one-week notice. Also, because guests and administrators tend to have busy schedules, the president should try to arrange the guest's agenda item(s) to be at the beginning of the meeting.

NOTE: Please reference Appendix E to access meeting planning best practices and ideas.

RECORD KEEPING BY SAAC REPRESENTATIVES

SAAC representatives are each encouraged to keep electronic files of information regarding their SAAC activities, as well as agendas, meeting minutes, contact information and notes from the SAAC meetings. Members should reference these notes during SAAC meetings. The documents provide a historical record for new SAAC representatives. The files can be shared electronically with new representatives.

Your SAAC representatives may want to include the following information in their records:

- SAAC names to know (administration).
- SAAC representative roster.
- Bylaws.
- Committees/subcommittees.
- Meeting minutes.
- Past agendas.
- Handouts.
- Best practices.
- Available resources.



Section 7: SAAC Responsibilities

LEGISLATIVE GRIDS

One of the most important things the national SAAC does is the distribution and collection of legislative grids each fall. These grids describe the proposed legislation that is voted on at the NCAA Convention. Many of the issues relate directly to student-athlete well-being, so taking the time to fully discuss each piece of legislation is important.

Each national SAAC representative receives the legislative grids in the fall. The representative then forwards the grids to a representative from each campus SAAC within the conference for review. The campus SAAC's job is to discuss and take a position on each piece of legislation and then forward the completed grids back to the conference's national SAAC representative. It is important that representatives from each sport comment on legislation, so that every possible viewpoint is accurately represented. For help in interpreting legislation or envisioning what it might mean for their campus, campus SAAC representatives are encouraged to contact their campus SAAC advisor or compliance officer, who should be able to comment on the proposed legislation and its implications for campuses.

The national SAAC representative then collects and compiles the positions presented by each school within the conference and shares them with the national SAAC at the committee's November meeting. The positions from the compiled grids form the basis for the national SAAC's position papers at the NCAA Convention and determine national SAAC's vote at the Division II business session. Assistance from the conference office is available and may be necessary to help explain the process and the proposed legislation. For questions on the legislative grids process, please contact Division II SAAC liaison [Megan Villanueva](#).

COMMUNITY ENGAGEMENT (SEE APPENDIX F)

Campus SAAC representatives, by their roles, are leaders on their sports teams. Division II encourages student-athletes to be leaders in the community. An important part of a campus SAAC's activities is community engagement. Through community engagement, student-athletes can redirect the energy and spirit of winning to impact their community.

In Division II, community engagement differs from community service. Community engagement is about building lasting relationships through volunteering and bringing the community to campus to experience Division II contests and other campus events.

MAKE-A-WISH

Since 2003-04, the national Division II SAAC has led a fundraising campaign to benefit the Make-A-Wish Foundation. This partnership, initiated by Division II SAAC, was the first of its kind and is a point of pride for Division II. All SAACs are encouraged to take part in a Make-A-Wish fundraising activity.

Many of the funds raised come from initiatives developed and implemented by campus SAACs. Division II championship and enforcement fines (e.g., secondary violations, championship misconduct) also benefit Make-A-Wish. For information on Make-A-Wish, fundraising ideas, best practices, ways to donate and more, click [here](#). Schools are encouraged to submit their fundraising donations by selecting their school on the Division II Make-A-Wish donation page [here](#). Each school can customize their page by logging in. For questions, please email Division II SAAC liaison [Ryan Jones](#).

TEAM IMPACT

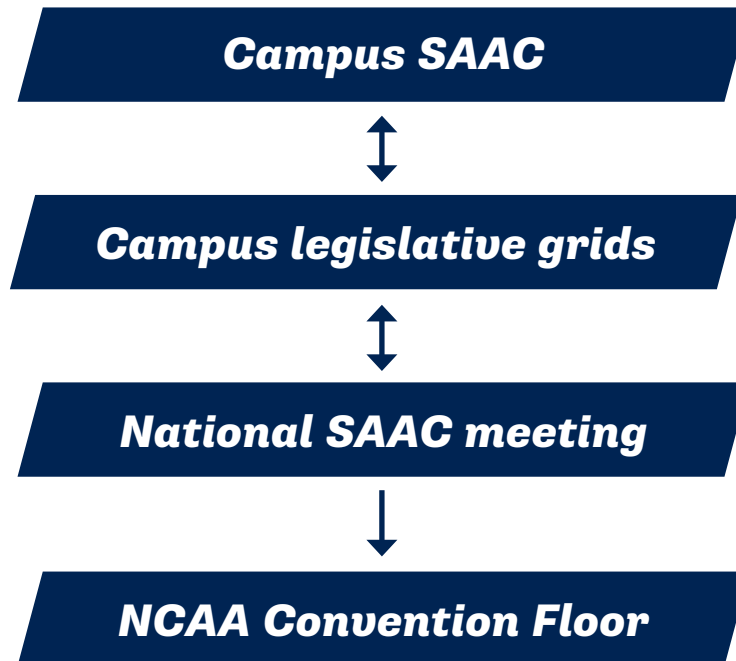
Since 2015, the national Division II SAAC has partnered on behalf of Division II with Team IMPACT, a program that pairs college sports teams with children who have life-threatening or chronic illnesses. Children are drafted on to local college teams and become part of the team, taking part in practices, games, meals and other team activities.

Division II works with Team IMPACT to provide an outlet of support for children with illnesses. Through this program, collegiate athletes can make a positive impact in the lives of children and their families. This program allows student-athletes to gain a greater understanding of the importance of their role in the community and to learn the power of teamwork and compassion. Division II championship and enforcement fines (e.g., secondary violations, championship misconduct) benefit Team IMPACT, as well. For more information on Team IMPACT, click [here](#).



Section 8: Legislative Grids Flowchart

Legislative grids are completed at the campus level and submitted to each conference's national SAAC representative to help national SAAC take positions on each legislative proposal, as outlined below. The national SAAC takes its official position on all proposals during the November SAAC meeting. The national SAAC chair serves as the committee's voting delegate and casts the student-athlete vote on behalf of all Division II student-athletes at the NCAA Convention. If the proposal is adopted, then the new legislation is incorporated into the NCAA Division II Manual.



Appendix A: Division II SAAC

Consider modifying the following information from national SAAC to accommodate your campus SAAC.

MISSION

The mission of the NCAA Division II SAAC is to enhance the voice of the student-athlete to ensure the total student-athlete experience by promoting opportunity for all student-athletes; protecting student-athlete welfare; and fostering a positive student-athlete image.

GUIDING PRINCIPLES

Division II SAAC will be guided by the following principles: ethics, integrity, fairness, and a respect for diversity and inclusion, which includes, but is not limited to, attention to gender, race, ethnicity and sport.

Division II SAAC's purpose is meant to reflect the voice of the student-athlete and should adhere to the following guiding principle in all its processes and decision-making. The well-being of student-athletes is at the center of what SAAC does:

- Any process must be flexible and timely and include effective communication.
- Decisions must be fair and reasonable and consider the potential impact on the student-athlete.

GOVERNING RULE

We, as the NCAA Division II Student-Athlete Advisory Committee, will ultimately hold one another accountable for all actions, particularly those actions taking place during the SAAC meetings.

DIVISION II SAAC PURPOSE

The SAAC shall protect the well-being of student-athletes by identifying issues and initiatives pertinent to Division II student-athletes, reviewing and responding to issues raised by other committees, playing an active role in the Division II legislative process, and representing Division II student-athletes on divisional and Association-wide committees.

Members of the SAAC will serve as liaisons among their schools, their conference and the NCAA. They are responsible for educating student-athletes on Division II initiatives, soliciting feedback and representing the voice of student-athletes at all times, including voting annually on proposed legislation at the NCAA Convention.

RESPONSIBILITIES AND EXPECTATIONS

- Members must be actively involved in campus and conference athletics issues to have an informed opinion to bring to the meetings. SAAC representatives must serve as liaisons on national issues for their conference members.
- Members are accepting the responsibility of representing over 126,000 Division II student-athletes.
- Members must remember that they are also representing the entire NCAA and are always expected to conduct themselves in a professional manner.
- SAAC members must keep their campus and conference SAACs educated about current issues.
- SAAC representatives who have trouble fulfilling their responsibilities will work with the NCAA staff liaisons and the SAAC chair to resolve any issues.
- Alcohol may be available at some NCAA functions. Alcohol use for individuals under the age of 21 is illegal in all 50 states. All individuals can face serious legal consequences for underage drinking or for providing alcohol to minors.
- While attending meetings, members must be open-minded and respectful of other people's opinions.

ATTENDANCE

- Attendance at all SAAC meetings is required. Absences are excusable only in the following cases: family emergencies, academic reasons, or athletics competition occurring during the scheduled meeting. Two unexcused absences are cause for dismissal.
- If a committee member plans to miss a meeting, the member must inform the primary Division II SAAC staff liaison regarding the planned absence.
- A written notice explaining a missed meeting must be forwarded to the primary Division II SAAC liaison before the meeting occurs.
- One of the present committee members will be assigned to those who missed the meeting to discuss what was covered during the meeting.

Appendix B: Sample SAAC Constitution

Rockhurst University Student-Athlete Advisory Committee

ROCKHURST SAAC MISSION STATEMENT

The mission of the Rockhurst SAAC is to promote the welfare of students through strong leadership, good sportsmanship, academic excellence and involvement in campus and the local community.

ARTICLE I

The SAAC is a committee composed of student-athlete representatives for their particular sport.

ARTICLE II

Section 1

Promote efficient communication between the Rockhurst athletics department administration and the student-athlete population and provide suggestions on programs designed to serve their needs.

Section 2

Encourage increased involvement of the student-athletes in campus and community projects. This will enhance the image and visibility of Rockhurst student-athletes on campus and in the surrounding communities.

Section 3

Encourage communication and unity between and among Rockhurst athletics teams and to increase fan attendance, school spirit and support.

Section 4

Design and implement programs that will encourage academic achievement, health promotion, social responsibility and general awareness.

Section 5

Solicit student-athlete response to proposed NCAA Division II legislation and suggest potential legislation.

ARTICLE III – MEMBERSHIP

Section 1

The Rockhurst University SAAC Executive Board shall be composed of a president, vice president, secretary, treasurer, service officer and marketing officer.

Section 2

The SAAC shall comprise one or two representatives from each varsity team sponsored by the department of intercollegiate athletics. Members must be enrolled at Rockhurst as full-time students and be listed on their respective team rosters as active members.

Section 3

Each head coach shall select one to two SAAC representatives each academic year. Coaches should ask for volunteers and interested student-athletes.

Any student-athlete (scholarship or nonscholarship) is eligible for appointment.

ARTICLE IV – OFFICERS AND DUTIES

President

Preside over SAAC meetings and serve as the Rockhurst representative to the Great Lakes Valley Conference SAAC. Attend conference SAAC meetings whenever possible and represent the views of the Rockhurst SAAC on all matters discussed. Shall be in charge of developing the meeting agendas.

Vice President

Act in the absence of the president. Shall assist the president in the development of the agenda for each meeting.

Secretary

Responsible for taking minutes for the meetings. Shall notify SAAC members within a week following each meeting via email. Shall be responsible for publishing minutes and distributing them as needed.

Treasurer

Responsible for submitting budget requests and keeping written records of any money/items spent and/or taken in by SAAC.

Service Officer

Responsible for submitting each team's service project to the GLVC as part of the GLVC SAAC Challenge.

Marketing Officer

Promote SAAC events through social media.

SAAC Captains

Responsible for attending all meetings and bringing issues of interest from their teams to the meetings and reporting back to their respective teams. Shall serve on committees as needed.

ARTICLE V – MEETINGS

Section 1

SAAC meetings are held once each month.

Section 2

Service Projects: All GLVC SAACs are required to participate in one service project per academic year.

GLVC SAAC Mission Statement:

The mission of the GLVC SAAC is to enhance the overall student-athlete experience by maintaining a commitment to academic and athletic experience while promoting diversity, serving as ambassadors to the community and acting as liaisons between every GLVC student-athlete, the conference office and the NCAA.

The GLVC SAAC proudly participates in the national Division II SAAC's initiative to raise funds for the Make-A-Wish Foundation. Each GLVC school conducts its own fundraising efforts throughout the year, and the conference dollars are combined for a grand total at the end of each academic year.

Appendix C: Robert's Rules of Order

ROBERT'S RULES OF ORDER

NCAA committees use Robert's Rules of Order when making decisions. Click [here](#) to view a one-page document outlining the parliamentary procedure. SAACs are free to use any method that establishes protocol and keeps order.

Appendix D: Social Media

SAAC SOCIAL MEDIA PRESENCE

Social media can be an integral component of the overall communications efforts of your SAAC. On the national level, the Division II SAAC has [Instagram](#) and [X](#) accounts under the handle @d2saac, which are managed by a social media subcommittee composed of SAAC members.

At the campus level, social media can provide a platform for SAACs to advertise their events, meetings and activities. Consider setting up Instagram or X accounts if your SAAC does not have a social media presence. Contact your sports information director to ask if the athletics department could promote information about your SAAC's events and accomplishments via the school's athletics website. Be prepared to submit brief written stories if your sports information director prefers that you write the information ahead of time.

TIPS ON SOCIAL MEDIA USE

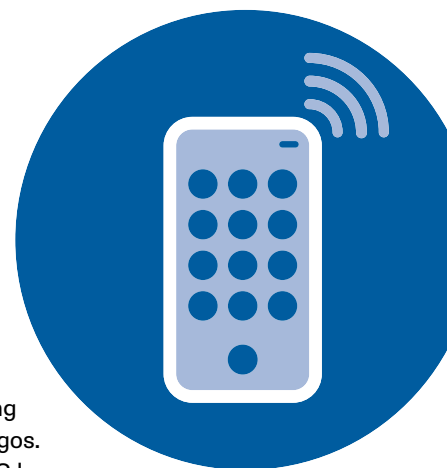
- Take the time to shout out student-athletes and other teams at your school when they do big things.
- Remember that professors, coaches, teammates, peers and other important people are watching and listening to what you post on social media.
- Privacy settings only go so far. Social media is always public, and future employers will be considering how you present yourself online.
- If your coaching staff and/or athletics administrators give you guidelines to follow for social media, follow them closely.

STUDENT-ATHLETES' SOCIAL MEDIA PRESENCE

Because of their involvement on campus, student-athletes are ambassadors for the schools for which they compete. Student-athletes should portray a positive image of themselves and their institution when using social media. Not only are they reflecting their team, institution and family, but they're also conveying their own personal brand. It may be helpful for your SAAC to create a social media policy for your student-athletes if one does not already exist in your athletics department.

SAAC LOGOS

Chairs from all three divisional SAACs collaborated in 2021 on a SAAC logo to be used by campus, conference and national SAACs. The purpose of the logo is to create logo consistency to strengthen the SAAC brand. Therefore, the mark, [available here](#), should be paired with an institution's athletics logo or conference logo, and it should replace existing campus and conference SAAC logos. The national SAACs use the SAAC logo with the NCAA logo.



Appendix E: Meeting Planning

MEETING PLANNING

Many campus SAACs have found it helpful for the executive board to meet before the full committee meetings to set the agenda for the upcoming meeting and discuss issues that may arise in a meeting. The executive board may also take this time to identify special guests or topics to include in future meetings. A member of the executive board is also typically responsible for sending email/GroupMe reminders about the meeting location and time to all SAAC representatives. These reminders should go out a week in advance and then also on the day of the meeting.

STEPS FOR CONDUCTING AN EFFECTIVE MEETING

Conducting effective and efficient meetings are vital for a campus SAAC due to the busy schedules of student-athletes. Below are a few steps for running an effective meeting. You can always modify these steps to meet the needs of your committee.

Before the meeting

- Plan the meeting carefully: who, what, when, where, why, how many.
- Prepare a written agenda.
- Send out meeting notices.
- Come early and set up the room.

At the beginning of the meeting

- Start on time.
- Have any new participants or guests introduce themselves.
- If necessary, define the roles of the president, vice president and any other executive board members.
- Review the agenda.
- Review action items from the previous meeting.

During the meeting

- Identify the desired outcome for each meeting topic.
- Encourage dialogue from all student-athletes.
- Keep accurate minutes of key decisions and actions.

At the end of the meeting

- Establish the action items: who, what, when.
- Summarize the decisions reached and the differences unresolved.
- Set the date and place of the next meeting and develop a preliminary agenda.
- Have participants evaluate briefly what worked well with the meeting, what did not and what could be done differently next time.
- Close the meeting positively.
- Clean up and reset the room.

After the meeting

- Prepare the group email summarizing key decisions and actions.
- Share a meeting recap for individuals who may have missed the meeting and highlight any action items that may require action.
- Follow up on action items and begin to plan the next meeting.



Appendix F: Community Engagement

COMMUNITY ENGAGEMENT IDEAS

Community engagement is an important part of many campus SAAC activities. Listed below are some examples of community engagement projects and fundraisers that campus SAACs have sponsored in the past:

- Make-A-Wish fundraisers.
- Team IMPACT opportunities.
- Boys and Girls Club Afternoon of Learning.
- Volunteer opportunities at local homeless shelters, food banks, the American Red Cross, etc.
- Reading to local schoolchildren.
- Junior athlete days, when children come to the school for a day and get to spend time and play with the athletes.
- Old shoe collection.
- Canned food drives.
- Blood drives.
- College idols, when local schoolchildren shadow a student-athlete on campus for a day.
- Toy drives.
- Volunteering at local hospitals.
- Special Olympics.
- Peer mentoring.
- Adopt-a-family programs during the holidays.
- Student-Athlete Appreciation Day.
- National Girls and Women in Sports Day.
- Teddy bear drives.
- Coats for Kids.
- Pen pal program with local schools.
- Spare change and toiletries drive.

EXECUTING A SUCCESSFUL EVENT

It is important to begin planning well in advance to hold a successful community engagement event. It can be helpful for a campus SAAC to hold a brainstorming session with the executive board or the full committee early in the semester

to begin thinking about possible ideas. From that meeting, a campus SAAC can finalize its ideas, propose a timeline for the event and identify key people who can assist in executing the event. It's important to keep the athletics department's compliance officer informed to ensure the proposed event complies with NCAA rules. Included below are components for planning each event:

- Setting the goal(s) of the event.
- Identifying the target audience.
- Setting the date and time and reserving a location.
- Compiling the marketing plan.
- Identifying partners within the campus and community.
- If applicable, contacting organizations that conduct similar events (for example, local elementary schools, food banks or homeless shelters).
- Setting a budget (including facility, catering, program materials and decorations).
- Reviewing and respecting campus events rules and protocols.
- Creating the event timeline.

DIVISION II AWARD OF EXCELLENCE

Division II recognizes conferences and schools for their work in the community. Each active member school and conference is eligible to submit its best community engagement activity and/or event that promotes student-athletes giving back and serving as leaders within their communities or on their campus. A few initiatives schools may consider include Make-A-Wish, Team IMPACT, military appreciation, game environment, student-athlete leadership development and educational programming. View the Award of Excellence website [here](#).

Appendix G: NCAA Initiatives for Student-Athletes

The NCAA provides several initiatives for student-athletes. Below you'll find a few that could be of interest:

DIVISION II SAAC SUPER REGION CONVENTION

The NCAA Division II Student-Athlete Advisory Committee Super Region Convention is intended to bolster student-athlete participation in the Division II governance structure and foster communication among SAACs at the campus, conference and national levels. Division II conferences in the eligible region select two student-athletes and one administrator from each of their active member institutions, as well as a conference administrator. Nominations are submitted through the [NCAA Program Hub](#). Student-athletes selected to attend will return to campus with invaluable leadership skills, ways to strengthen the student-athlete voice, an action plan to further promote mental health on campus, and knowledge of Division II student-athlete initiatives and the Make It Yours brand. For more information, visit the Division II SAAC Super Region Convention page [here](#).

NCAA POSTGRADUATE SCHOLARSHIP

The NCAA awards Postgraduate Scholarships annually to student-athletes who excel academically and athletically and who are at least in their final year of intercollegiate athletics competition. The NCAA recognizes student-athletes in each season and throughout each division. To view more information on the scholarship program, click [here](#).

NCAA POSTGRADUATE INTERNSHIP PROGRAM

The NCAA Postgraduate Internship Program is a one-year program that provides on-the-job learning experiences for college graduates who express an interest in pursuing a career in intercollegiate athletics administration. The internship is based at the NCAA national office in Indianapolis.

To be eligible for the internship, applicants must be a college graduate from a four-year NCAA member institution. View information about the program [here](#).

DR. DAVE PARISER FACULTY MENTOR AWARD

The national Division II Student-Athlete Advisory Committee launched the Dr. Dave Pariser Faculty Mentor Award in 2013 to honor an institutional faculty member who has demonstrated dedication, support and guidance to student-athletes and the school's athletics program. Nominees for the annual award must be a faculty member at a Division II active member school who has shown support to student-athletes on and off the playing field. This support could be provided through, but is not limited to, athletics, academics, life or career development.

Schools should work with their conference's national SAAC representative to have their nominee submitted to their conference office. Conference SAACs may review the candidates from their member schools and select one candidate to nominate. Each Division II conference and independent institution should submit their one nominee [here](#) by Oct. 15. Staff from the conference office, the nominee's school or the conference's national SAAC representative may complete the nomination form. National SAAC's Honors, Awards and Recognition Subcommittee will review the nominees and select the recipient who will be honored at the NCAA Convention. Click [here](#) for more information.

Appendix H: Helpful Links

NCAA LINKS

- Division II Facebook – facebook.com/ncaadivisionii
- Division II X – [@NCAADII](https://x.com/ncaadii)
- Division II Instagram – instagram.com/ncaadii/
- Division II YouTube – youtube.com/ncaadivisionii
- Division II Homepage – ncaa.org/d2
- NCAA Scholarships and Grants – ncaa.org/about/resources/ncaa-scholarships-and-grants



DIVISION II SAAC LINKS

- Division II SAAC Page – ncaa.org/governance/committees/division-ii-student-athlete-advisory-committee
- National Division II SAAC Instagram – instagram.com/d2saac/
- National Division II SAAC X – [@D2SAAC](https://x.com/d2saac)