

Division II Conference SAAC Guide





Contents

| | |
|---|----|
| Letter From Division II SAAC..... | 2 |
| Section 1: Basic Information..... | 3 |
| Section 2: SAAC Organizational Structure..... | 4 |
| Section 3: Individual Roles..... | 6 |
| Section 4: Organizing Your Committee..... | 7 |
| Section 5: Communication..... | 8 |
| Section 6: Meetings..... | 10 |
| Section 7: SAAC Responsibilities..... | 11 |
| Section 8: Funding Resource..... | 12 |
| Section 9: NCAA Initiatives for Student-Athletes..... | 13 |
| Section 10: Helpful Links..... | 14 |
| Appendix A: Division II SAAC..... | 15 |
| Appendix B: Sample SAAC Constitution..... | 16 |
| Appendix C: Meeting Planning..... | 17 |

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 conference SAAC unites a diverse group of student-athletes from various athletic teams and schools. A strong conference SAAC also encourages conversation surrounding SAAC, as well as campus and community engagement. This informational guide was created by the national Division II SAAC. The purpose of the guide is to help conference SAACs start on the right track, make adjustments as needed or continue to move in a positive direction. From tips on how to organize your conference 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 conference 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 in NCAA member conferences and on 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.

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 CONFERENCE SAACs

The purpose of a conference SAAC may vary across conferences. However, the following points reflect the primary purposes of a conference SAAC:

- Generate a student-athlete voice within the conference.
- Suggest potential Division II legislation.
- Create a vehicle for student-athlete representation on conference committees.
- Act as a liaison between student-athletes, faculty, administrators and staff.

CONFERENCE SAAC MEMBERSHIP

Conference SAAC membership should be representative of the diversity of your conference's member school population and involve representatives from diverse sports. Each member serves as a liaison between the committee and the member schools.



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

Secondary liaison: Morgan Melchert, assistant director of academic and amateurism review, NCAA Eligibility Center, mmelchert@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.

- 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.

**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

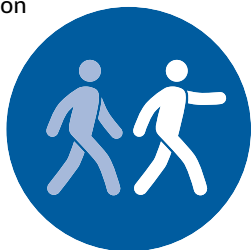
The NCAA staff liaisons to Division II SAAC facilitate the committee's efforts by providing leadership, administrative and managerial resource information and implementing the decisions made by the committee.

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. 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 EXECUTIVE BOARD

The creation of an Executive Board is recommended to oversee the operation of a conference SAAC. Traditional board member positions include chair, vice chair, secretary and/or treasurer. All these positions should be held by student-athletes.

Chair

- Presides over meetings.
- Serves as liaison to the conference office.
- Functions as spokesperson from conference student-athletes to the community and members schools.

Vice Chair

- Presides over meetings when chair is absent.
- Oversees subcommittees that may be formed as a response to the needs of student-athletes.
- Exercises all functions of the chair in the absence of the chair.
- Performs all duties that are required by the committee.

Secretary

- Responsible for keeping attendance records.
- Responsible for a summary of the minutes of the meetings.

Treasurer

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

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 school.

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. Representatives should work as a liaison between the student-athletes from their team and the campus SAAC.

Section 4: Organizing Your Committee

MISSION STATEMENT (SEE APPENDIX A)

It is important for every conference SAAC to have a mission statement. This statement defines the purpose and importance of having a SAAC at the conference level. 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 conference SAAC has developed a mission statement, a set of conference bylaws should be established. 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. Conference SAAC bylaws should include 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 CONFERENCE 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

Nominations for SAAC representatives may vary across conferences. Some schools may designate the president and vice president of their campus SAAC as their conference SAAC representatives, while other schools may purposely select representatives other than their president and vice president. By selecting other SAAC members as conference representatives, an additional opportunity becomes available for leadership within the campus SAACs. Again, the goal is consistent representation from each school at conference SAAC meetings.

Another option for conference SAAC nominations is to require that a slate of nominees be submitted from each school to the conference office for review. It is then the responsibility of the commissioner, conference SAAC liaison and/or the chair and vice chair of the conference SAAC to discuss and select the appropriate representative. This method allows for some control of factors that will contribute to a diverse conference SAAC.

Below are a few factors to keep in mind when developing a diverse conference SAAC:

- Gender.
- Sport.
- Ethnicity.
- Year in school.

VACANCIES

The following steps should be followed when conference SAAC vacancies occur:

- A SAAC member should notify the conference liaison at least one semester/quarter before anticipated departure.
- The conference liaison should send an email to the school as soon as there is a known vacancy from that school. This email should include selection criteria, committee responsibilities and expectations.

ATTENDANCE POLICY

Campus SAAC representation is crucial at conference SAAC meetings. The conference SAAC should create a policy, accepted by all members, which may include requirements such as the following:

- Campus SAAC representation at all conference SAAC meetings is required. Absences are excusable only in the following cases: family emergencies, athletics competition occurring during the scheduled meeting or academic reasons.
- Two unexcused absences are cause for dismissal.
- If individuals will miss a meeting, they must inform the conference commissioner or conference SAAC liaison regarding their planned absence before the meeting.
- The conference SAAC representative is required to refer relevant campus issues to the full conference SAAC before a missed meeting.
- At the conclusion of a missed conference SAAC meeting, it is the absent member's responsibility to contact a fellow conference SAAC member to discuss agenda items covered during the meeting.

OFFICERS (EXECUTIVE BOARD)

As mentioned previously, the Executive Board should include a chair, vice chair and perhaps one or two more representatives. The conference SAAC should determine important duties and responsibilities of the Executive Board, including terms of office, election procedures and specific job descriptions for each position. It is recommended that each member of the Executive Board represent a different school within the conference.

If a conference has an Executive Board, it should determine when the elected positions will be chosen. One option is to elect the Executive Board members during the last meeting of the academic year, with their terms being for the upcoming academic year.

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.



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 conference office 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 conference SAAC representatives to stay in contact with one another and the conference office.

CONFERENCE SAAC ROSTER

A roster of conference SAAC representatives and the conference SAAC liaison should be kept current and accessible to members. Student-athletes should be required to notify the conference SAAC liaison if any contact information, such as address or cell phone number, changes. It is suggested that the roster be updated at every meeting.

CAMPUS CONTACTS ROSTER

Maintaining accurate campus contacts is critical in the communication process. These individuals can assist their school's conference SAAC representatives with communication and dissemination of information from the conference SAAC. The following is a list of the individuals who should be included on the campus contacts roster.

- Director of athletics.
- Senior woman administrator.
- Faculty athletics representative.
- Campus SAAC advisors.

Contact Information for Roster

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

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 conference website is an important aspect of building a successful conference 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 following includes suggested information for a SAAC webpage:

- Conference SAAC's mission and purpose.
- Conference SAAC roster with pictures of the representatives.
- Links to the conference's schools.
- 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 conference.

SAAC SOCIAL MEDIA PRESENCE

Campus SAACs within the conference may already have a presence on social media platforms such as Instagram and X. It may be beneficial to also have a conference SAAC account that showcases and highlights student-athletes. If conferences already have active accounts, there could be an opportunity to post collaborations with the conference office and conference SAAC. It is important to be realistic about what the SAAC has the time and resources to manage because if the account 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 DII SAAC.

TIPS ON SOCIAL MEDIA USE

- Take the time to shout out student-athletes and other teams in your conference 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 conference office 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 they compete for. Student-athletes should portray a positive image of themselves, their school and conference when using social media. Not only are they reflecting their team, school, conference and family, but they're also conveying their own personal brand.

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 a school's athletics logo or conference logo, and it should replace any existing campus and conference SAAC logos. The national SAACs use the SAAC logo with the NCAA logo.



Section 6: Meetings

GENERAL INFORMATION

SAACs traditionally have a high turnover rate due to the transiency of college students. The conference office is instrumental in maintaining consistency from year to year and representative to representative. One way to achieve consistency is for the conference office to maintain accurate, historical records of committee actions and rosters.

SCHEDULE

Fall Conference SAAC Meeting

When scheduling fall meeting dates, conference SAACs may consider holding their meeting at the end of September or beginning of October. As part of the Division II legislative process, national SAAC representatives distribute legislative grids to each campus SAAC. It may be helpful to present proposed legislation to representatives from each school. The legislative grids are due to national SAAC members by mid-October in preparation for the NCAA Convention in January.

Spring Conference SAAC Meeting

When scheduling spring meeting dates, conference SAACs should take into consideration spring breaks, championships and end-of-the-year activities.

Summer Conference SAAC Meeting

Many conferences will schedule summer meetings that include SAAC representatives and advisors from each school, as well as the conference commissioner. This meeting can include updates at the campus and conference levels, ideas surrounding community engagement and SAAC events, or electing officials to the conference SAAC. Before meetings, an inclusive social gathering is a great way to meet new people from the conference.

MEETING FORMAT

In-person conference SAAC meetings are required to occur at least once annually according to Division II Bylaw 7.3.5.2.4.1.

In addition to in-person meetings, videoconferences are a great way to meet and discuss agenda items.

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.

- Updates – It is important for each committee member to provide updates on issues, concerns and actions that have taken place on their campus. It is also important to have reports from conference SAAC subcommittees and other interested parties. Conference SAAC meetings may include the following:
 - National SAAC updates, whereby items pertaining to the activities of the national SAAC are discussed. The national SAAC representative should lead this update, and items of importance should be taken back to the next national SAAC meeting.
 - Institutional SAAC updates, whereby the following are discussed: current campus issues and activities, community engagement opportunities and upcoming events.
 - Conference SAAC updates, whereby issues of importance to the conference SAAC are discussed (e.g., member selections, future meeting times and dates, conference-wide community engagement projects).
 - New business – Current issues and concerns that affect the conference and student-athletes should be discussed. Topics for this section should be solicited from committee members and the conference office for the agenda before the meeting. Any supplements to enhance the discussion at the meeting should be distributed before the meeting along with the agenda.

NOTE: Please reference [Appendix C](#) to access meeting planning best practices and ideas.



Section 7: SAAC Responsibilities

LEGISLATIVE GRIDS

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

Conference SAAC representatives, by virtue of their roles, are leaders on their sports teams. Division II encourages student-athletes to be leaders in the community. Conference SAACs may want to include community engagement during the meeting. 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. Listed below are some examples of community engagement projects and fundraisers that 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.

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](#). Schools can customize their page by logging in. For questions, please email Division II SAAC liaison [Morgan Melchert](#).



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](#).

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 page [here](#).

Section 8: Funding Resource

CONFERENCE STRATEGIC PRIORITIES FUND

This program, supported by the Division II budget, helps support national and conference strategic-planning efforts, including SAAC support. Conference SAAC liaisons or commissioners have more information on how their conference's strategic priorities fund operates.

The strategic priorities fund can enable SAACs to support a variety of projects and programs, such as:

- Campus SAAC grants.
- Conference SAAC meeting expenses.
- Conference SAAC recognition awards/gifts.
- SAAC mentor program.
- SAAC programming.



Section 9: NCAA Initiatives for Student-Athletes

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 schools, 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 CAREER IN SPORTS FORUM

The Career in Sports Forum is an annual educational program that brings together 200 selected NCAA student-athletes to learn about and explore potential careers in sports, particularly college athletics. This unique three-day forum helps student-athletes chart their career paths. Participants network with and learn from current athletics professionals. For more information, visit the Career in Sports Forum page [here](#).

NCAA STUDENT-ATHLETE LEADERSHIP FORUM

The NCAA Student-Athlete Leadership Forum, created in 1997, has served as a life-changing experience for more than 5,000 student-athletes who have grown personally and professionally as a result of their attendance. Student-athletes selected to attend the forum return to campus with invaluable leadership skills, a refined understanding of the relationship among personal values, core beliefs and behavioral styles, and the support of a close personal network of like-minded peers to provide continued connection and dialogue after the program concludes. This best-in-class programming experience serves as a transformational opportunity for student-athletes and administrators to build a leadership toolkit and develop vital self-awareness that allows them to realize their potential. For more information, visit the Student-Athlete Leadership Forum page [here](#).

NCAA POSTGRADUATE SCHOLARSHIP

The NCAA Postgraduate Scholarship is awarded 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 school. 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 school 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. The Division II SAAC 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.

Section 10: 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)



Appendix A: Division II SAAC

Consider modifying the following information from national SAAC to accommodate your conference 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

ARTICLE I.

[Conference Name]: The conference Student-Athlete Advisory Committee is a committee composed of student-athlete representatives for their particular institution.

ARTICLE II.

Purpose: The purpose of the conference SAAC is to make known the student-athlete voice and to encourage an exchange of ideas and resources within the conference.

ARTICLE III.

Membership: The membership of the conference SAAC is composed of one representative (and an alternate) from each institution. Members serve as liaisons between the committee and their institution. Membership in this committee is a responsibility. Dedication and participation are necessary to maintain membership.

ARTICLE IV.

Officers: The officers of the committee shall be composed of a chair, vice chair, secretary and treasurer.

ARTICLE V.

Meetings:

- **Section 1:** The SAAC will meet once per semester, in person or virtually, at a time that is convenient to a majority of the members. Additional meetings may be called by a majority of the officers when necessary. The conference SAAC liaison can also call a meeting if desired.
- **Section 2:** All representatives must attend every meeting unless there is a legitimate excuse. Any unexcused absence will result in a loss of the vote for the absent representative's institution. An excused absence will have no consequences.
- **Section 3:** Two unexcused absences will result in dismissal from the committee. Upon this, a new representative will be selected.

ARTICLE VI.

Amendments: The constitution may be amended by a two-thirds majority vote. The vote is only valid if at least two-thirds of the members are present. Amendment proposals must be submitted to the committee at least one meeting in advance so that the committee may have time to ponder the amendment proposal.

ARTICLE VII.

Nondiscrimination Statement: This committee will not discriminate on race, age, gender, religion or sport.



Appendix C: Meeting Planning

MEETING PLANNING

Many conference 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 details 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 conference 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 an agenda.
- Send out meeting notices.

At the Beginning of the Meeting

- Start on time.
- Have any new participants or guests introduce themselves.
- If necessary, define the roles of the chair, vice chair 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.

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.

