



A Guide to Developing an Effective Student-Athlete Advisory Committee (SAAC) Constitution





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Introduction

The goal of this document is to assist institutions in creating a highly engaged Student-Athlete Advisory Committee (SAAC). This template showcases optional frameworks designed to help Division III institutions to create, update or discuss the constitution and related procedures for their campus SAAC. This framework will provide a guiding hand for those looking to maximize the benefit of a SAAC within their unique campus environment.

These guidelines are not meant to be prescriptive, and instead are designed to be conversation drivers and tips on items that might be considered within the campus SAAC constitution. The development of a campus SAAC constitution needs to involve many individuals working toward the common betterment of the campus committee.



Format of Document

This document was developed to walk step-by-step through the elements of a working SAAC constitution. To that end, the layout demonstrates each section worth discussion and consideration and offers options and discussion points for determining how that section should be written for your own campus SAAC constitution.

In the back of this guide are three redacted, but otherwise unchanged, examples of SAAC constitutions being used at Division III schools. They are included as examples only.

Note: *Throughout this guide, we have deliberately chosen to use the pronoun they as a gender-neutral singular pronoun. We encourage you to do the same within your SAAC constitution and communications.*



Student-Athlete Advisory Committee (SAAC) Constitution Template

About SAAC

Mission Statement

Constitution

Article I. Name of Organization

Article II. What is the reason that your SAAC was created?

Article III. Membership
Section I Size

Section II Selection Process

Section III Duties of members

Section IV Terms of Service

Article IV. Executive Committee

Section I Size/Titles/Duties (all of these are optional)

Section II Election Process for Executive Committee Members

Section III Terms of Office

Article V. Standing Subcommittees

Section I Subcommittee Names and Composition

Section II Subcommittee Purposes

Article VI. Meetings

Section I Timing/Occurrence

Section II Membership Attendance/Attendance Policy

Article VII. Voting on Committee Actions

Section I Who Can Vote

Section II Voting Process

Section III Result of a Passed/Failed Vote

Article VIII. Amendments to the Constitution

Article IX. Finances (if applicable)



Additional Items for Discussion and Consideration

Here are a couple of other items to discuss and consider as you develop your SAAC Constitution. As each of these items is addressed, it is good to include them into your newly formed constitution.

1. How does your SAAC want to handle social media?

Options to consider might include:

- Do not have a social media presence.
- Accounts managed by staff.
- Accounts managed by students. If so, which students? (e.g., the Division III SAAC Twitter account – @d3saac – is managed entirely by members of the committee and overseen by the communications director, a member of the DIII SAAC executive committee)
- What is the working relationship between the SAAC and the campus sports information director?



2. Communication and collaboration with others in the athletics department and across campus is vital to the success of your SAAC. Some items to consider addressing within the constitution include:
 - Who will serve as the SAAC advisor? What is their role and duties?
 - How often does the athletics director attend SAAC meetings? How often does the athletics director meet with the SAAC executive committee?
 - Who produces the post-meeting minutes or summary? Who receives that communication after each meeting?
 - Do members of the SAAC ever attend athletics department staff meetings?
 - How often does the SAAC, or its members, meet with the Faculty Athletics Representative? We recommend at least once per semester.
 - How often does the SAAC, or its members, meet with the sports information director? We recommend at least once per semester.
3. When administering official SAAC votes and business, how formal will the procedures be? For the Division III SAAC, Robert's Rules of Order apply for all matters of parliamentary procedures.



Sample Constitutions

Three redacted, but otherwise unchanged, examples of the SAAC constitutions being used at Division III schools.

They are included as examples only.

██████████ College Student-Athlete Advisory Committee (SAAC) Constitution

About SAAC

The Student-Athlete Advisory Committee (SAAC) is a committee made up student-athletes assembled to provide insight on the student-athlete experience. SAAC offers input on the rules, regulations, and policies that affect student-athletes' lives at ██████████ College.

Mission Statement

The mission statement of the ██████████ College Student-Athlete Advisory Committee is to enhance the student-athlete experience by promoting opportunity, protecting student-athlete welfare, acting as a liaison between student-athletes and administration, and fostering a positive student-athlete image.

Constitution

Article I. Name of Organization

This organization shall be known as the Student-Athlete Advisory Committee or SAAC.

Article II. Purpose

1. To generate a student-athlete voice within the ██████████.
2. To solicit student-athlete response to proposed National Collegiate Athletic Association (NCAA) legislation.
3. To suggest potential NCAA legislation.
4. To create a vision for student-athlete representation on campus, conference-wide, and nationally.

Article III. Membership

1. Any student-athlete is eligible for appointment.
 - a. Representatives should be selected by the coaches of each athletic team.
 - b. Two representatives from each team.
2. Academic eligibility must be maintained. Upon becoming academically ineligible, the member will be replaced.
3. To provide continuity, membership will be for the duration of athletic career.
4. One voting member from each sports team.
5. Each member will serve as a liaison between the committee and his/her team.
6. Each team must be represented at every meeting:

- a. Attendance is required. Absences are excusable only in the following cases: family emergencies, athletic competitions occurring during the meeting, or for extreme academic reasons.
 - b. A written notice (e-mail) explaining a missed SAAC meeting must be given to proper position of power.
 - c. Potential discipline for unexcused absences.
7. While attending meetings, members must be open-minded and respectful of other people's opinions.
 8. Members accept the responsibility of representing the student-athlete population of ██████ College.

Article IV. Executive council

1. Officers will be nominated at the second-to-last meeting and will be elected during the last meeting of the year.
2. Five total executive members.
 - a. Three position exec members
 - i. President, Vice-President, Secretary
 - b. Two members to be non-position execs
3. All officers shall serve for a one-year term. Officers are eligible for re-election for a consecutive term providing they will be a full-time student-athlete for another term of one year.
4. Officers can only be elected if they have been a member of SAAC for at least one year.
5. Only one member from each sport team can be on the executive council.
6. If elected to executive council, they give up voting rights.
7. Two members of the executive council must attend ██████ SAAC meetings.
8. In the event of removal, resignation, or vacancy of the president, the Vice-president will move into the President position, and the executive team announces a new Vice-President.
9. Impeachment of an elected officer can take place when two-thirds of the membership votes for impeachment. Two-thirds of the committee must be present for this to take place.
10. Additional exec meetings may be held on top of committee wide meetings.

President

1. Presides over and creates the agendas for the meetings.
2. Communicates all relevant information to officers and members.
3. Serves as liaison and spokesperson to ██████ administration.

Vice-President

1. Presides over meetings when the President is absent.
2. Oversees subcommittees that may be formed as a response to the needs of the ██████ SAAC
3. Exercises all functions of the President in absence of the President.

Secretary

1. Responsible for maintaining attendance records
2. Responsible for a summary of meeting within 48-hours after meeting end.
 - a. Distribute to members, advisors, athletic administration, FARs, and coaches. Can be done through the president if needed.

Other Exec Members

1. Be the eyes and ears of the committee.
2. Help with any other tasks needed by the rest of the exec team.
3. Help make sure that the committee is keeping in line with mission statement.

Article V. Standing Committees

1. The chairperson of each committee will be decided at the beginning of the year during the committee sign ups and will then be voted on by members of each committee.
2. Additional committees can be formed if necessary.

Article VI. Meetings

1. There will be one meeting on the first Tuesday of every month, during community time. This is subject to change if necessary.
2. Meetings will be set for the academic year.
3. Special meetings may be called by the President when business demands immediate attention.

Article VII. Voting

1. There will be one voting member from each team.
2. In a vote, the majority is needed.
3. If a majority cannot be attained, that piece of legislation shall be considered abstained.

Article VIII. Amendments

1. Amendments to this constitution may be introduced at the conclusion of any meeting. Voting shall occur at the next meeting with the new amendment taking effect following the decision.
2. If the amendment passes, it shall be written in the constitution and followed immediately.

██████████ University Student-Athlete Advisory Committee (SAAC) Constitution/By-Laws

Preamble

To be the voice for student-athletes in order to provide communication, uphold a positive image, and build a sense of community at ██████████ University.

Mission Statement

Student-Athletes working together to be ambassadors, to unify ██████████ Athletics, ██████████ University and our community.

Article I – Name

The name of the organization shall be the Student-Athlete Advisory Committee (SAAC).

Article II – Membership

Section 1. All registered students, faculty, and staff shall be eligible for voting membership in the Student-Athlete Advisory Committee (SAAC) at ██████████ University abiding by the university's diversity policy.

Section 2. Voting members, in addition to Section 1, shall be designated as those persons who have attended one member in an academic semester.

Section 3. Honorary (non-voting) memberships can be given to individuals as the voting members see fit.

Article III – Officers

Section 1. The officers of the organization shall be:

- a. Two Co-Presidents
- b. Two Co-Vice Presidents
 - i. One Vice President will serve as the treasurer and one Vice President will serve as the secretary
- c. Vice President of Athletic Relations
- d. ██████████ Undergraduate Student Congress Representatives

Section 2. All student-voting members of the Student-Athlete Advisory Committee (SAAC) in good academic standing shall be eligible to hold office.

Section 3. The term of office for the officers of the Student-Athlete Advisory Committee (SAAC) shall be from the beginning of the regular academic year to the end of the regular academic year.

Section 4. The officers shall be elected by a majority of the voting members of the Student-Athlete Advisory Committee (SAAC) at the annual elections held in April at the end of the regular academic year.

Section 5. Vacancies of offices shall be elected by the athletic director or advisor(s).

Article IV – Executive Board

Section 1. The Executive Board shall consist of the two Presidents, three Vice Presidents, [REDACTED] Representative, Athletic Director, and Advisor(s).

Section 2. All executive and legislative power granted herein shall be vested in the Executive Board.

Section 3. The Executive Board shall be empowered to recommend priorities for various projects and to plan activities.

Article V – Meetings

Section 1. The regular meetings of the voting membership shall be held at least twice a month.

Section 2. Special meetings of the organization may be called by the President(s), or by the Executive Board, or upon the written request of Student-Athlete Advisory Committee (SAAC) members of the organization.

Section 3. A quorum shall be a number greater than the majority of the voting membership.

Article VI – Committees

Section 1. Special Olympics Committee

- a. Assist [REDACTED] athletic programs in finding Special Olympic Volunteer activities
- b. Work with Special Olympics [REDACTED] for event planning
- c. Responsible for organizing and finding volunteers for the following events:
 - i. [REDACTED] Bags Tournament
 - ii. [REDACTED]

Section 2. Campus Outreach Committee

- a. Brainstorm and implement ways to promote [REDACTED] Athletics
- b. Submit events online to promote via [REDACTED] digital signage
 - i. Submit events to [REDACTED] SID to be placed in [REDACTED]
- c. Create Banners for [REDACTED]
- d. Fill out and Display weekly sandwich boards

Section 3. Community Service Committee

- a. Actively seek out community service projects
- b. Bring community service to campus for department wide service
- c. Share community service opportunities with SAAC and coaches
- d. Assist Special Olympics with Soliciting Volunteers

Section 4. Student Activities Committee

- a. Communicate with sports programs for Code Red competitions
 - i. Assist brother and sister teams to ensure Code Red game events are happening
- b. Schedule blood drive (s)
- c. Solicit businesses for prizes for Code Red competitions, scavenger hunt, and athletic competitions
- d. Coordinate fun and engaging ways to unify campus and athletic teams
 - i. Fall game/activity
 - ii. Fall BBQ- night football game
 - iii. Winter game/activity
 - iv. Spring Scavenger hunt

Section 5. Media and Promotions

- a. Fundraising/tabling on campus and at athletic events
- b. Control Social Media accounts
- c. Promote individual programs and throughout the year
- d. Creating videos and promotional posts for:
 - i. Game Days
 - ii. Code Red Events
 - iii. Student-athlete promotions
 - iv. Campus activities with athletics

Article VII – Impeachment and Removal

Section 1. Officers may be impeached and, if convicted, removed from office by a two-thirds majority of the voting members on the basis of not fulfilling their duties as outline in the Constitution and By-Laws.

Section 2. Members may be impeached and, if convicted, may be expelled from membership by a two-thirds majority of the voting members on the basis of not fulfilling the purpose of the organization.

Section 3. Any individual who is impeached shall be given full notice of the allegations against them and shall have an opportunity to respond to them.

Section 4. Any member of the organization may initiate impeachment proceedings.

Article VIII – Amendments

Section 1. Amendments to this Constitution shall be proposed either by two-thirds of the Executive Board or by a petition submitted by ten percent of the voting members.

Section 2. A two-thirds majority of the voting members shall be necessary to approve amendments to this constitution.

Article IX – Active Status

In order to maintain active status, the organization agrees to abide by those rules and regulations, including financial procedures, of ██████ University which pertain to all student organizations.

Article X – Parliamentary Procedures

Robert’s Rules of Order (Revised) shall be the parliamentary authority of this organization. Should Robert’s Rules of Order conflict with this Constitution, this Constitution take priority.

Article XI – Duties of Officers

Section 1. Two Co-Presidents

- a. Oversee the entire Student Athlete Advisory Council
- b. Have ultimate responsibility of the activities and actions of our committee
- c. Have final say of committee activities and actions

Co-President (A)

- a. Student Development/Faculty Sponsor Relations
 - i. Develop a monthly student-athlete enrichment activity
- b. Attend and relay information from [REDACTED] and [REDACTED] Meetings

Co-President (B)

- a. NCAA/[REDACTED]/[REDACTED] Communications
- b. Create and share monthly agenda
- c. Schedule and manage guests to attend monthly SAAC meetings
- d. Attend and relay information from [REDACTED] and [REDACTED] Meetings

Section 2. Three Vice Presidents

- a. To support the Co-President's opinions and actions
- b. Assume presidential responsibilities if there is an absence
- c. To serve the president's, other officers, committee chairs and other SAAC members

Vice President/Treasurer

- a. Retrieve and manage cash for all sales
- b. Receive and submit checks
- c. Make SAAC Purchases
- d. Maintain relationship with [REDACTED] treasurer
- e. Maintain and acquire knowledge to maintain budget

Vice President/Secretary

- a. Approve team community service
- b. Communicating and recording points for [REDACTED]
- c. Responsible for taking and sharing all meeting minutes

Vice President/Athletic Relations

- a. Attend all [REDACTED] Athletic Staff meetings
- b. Supervise all SAAC Committees
- c. Communicate regularly with [REDACTED] Athletic Director

Section 3. HUSC Representative

- a. Attend weekly General Assemblies
- b. Serve on Board of Elected Representatives (BER)-Required
- c. Serve on Student Org committee (Soc)
- d. Volunteer for [REDACTED] sponsored events, tabling, elections
- e. Communicate to and assist SAAC with resources and responsibilities

Section 4. SAAC Representative (All Members)

- a. Communicate all information back to teams (important dates, events, and volunteer opportunities)
- b. Be active in SAAC committees - each member must serve on a minimum of one committee
- c. Volunteer for SAAC events and activities (expect to provide more assistance during off season)

Article XII – Duties of Advisor

Section 1. Faculty advisor(s) shall be appointed by the Athletic Director at their discretion.

Section 2. The advisor(s) shall be a member of the Executive Board.

Section 3. The duties of the Advisor(s) shall be to:

- a. Act as a consultant for projects and special committees of the Student-Athlete Advisory Committee
- b. Attend social activities sponsored by the Student-Athlete Advisory Committee (SAAC)

Section 4. The advisor(s) shall not have voting privileges in the Student-Athlete Advisory Committee (SAAC).

Article XIII – Elections

Section 1. Student-Athlete Advisory Committee (SAAC) elections shall be held during the second semester of each academic year

Section 2. Candidates for offices shall be eligible provided they have met the requirements for that office state in Article III of this Constitution.

Section 3. Candidates running for office shall be members of the Student-Athlete Advisory Committee (SAAC) at the time of their election and during their term of office.

Section 4. Candidates running for office must be registered students in good standing at the time of their nomination and must maintain that status during their term of office.

Section 5. Candidates shall be selected anonymously by voting members before the running for offices commences.

Article XIV – Finances

Section 1. Funds will be used for the operation of the Student-Athlete Advisory Committee (SAAC) as directed by a majority vote of the voting members.

Section 2. All finances shall be handled in accordance with the established policy and fiscal procedures in effect for the college as outlines in the Student Activities Manual.

Section 3. In the event of loss of organization recognition, any funds remaining in Student-Athlete Advisory Committee (SAAC)

Article III: Selection Process

- A. Student-athletes interested in becoming members of the committee must submit a SAAC application to the SAAC advisor during the preceding spring semester.
- B. All members must be participating members of their respective sports.
- C. Chosen representatives must be in good academic standing with the university and be trusted to uphold the rules established by the NCAA guidelines and the ■■■ Student-Athlete Handbook.
- D. Representatives will serve a two semester term.
- E. There is no limit to the amount of terms which one may serve.
- F. The SAAC will request that student athletes from each team apply to be representatives in the spring of each academic year.

Article IV: Attendance Policy

- A. Each voting member will only be given 4 unexcused absences a semester to meetings.
- B. The president should be informed of an excused absence at the time which the meeting is scheduled or at least 24 hours prior to the anticipated start of the meeting.
 - a. Exceptions to the rule may be deemed necessary by the SAAC officers.
- C. Representation from each team at all SAAC meetings is mandatory.
 - a. After two (2) unexcused absences, the head coach and team representative will be notified by email of their warning. After two (4) unexcused absences, the member shall be expelled and the search for a new representative will begin. If a member is removed due to attendance issues, his/her team will not be able to gain another voting seat in SAAC until the following year.
 - b. Unexcused Absences Defined. An unexcused absence is defined as an absence from a regularly scheduled meeting without providing written notice to the Secretary at least 24 hours in advance. Documented medical emergencies are the only excused absences without prior written notification.

Article V: Executive Board and Nomination Process

Section I: Executive Board

- A. The NCAA recommends the creation of some type of executive board to oversee the operation of SAAC. ■■■'s will consist of two (2) Co-Presidents, a Vice President, a Secretary, and a Treasurer.
- B. Co-President-Role Description
 - a. As the Co-President of SAAC, they will represent all student-athletes at the University and Athletic Department level. These persons are responsible for helping to set the vision, goals, and objectives of SAAC, with assistance of the SAAC Advisor and executive board. They will represent SAAC and all student-athletes at athletic department, coaches, and leadership team meetings. Co-Presidents will set the executive board meeting agenda and the SAAC meeting agenda.
 - b. They will be responsible for communicating with internal and external organizations, as needed.
 - 1. Expectations:
 - a. Comfortable speaking in public.
 - b. Organizes, conducts and oversees bi-monthly SAAC meetings and any executive board meetings.
 - c. Prepares bi-weekly SAAC meeting agendas.
 - d. Disseminates meeting reminders with prepared agendas at least 24 hours prior to every meeting.
 - e. Serves as a representative of student-athletes for all departmental functions and meetings.
 - 2. Time Commitment
 - a. Co-Presidents can expect to work 3-6 hours per week. This includes, but is not limited to,
 - b. SAAC meetings (bi-weekly, one hour)
 - c. Athletic Department meetings (quarterly, one hour)

- d. Athletic Department Leadership
 - e. Team meetings (as needed)
 - f. Coaches meetings (as needed)
 - g. Projects (as needed)
3. Value/Benefits
- a. As Co-President of SAAC, you will have the opportunity to collaborate and learn from high level athletic department team members, University faculty, and staff. You will gain leadership experience and the skills to manage an organization. You will have the opportunity to serve as the face of an organization and hone your professional development skills.
- C. Vice President Role Description
- a. The Vice President is responsible for overseeing the operations of the Committee. This includes attendance, keeping track of participation on committees, facilitating meetings, etc. They will be expected to keep a pulse of the student-athlete representatives, making sure all needs are addressed. In addition, they will be responsible for assisting the Co-Presidents as needed and handling requests to the marketing department.
 - 1. Expectations
 - a. Comfortable speaking in public.
 - b. Performs duties of the President(s) in their absence and assumes position of President if one or both are unable to properly fulfill presidential obligations.
 - 2. Time Commitment
 - a. The Vice President can expect to work 2-4 hours per week. This includes, but is not limited to, SAAC meetings (bi-weekly, one hour)
 - b. Quarterly Athletic Department meetings (as needed)
 - c. Coaches meeting (as needed)
 - d. Special Projects (as needed)
 - 3. Value/Benefits
 - a. The Vice President will have the opportunity to gain valuable leadership experience. They will learn how to effectively manage one's peers. They will improve their public speaking and facilitation skills.
- D. Secretary Role Description
- a. The Secretary is responsible for keeping a written or electronic record of all meetings. They will distribute minutes of meetings to the members via e-mail. In addition, they will be responsible for assisting the Co-Presidents as needed.
 - 1. Expectations:
 - a. Responsible for taking minutes at every meeting.
 - b. Responsible for keeping attendance at all SAAC meetings and functions.
 - c. Emails minutes to the SAAC advisor, officers, and other committee members.
 - 2. Time Commitment
 - a. The Secretary can expect to work 2-4 hours per week. This includes, but is not limited to, SAAC meetings (bi-weekly, one hour)
 - b. Special Projects (as needed)
 - c. Coordinating with other leadership groups on campus (as needed)
 - 3. Value/Benefits
 - a. The Secretary will have the opportunity to gain valuable leadership experience. They will learn how to effectively manage one's peers. They will improve their public speaking and facilitation skills.

E. Treasurer Role Description

- a. The Treasurer is responsible for preparing, maintaining and reporting on the annual SAAC budget. This includes balancing the SAAC account, tracking all expenses and revenue and reporting to the committee.

They will be in charge of organizing and coordinating all fundraising activities within SAAC. These documents and records should be available for public display upon request.

1. Expectations

- a. Manages the SAAC budget, including serving as liaison to the budget office, balancing the SAAC account, reporting revenue, and processing reimbursements.
- b. Works directly with the SAAC advisor to oversee the SAAC budget
- c. Gives monthly updates at each meeting to the committee of what has been spent and projected expenses.

2. Time Commitment

- a. The Treasurer can expect to work one-two hours per week. This includes, but is not limited to:
 - b. General meetings (bi-weekly, one hour)
 - c. Coaches meetings (as needed)
 - d. Special Projects (as needed)

3. Value/Benefits

- a. The Treasurer will have the opportunity to gain valuable leadership experience. They will learn how to effectively manage a budget. They will improve one's public speaking and facilitation skills.

Section II: Election Procedure

- A. Eligible SAAC general assembly representatives (those not on social, academic or disciplinary probation) have the opportunity to apply for an executive position.
- B. Applications shall be submitted to SAAC advisor or Director of Athletics.
- C. Prospective officers will be announced at the second to last meeting of the school year and voting will take place via email the next week.
- D. The advisor will announce the officers for the following year at the last regularly scheduled meeting.
- E. Elections for officers will be conducted the last meeting of the school year prior to the year which they will serve.
- F. Term of Office
 - a. A member of the Executive Board will serve one (1) academic calendar year in his/her role. A member of the executive board may elect to resign from his/her position prior to election time. The entire SAAC will be notified of this vacancy and will have the opportunity to fill the open position. If the vacancy occurs during the fall semester before elections, the newly elected member will maintain the position until the following fall semester. If the vacancy is the position of the President, the Vice President will assume the role of President and the election will be for the Vice President position. A member may run for the same position again, or another executive position if they so choose.

Article VI. Removal of an Executive Board Member

- A. Violations of the requirements prescribed as standards for all members of SAAC (Article III, C)
- B. Failure to fulfill the assignment of his/her position (Article V)
- C. Violations of the attendance policy required of all SAAC members. (Article IV)



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