

Mount Mary College
Student-Athlete Advisory Committee
Constitution and Bylaws

I. MISSION STATEMENT

To provide a means of communication between Mount Mary College student-athletes and the athletics administration. To enhance the total student-athlete experience by promoting opportunity, protecting the student-athlete's well-being and fostering a positive student-athlete image to the campus and community. The SAAC supports the mission of Mount Mary College by encouraging leadership, integrity, and a deep sense of social justice arising from a sensitivity to moral values and Christian principles.

II. PURPOSE

- A. To promote communication among athletics personnel, faculty, administration and student-athletes.
- B. To promote an understanding of student-athletes needs in the MMC community, conference, and NCAA.
- C. To solicit student-athletes input regarding proposed NCAA, conference and institutional legislation.
- D. To actively promote and support MMC athletics, encourage responsible social interaction and ensure a sense of community among athletics teams.
- E. To actively promote MMC athletics to the MMC Community.
- F. To uphold the image of student-athletes on campus and in the community by encouraging involvement in campus, community, conference and NCAA activities.
- G. To provide programs for student-athletes that will encourage academic achievement, healthy lifestyle, social responsibility and general awareness.
- H. To create a vehicle for student-athlete representation on campus-wide committees that discusses issues pertinent to student-athlete well-being academically and athletically.

III. MEMBERSHIP

- A. Membership shall be comprised of a minimum of two representatives from each of the intercollegiate athletic teams.
- B. Each member serves as a liaison between the committee and her individual athletic team.
- C. Members will serve a one-year, renewable term.
- D. Terms will run from September to September the next year.

IV. SELECTION

- A. Each team shall select two or more representatives which shall be approved by coach.
- B. All representatives must be academically eligible as set forth by NCAA guidelines as well as the guidelines set forth in this constitution.
- C. All current team representatives are automatically renewed unless voted otherwise by their team members or by members or the Student-Athlete Advisory Committee (SAAC).
- D. All team representative names, email addresses and phone numbers must be submitted to the officers, advisor and director of athletics no later than 10 calendar days after the start of office membership.
- E. If a single vacancy occurs outside of the term guidelines, the team will nominate a new representative to be approved by coach. New appointee will serve a full year.

V. RESPONSIBILITIES AND EXPECTATIONS

- A. Members must attend all SAAC meetings and activities.
- B. Members represent their team's views at SAAC meetings.
- C. Members must report to their team and coach on all SAAC activities once a month.
- D. Members must maintain copies of all committee minutes in a document file to be brought to every meeting.

- E. Members must organize their team members to help with special projects.
- F. Members must maintain a current team roster with phone numbers and email addresses and provide to executive board, advisor and director of athletics.
- G. Members must understand that the SAAC represents all MMC sponsored intercollegiate athletic teams.
- H. Members must actively attend home competitions, including all Spirit Nights.
- I. Members must keep in mind that they are representing the MMC community, the conference, and the NCAA and are expected to conduct themselves in a professional manner at all times.
- J. It is the responsibility of all SAAC members to become informed and educated about the various issues affecting NCAA Division III.
- K. While attending meetings, members must be open-minded and respectful of other people's opinions.

VI. ATTENDANCE

- A. The attendance policy shall be as follows:
 - o Elected SAAC members are required to be present at each meeting such that each sport has a minimum of two representatives in attendance.
 - o After one unexcused absence of an elected member, the SAAC president will send an email to the member and a copy to her coach, SAAC advisor and Director of Athletics reminding them of the attendance policy.
 - o After two unexcused absences of an elected member, the SAAC president and SAAC advisor will convene a meeting of the executive board to review the conduct of the member in question.
 - o SAAC members may send a designated team representative in their place if they cannot attend. Absent SAAC members must inform the advisor of her absence prior to meeting and identify the individual that is attending in place of her.
 - o SAAC member must provide temporary designate with agenda, minute binder and inform them of all duties and responsibilities as outlined in this constitution.
- B. Absences are excused only in the following cases: family emergencies, athletics competition, or academic conflicts or by prior approval of SAAC advisor.

VII. OFFICERS/EXECUTIVE BOARD

- A. The executive board shall consist of the President, Vice President, and Secretary and each will serve a one year renewable term.
- B. Executive board shall meet with SAAC advisor once a month.
- C. President
 - o Presides over meetings.
 - o Prepares agenda for all meetings with advisor and sends agenda via email to all SAAC members.
 - o Coordinates SAAC members schedule and organizes meetings.
 - o Serves as the student-athlete liaison to the advisor and Director of Athletics.
 - o Attends all coaches meetings.
- D. Vice President
 - o Presides over meetings, acts and exercises all functions of the presidency in the event of the President's absence.
 - o Oversees and communicates with subcommittees that may be formed in response to the needs of the SAAC, the conference or NCAA SAAC.
 - o Responsible for submitting budget requests.
 - o Responsible for keeping written records of money spent and raised by the SAAC.
 - o Shall send a copy of said records to Secretary.
 - o Shall send email and/or text updates to remind members of SAAC meetings.
- E. Secretary
 - o Responsible for maintaining attendance records at meetings and activities.

- Responsible for recording meeting minutes and reports.
- Responsible for distributing minutes from previous meeting to all SAAC members, advisor and Director of Athletics.
- Responsible for maintaining the SAAC binder in the athletic department and an individual binder maintained by secretary.
- Submit a copy of minutes to advisor via email within three days of meeting.
- Tabulate any written votes taken at meetings.
- Conduct paper or electronic voting procedures for issues requiring vote by all student-athletes.

VIII. ELECTIONS OF EXECUTIVE BOARD AND OFFICERS

- A. The members of the SAAC shall be elected in December by the entire athletic team and shall take office at the next SAAC meeting. The members (including the executive board) shall serve a one-year, renewable term (September to September).
- B. Nominations for Executive Board shall be submitted to the advisor by the beginning of the academic year (exact date stipulated by advisor). Once nominations are approved by the coach, candidates may campaign until the election date that will be set forth by the advisor upon the announcement of all candidates. The Secretary will distribute electronic or paper ballots to all student-athletes to be returned to the advisor by the election deadline set thereon.
- C. A board member is elected when she receives the majority of votes during an election.
- D. Impeachment of an elected member can take place with a 2/3 vote of the elected members. Two-thirds of the SAAC must be present for this to take place. If an elected official is impeached, a new election will take place immediately following the impeachment vote.

IX. ADVISOR

- A. The Assistant Director of Athletics will serve as the advisor to the SAAC.
- B. The advisor serves as a non-voting member of the SAAC.

X. VOTING

- A. Each team representative or member shall get one vote at SAAC meetings.
- B. The President shall call the meeting to order.
- C. Any SAAC member may move to vote on an issue by saying "I move to vote." Motion must be seconded by another member.
- D. Any SAAC member other than the one who moved to vote may second a motion by saying "I second that motion."
- E. A quorum (50% of SAAC members) must be present for a motion to be voted on at a meeting. If 50% are not present, the motion must be tabled until the next meeting.
- F. Advisor or President respectively will call the vote by saying "All in favor" and "All opposed."
- G. Results of the vote will be reflected in the meeting minutes.
- H. Issues requiring the vote of all student-athletes must be contacted by that team's representative and the representative will tally majority vote. Every student-athlete gets one vote.
- I. On votes concerning student-athlete issues and the steps that should be taken to deal with these issues, every SAAC member will have one vote; the SAAC's action will be determined by the majority vote.

XI. MEETINGS

- A. Meetings shall be held monthly or as called by the SAAC executive board.
- B. The SAAC advisor or Director of Athletics will brief the committee on such topics as proposed policy changes and NCAA legislation.
- C. Special projects may be introduced at organized committee meetings.
- D. Meetings will be opened to all student-athletes unless otherwise specified.

XII. COMMITTEES

- A. The standing committees of the SAAC shall be community service, public relations, academic, spirit/social, and awards and recognition.
- B. Subcommittees shall be created as needed by the executive board.

XIII. AMENDMENTS

Proposed amendments to the constitution must be presented in writing to the entire elected SAAC membership. A three-fourths approval vote is required for passage of the amendment.

XIV. CHANGES TO SAAC CONSTITUTION

- A. All proposed changes to the SAAC constitution must be submitted in writing to all members of the student-athlete body, advisor and Director of Athletics at least two weeks prior to the meeting at which the proposed changes will be discussed.
- B. A motion to vote on changes to the constitution may not be made until all members of the student-athlete body to be made fully aware of the proposed changes.
- C. Once a motion is made and seconded, a written or electronic ballot will go out to all members of the student-athlete body to vote on said changes and any pertinent effective dates.