Michigan Tech Student-Athlete Advisory Committee (SAAC)

Constitution and By-Laws

April 22, 2008
SAAC Constitution

Article #1
Name: Michigan Tech University Student-Athlete Advisory Committee (SAAC)

Article #2
Purpose: To unite all varsity athletes into an organized body to promote interest and activity in all varsity sports at Michigan Technological University.

Article #3
Membership:

Sec. 1
a) Membership is restricted to student-athletes actively participating in a varsity sport (with exception of dance and stunt teams) and athletes that are no longer active in their respective sport
b) At least two members from each varsity sport are to be included in the membership of the committee
c) The committee will not discriminate

Sec. 2
Members from each team are required to be at every meeting, and a replacement is needed for that meeting if he/she is unable to be present at the meeting.

Sec. 3
Active members shall perform committee work and the required community service projects that the committee has organized.

Sec. 4
An associate membership may be tendered to Michigan Tech University students who are no longer members of a varsity sport.

Sec. 5
Honorary membership may be conferred upon a person who has a deep and sincere interest in athletics. The membership of this person will be accepted with a unanimous vote of those present at the deciding meeting.

Sec. 6
Associate and honorary members shall be entitled to the privileges of the committee. These members are still required to pay the committee’s membership dues.
Article #4
Officers:

Sec. 1  The officers of this club shall be a chair, vice chair, executive director, and subcommittee chairs.

Sec. 2  All officers shall be elected by silent ballot at a regular meeting each year and continue in office one school year, or until the next subsequent election.

Sec. 3  *Once elected, officers will hold that position and perform all required duties until someone else is elected in their place.*

Sec. 4  Any part of a term in excess of six months shall be considered a full term in deciding eligibility for the next election.

Sec. 5  Vacancies in any office or subcommittee chair may be filled by quorum ballot at the next regular meeting.

Sec. 6  All candidates for office must be a member of good standing, and have a cumulative grade point average (GPA) of 2.0 or higher.

Article #5
Advisors:

Sec. 1  *There shall be 2 faculty/staff advisors who are to be appointed by the athletic director*

Sec. 2  *The role of advisors is strictly to provide oversight and guidance to the committee. Advisors are not to have a vote any election and their opinions are not to be shared unless asked for by the committee.*

Article #6
Meetings:

Sec. 1  *Regular meetings shall be held once every month unless otherwise requested. The specific day shall be communicated to members by e-mail prior to the meeting.*

Sec. 2  *Officer meetings may be held at the discretion of the chair.*

Sec. 3  *Each varsity team is required to have at least 2 members present at each meeting. A penalty will be assessed for each absence as described under Article #7, Section 2.*
Article #7
Penalties:

Sec. 1 The following penalties apply for each varsity sport separately and are applied when applicable.

Sec. 2
a) First offense: warning letter or e-mail to head coach notifying him or her of infraction and describing possible future consequences if infractions continue
b) Second offense: $10 fee assessed to team
c) Additional offenses: $10 fee and a suspension of an assistant coach for one practice

Article #8
Amendments:

Sec. 1 This constitution may be amended at any regular meeting by a 2/3 vote of all active members present, the proposed amendments having been submitted in writing, and read to the committee at the previous regular meeting before being voted upon.
MICHIGAN TECH STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

By-Laws

Article I  Dues:

Sec. 1 The annual dues (collected by executive director) of active members shall be ten dollars payable the first week after competition begins.

Sec. 2 Members failing to pay dues after the first week of competition are subject to penalty. Penalty will be assessed at each additional meeting that dues are not collected (refer to Article #7, Section 2).

Article II  Duties of Officers:

Sec. 1 The regular term of office of all officers shall commence at their election at the meeting at which they are elected.

Sec. 2 The duties of all officers shall be such as are implied by their respective titles and such specified in these by-laws.

Sec. 3 Chair: shall appoint all standing committee subject to approval of the other officers of the committee.

Sec. 4 Vice Chair: shall stand in for the chair when it is deemed necessary and to do routine duties assigned to him or her by the chair.

Sec. 5 Executive Director: shall keep an accurate classified list of membership of the committee, with the address and telephone numbers of each member; receive all money due to the committee.

He or she must also notify all officers of their election and committees appoint and conduct the correspondence of the committee.

Sec. 6 Both advisors are required to attend all meetings barring an excused absence.

Article III  Privileges and Responsibilities of Committee Members

Sec. 1 All members are expected to attend meetings except when they have given the chair advanced notice. A replacement
member from his or her team is expected to be present in his or her place.

Article IV  Subcommittees

Sec. 1  There are five standing subcommittees consisting of three members each: Make-A-Wish, Community Service, SAAC Room, SAAC Mixer/Community Engagement, Promotions/Homecoming.

Sec. 2  The Make-A-Wish subcommittee shall be in charge of coordinating fundraising efforts throughout the year to raise money for the Make-A-Wish Foundation.

Sec. 3  The Community Service committee shall organize community service projects throughout the year. It is also the responsibility of this committee to organize fundraisers as required by the NCAA.

Sec. 4  The SAAC Mixer/Community Engagement subcommittee will be responsible for the planning and coordinating of the annual SAAC Mixer as well as making sure Michigan Tech student-athletes are continuing to reach out to the local community.

Sec. 5  The SAAC Room committee shall be in charge of the committee room and its furnishings and make recommendations for improvement and clean up after every meeting.

Sec. 6  The Promotions committee shall be in charge of promoting athletic events to both the community and the student body.

Article V  Meetings

Sec. 1  Regular meetings shall be held every other Tuesday at 8:30 PM in the BEGG Conference Room.

Sec. 2  The order of business shall be:
   a.  Call to Order
   b.  Reading of Minutes
   c.  Roll Call
   d.  Officers' Reports
      1.  Chair
      2.  Vice Chair
      3.  Executive Director
e. Standing Committees’ Reports
   1. Make-A-Wish
   2. Community Service
   3. SAAC Mixer/Community Engagement
   4. SAAC Room
   5. Promotions
f. Reports of Special Committees
g. Old Business
h. New Business
i. Adjournment

Article VI Plan of Work

Sec. 1 The general subject of study and plan of work shall be decided by vote of the committee.

Article VII Fiscal Year

Sec. 1 The fiscal year shall be July 1st through June 30th, the same as the university fiscal year.
Great Lakes Intercollegiate Athletic Conference
Student Athlete Advisory Committee

CONSTITUTION & BYLAWS

Overview

A critical step toward establishing a positive and successful conference is the academic and social development of every student-athlete involved. Pursuant to the NCAA Division II guiding principles for a model Division II conference, all conferences shall have an active conference Student-Athlete Advisory Committee (SAAC) that represents the concerns and ideas of the conference’s student-athletes and is committed to student-athlete welfare.

The Great Lakes Intercollegiate Athletic Conference Student-Athlete Advisory Committee shall represent a collective voice for all student-athletes within the GLIAC. The GLIAC SAAC will consist of members from each institution within the conference. The GLIAC SAAC will meet twice each year to discuss issues that impact the development of student-athletes. An member of the GLIAC office staff will be assigned to serve as liaison to the SAAC.

Philosophy

All student-athletes involved in the GLIAC SAAC must realize the unique role and special influence that student-athletes have on society. An effective GLIAC SAAC will help in the positive branding and imaging of the conference while also illuminating the conference membership. The procedures and programs established should be constructed with a positive set of beliefs that all athletic participants are valued as human beings first and as an athlete second; therefore, all participants are entitled to respect, dignity and opportunities to develop as a whole and healthy person.

Our society affords athletes several programs and rewards not afforded the general population. It is, therefore, expected that student-athletes conduct themselves in a responsible and legal manner. Similarly, society has a right to expect student-athletes to lead a clean, productive and healthy life style. The promotion of learning, passion, resourcefulness, service, balance, and sportsmanship are important and valuable because they enhance individual and team performance, and improve the character of each person.

As the GLIAC SAAC, we also consider it our duty to work alongside conference and institutional athletic administrators to develop and implement comprehensive and practical systems to protect and enhance both the student-athlete image and overall student-athlete experience.
Article I: Name

The name of this group will hereafter be known as the Great Lakes Intercollegiate Athletic Conference (GLIAC) Student-Athlete Advisory Committee (SAAC).

Article II: Purpose

The purpose of the GLIAC SAAC shall be:

- To unite and assist in the development of institutional SAAC’s.
- To develop and create programs that will enhance and safeguard student-athlete well-being.
- To build a sense of commitment and loyalty for the GLIAC membership.
- To promote student-athlete involvement.
- To generate and maintain a student-athlete voice within the conference.
- To solicit student-athlete response to proposed NCAA legislation.
- To maintain a strong commitment to service in our region and communities

Article III: Membership

The GLIAC SAAC shall be comprised of at least one institutional SAAC member from each member institution. Active participation from members is essential to the success of the group.

Article IV: Officers

1. Executive Board

   The executive board of the GLIAC SAAC shall not consist of two members from an institutional SAAC.

2. Officers

   The officers of the GLIAC SAAC shall be: Chair, Vice Chair, and Representative to the NCAA Division II National SAAC. The Chair and Vice Chair shall serve a term of two years while the term of the Representative to the National SAAC shall be determined by the guidelines set forth by the National SAAC.
3. Duties of Officers
   a. Duties of the Chair
      i. Preside over all GLIAC SAAC meetings.
      ii. Steer the committee in a direction that ensures that the committee’s goals are met.
      iii. Organize all correspondence among committee members and campus SAAC advisors regarding upcoming meetings and materials.
   b. Duties of the Vice Chair
      i. Fulfill the duties of chair in the event that the chair is not able to do so.
      ii. Aid the chair in preparing meeting agendas and materials.
      iii. Take the lead in organizing community service and professional/personal development activities to take place at meetings.
      iv. Prepare the minutes for each meeting.
      v. Guide discussion and keep order at each meeting.
   c. Duties of the Representative to the NCAA Division II National SAAC
      i. Attend all National SAAC meetings
      ii. Appropriately represent the student-athletes of the Great Lakes Intercollegiate Athletic Conference at all times.
      iii. Give regular feedback to the committee regarding the happenings and potential issues at the national level.
      iv. Distribute annual legislative materials to all member institutions in a timely manner.
      v. Be available to answer any questions that members may have regarding proposed legislation.

Article V: Meetings

1. Regular meeting: The GLIAC SAAC will meet at once each semester. The meetings will be held at the GLIAC Office located in Bay City, MI.
2. Parliamentary Procedure: All regular and special meetings of the GLIAC SAAC will be conducted according to Robert’s Rules of Order.
3. Voting: Each institution is permitted one vote.

Article VI: Advisors

The GLIAC SAAC shall be advised by at least one member of the GLIAC Office staff. The advisor will be responsible for assisting the GLIAC SAAC with achieving their goals. They will also make reports to the Presidents and Athletics Directors within the conference regarding issues that require attention and/or action.
Article VII: Amendments

Amendments to the constitution can be made by presenting the proposed amendment at an in-person meeting and having the proposed amendment pass with a 2/3 vote of the active membership present at the meeting.