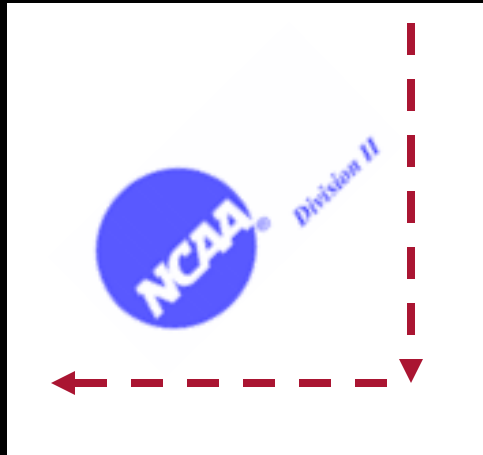
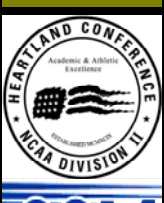
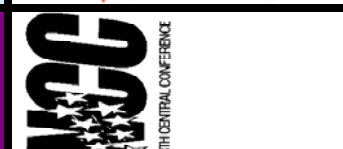


Conference Guidelines



SAAC Edition

Student-Athlete Advisory Committee



October 2004

To: Division II Conference Offices and Student-Athletes.

From: Mike Racy
Vice-President for Division II.

Subject: NCAA Conference SAAC Guidelines.

One of the pillars of the Division II strategic plan is a recognition that conferences play an important role in the success of the membership division, and the belief that Division II conference operations should have enough in common that they are recognizable one to another. The division's strategic plan attempts to direct resources to conference structures so that operations are similar and conferences are positioned to participate in the division's achievements.

One area that is especially critical is the role that student-athletes play in the governance of Division II and at the conference level. The NCAA Constitution requires Division II member schools to have active Division II student-athlete advisory committees (SAACs) and member conferences to have engaged, representative SAACs. This document is designed to assist conferences in fulfilling this requirement.

This is the most comprehensive resource book that the NCAA has ever produced for conference Student-Athlete Advisory Committees. This work was the result of an initiative by the national Division II SAAC, and much of the information represents specific requests from conference administrators the past few years as they attempt to comply with NCAA Bylaw 3.3.4.4 (Condition of Membership--Conference SAAC).

The book is designed to assist conferences in establishing and/or supporting the work of a conference SAAC. The goal is to have every Division II conference achieve the recognition of a "model conference SAAC." You will find many helpful tips and ideas to implement as you seek to achieve this objective.

This document represents the collection of numerous ideas and suggestions for conference SAACs. As you review and use this information, feel free to share your success stories so that your positive experiences can be shared in the next edition of this publication.

Thanks again to the staff and student-athlete leaders associated with the Division II SAAC for making this publication a priority. Special thanks to Kaitlin Huber with the NCAA governance staff for organizing this work and producing it in the format that you will review!

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BASICS BOULEVARD

- **What is SAAC?**
- **History of SAAC**
- **Purpose of SAAC**
- **SAAC Flowchart**
- **Connection to NCAA /Conference Office**
- **Committee Membership**

What is SAAC?

A student-athlete advisory committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations and policies that affect student-athletes' lives on NCAA member institution campuses. Presently, there are separate national SAACs for NCAA Divisions I, II and III. NCAA legislation mandates that all member institutions 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 welfare. The initial national committee was comprised of student-athletes from all membership divisions for the purpose of ensuring 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 institutions. In August 1997, the NCAA federated along divisional lines. The federation caused the SAAC to expand to three SAACs representing NCAA Divisions I, II and III.

Each national divisional committee is comprised of both female and male student-athletes charged with the responsibility of assisting in the review of NCAA proposed legislation and representing the voice of the student-athlete in the NCAA governance structure. This is accomplished by providing student-athlete input on issues related to student-athlete welfare that are division-specific. (Federation has increased student-athlete participation in the governance process of intercollegiate athletics by increasing the number of SAAC members from the former Association-wide committee of 28 student-athletes to a sum total of 79 members serving on the national Divisions I, II and III committees).

The input of the respective Divisions I, II and III SAACs continues to be sought by a variety of constituencies within the Association. Student-athlete committee members have the opportunity to speak with their respective NCAA Management Councils, and the Divisions II and III SAACs continue to speak to legislative issues on the NCAA Convention floor.

Purpose

The purpose of the student-athlete advisory committee may vary across conferences and institutions. However, the following five points reflect the primary purposes of SAAC and should serve as a guideline when developing the SAAC's strategic plan.

- Generate a student-athlete voice within the institution
- Solicit student-athlete response to proposed NCAA legislation
- Suggest potential NCAA legislation
- Organize community service efforts
- Create a vehicle for student-athlete representation on campus-wide or conference-wide committees

NCAA Division II SAAC Organizational Chart

National Student-Athlete Advisory Committee

(1 representative from each conference, 1 representative from the independent institutions, 2 at-large representatives from the membership, 2 liaisons from Management Council, 1 liaison from Presidents Council)

California Collegiate Athletic Association
 Carolinas-Virginia Athletics Conference
 Central Atlantic Collegiate Conference
 Central Intercollegiate Athletic Association
 Great Lakes Intercollegiate Athletic Conference
 Great Lakes Valley Conference
 Great Northwest Athletic Conference
 Gulf South Conference
 Heartland Conference
 Lone Star Conference
 Mid-America Intercollegiate Athletics Association
 New York Collegiate Athletic Conference

North Central intercollegiate Athletic Conference
 Northeast-10 Conference
 Northern Sun Intercollegiate Conference
 Pacific West Conference
 Peach Belt Conference
 Pennsylvania State Athletic Conference
 Rocky Mountain Athletic Conference
 South Atlantic Conference
 Southern Intercollegiate Athletic Conference
 Sunshine State Conference
 West Virginia Intercollegiate Athletic Conference
 Division II NCAA Independents

NCAA Committee Liaisons

Becky Ahlgren Bedics
 Kim Ford



Communication flows both ways.

Conference Student-Athlete Advisory Committee

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



Communication flows both ways.

Campus Student-Athlete Advisory Committee

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

Connection to NCAA and Conference Office

In 1995, NCAA member colleges and universities adopted legislation mandating that each institution create a Student-Athlete Advisory Committee. In addition, every conference must also create its own committee. Each institution's student-athlete advisory committee has a communication link with the national Student-Athlete Advisory Committee, either directly or through a conference student-athlete advisory committee. If your campus or conference does not yet have a committee in place, please note the bylaws below which require one.

Committee Membership

The membership of the Student-Athlete Advisory Committee should be representative of the diversity of your conference institution's population and involve representatives from diverse sports. Each member serves as a liaison between the committee and his or her individual institution.

NCAA Bylaws

3.3.4.4 Conference Student-Athlete Advisory Committee

Each active member conference shall establish a student-athlete advisory committee for its member institutions' student-athletes. The composition and duties of the committee shall be determined by the conference. (Adopted: 1/13/98 effective 8/1/98)

3.3.4.4.1 Annual Meeting

The member conference shall conduct at least one in-person meeting annually of its conference student-athlete advisory committee. (Adopted: 1/13/03)

3.3.4.4.1.1 Failure to Conduct a Conference Student-Athlete Advisory Committee Annual Meeting

If an active member conference fails to meet the conditions set forth in Constitution 3.3.4.4.1 during a given year, the conference shall immediately be placed on probationary status during the subsequent academic year and would not be eligible for the conference grant that is designated for the enhancement of the conference student-athlete advisory committee. If the conference fails to meet the conditions set forth in Constitution 3.3.4.4.1 during the probationary year, the conference may be reclassified immediately as a corresponding member. (Adopted: 1/13/03)

PLAYERS

NCAA Liaison

National SAAC Representative

Conference Liaison

Executive Board

Conference SAAC Representative

Institution Liaison

NCAA Liaison



The NCAA national office liaisons to the SAAC facilitate the national SAAC's efforts by providing leadership, administrative and managerial resources 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 institutional, conference and national SAACs. The conference SAAC representative should be aware of issues and updates from both the conference and the NCAA, which affect all the institutions, conferences, and student-athletes. Independent and at-large representatives to the national SAAC will be held to the same attendance and communication requirements as conference SAAC representatives where applicable.

Conference Liaison



The role of the conference SAAC liaison is to oversee development of the agenda, perform administrative responsibilities such as keeping the minutes and roster, manage the budget and perhaps manage a list serve comprised of conference SAAC representatives. It is a challenging balance between being the leader of the meeting and being a resource for the meetings; however, the liaison's responsibility is to be a resource and guide for the student-athletes as they set their own agenda and complete their tasks.

Executive Board



The NCAA recommends the creation of an executive board to oversee the operation of your student-athlete advisory committee. Traditional board member positions include chairperson, vice chair, secretary/treasurer and chairpersons of any standing subcommittees. All of these positions should be held by student-athletes.

Duties of the Executive Board

Chair

- Presides over meetings
- Serves as liaison to the conference office
- Functions as spokesperson from conference student-athletes to the community and the rest of campus

Vice Chair

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

Secretary

- Responsible for keeping attendance records
- Responsible for a summary of the minutes of the meetings, if so desired by anyone from the administration

Treasurer

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

Conference SAAC Representative



The role of the conference SAAC representative is to be present and an active participant at all institutional and conference SAAC meetings, have an open communication line with the conference commissioner, and work as a liaison between the institution and conference SAACs. The conference SAAC representative will be aware of issues and updates from both the conference and the NCAA, which affect all the institutions, conferences, and student-athletes.

Institution Liaison



Similar to the role of the conference liaison, the role of the institutional SAAC liaison is to oversee development of the agenda, perform administrative responsibilities such as keeping the minutes and roster, manage the budget and perhaps manage a list serve comprised of institutional SAAC representatives. It is a challenging balance between being the leader of the meeting and being a resource for the meetings; however, the liaison's responsibility is to be a resource and guide for the student-athletes as they set their own agenda and complete their tasks.

Institution's SAAC Representative



The role of the institution's SAAC representative is to be present and an active participant at all institutional SAAC meetings as well as have an open communication line with fellow institutional SAAC members and work as a liaison between the student-athletes and the institution's SAACs.

NATIONAL SAAC AVENUE

- **Mission**
- **Guiding Principles**
- **Governing Rule**
- **Responsibilities/Expectations**

Mission Statement

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

Guiding Principles

The Division II SAAC will be guided by the following principles: ethics, integrity, fairness and a respect for diversity, which shall include attention to gender, ethnicity and sport.

Governing Rule

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

Responsibilities and Expectations

- Members must be active in their campus and conference SAACs in order to have an informed opinion to bring to the DII National SAAC.
- Members are accepting the responsibility of representing over 60,000 Division II student-athletes.
- Members should understand that the Division II national SAAC represents conferences and independent institutions.
- Members must remember that they are representing the entire National Collegiate Athletic Association and are expected to conduct themselves in a professional manner.
- It is the responsibility of the SAAC members to become informed and educated about the various issues affecting Division II.
- At all times, SAAC members must keep their campus and conference committees educated about the issues at hand.
- Because of their involvement at the local and at the national level, the SAAC members must act as leaders and liaisons for SAAC members within their conferences.
- Alcohol may be available at some NCAA functions. Alcohol use for individuals under the age of 21 is illegal in all fifty 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.
- The committee will handle any necessary disciplinary actions.

- Attendance
 - **Attendance at all SAAC meetings (including the Summit) is required.** Absences are excusable only in the following cases: family emergencies and athletics competition occurring during the scheduled meeting or for academic reasons.
 - **Two unexcused absences are cause for dismissal.**

- If an individual plans to miss a meeting, he or she must inform Becky Ahlgren-Bedics, primary NCAA staff liaison to DII SAAC, regarding his or her planned absence.
- **A written notice explaining a missed meeting must be forwarded to Becky Ahlgren-Bedics, primary NCAA staff liaison to the DII SAAC before the meeting occurs.**
- The SAAC member is required to refer relevant campus and conference issues to the full committee prior to a missed meeting.
- At the conclusion of a missed national SAAC meeting, it is the absent member's responsibility to contact a SAAC member to discuss the agenda items that were covered during the meeting.

Division II Strategic Plan

A collection of leaders from Division II institutions and conferences recently examined the division's three-to-five-year future and considered how to link the longstanding Division II strategic plan with the Association-wide plan.

To accomplish this task, the Division II leaders – presidents, conference commissioners, athletics directors, senior woman administrators, faculty athletics representatives, coaches and student-athlete representatives – identified seven specific Division II goals.

The Student-Athlete Advisory Committees, at all levels, have been charged with the responsibility of two of these goals.

Goal No. 1: Division II student-athletes will be enriched by a collegiate athletics experience that features a safe and well-balanced environment, equitable treatment and a commitment to sportsmanship.

Goal No. 2: Division II institutions and member conferences will be active participants in the governance and management of Division II intercollegiate athletics, and the gender and ethnic diversity of coaches and administrators will help strengthen the Division II governance structure and the institutional environment for Division II student-athletes.

It may be helpful for conference SAACs to develop a strategic plan to ensure that (1) major concerns are identified and addressed incorporating the above stated goals ; (2) priorities are established to focus effort and attention on the most urgent and important issues; and (3) the best possible use is made of finite resources. Properly done, it will have positive benefits for many years.

For more information on the Division II Strategic Plan, please use the link below:
http://www1.ncaa.org/membership/governance/division_II/d2_planning/updatedstrategicplan.

CONFERENCE SAAC INTERSECTION

- **MISSION STATEMENT**
- **CONSTITUTION**
 - **Purpose**
 - **Selection Process**
 - **Attendance Policy**
 - **Officers**
 - **Robert's Rules of Order**
- **Conference SAAC Successes**

Mission Statement

It is important for every conference SAAC to have a mission statement. This statement defines the purpose and importance of having a Student-Athlete Advisory Committee at the conference level. In order to convey a clear consistent message to the student-athletes, it is essential to have a mission statement which correlates with the national SAAC mission statement.

Below are a few examples of NCAA conference SAAC mission statements.

Mid-America Intercollegiate Athletics Association (MIAA) SAAC

“The mission of the MIAA SAAC is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare, maintaining athletic integrity, acting as a liaison between student-athletes and the administration, and fostering a positive student-athlete image.”

Heartland Conference SAAC

“The Heartland Conference Student-Athlete Advisory Committee is established by the authority of the athletic departments of the member institutions of the Heartland Conference to receive information from appropriate sources and to act on matters pertaining to the welfare of the student-athletes of the Heartland Conference.”

Sunshine State Conference SAAC

“To receive and discuss information regarding matters affecting the well-being of student-athletes affiliated with the Sunshine State Conference and to convey judgment on these matters to the appropriate parties.”

Constitution

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 Student-Athlete Advisory Committee. They will provide a set of rules that current and future members of the organization can follow.

Conference SAAC bylaws should include, but are not limited to, the following information:

- Purpose
- Selection Process
- Attendance Policy
- Officers
- Robert’s Rules of Order

Purpose

The bylaws should state the purpose or mission of the organization in order to give the SAAC consistent direction. This may or may not be the same as the mission statement described above.

Selection Process

The SAAC selection process may vary across conferences. However, the main goal of the selection process remains the same...*to afford consistent representation of each institution at each conference SAAC meeting.*

The selection process is divided into two areas.

- Nominations
- Vacancies

Nominations

Nominations for SAAC representatives may vary across conferences. Some institutions may designate the chair and vice-chair of their campus SAAC as their conference SAAC representatives, while other institutions may purposely select representatives other than their chair and vice-chair. By selecting other SAAC members as conference representatives, an additional opportunity becomes available for leadership within the organization. Again, the goal is consistent representation from each institution to the conference SAAC.

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 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 SAAC:

- Gender
- Ethnicity
- Sport
- Year in school

Vacancies

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

1. A SAAC member should notify his or her conference liaison at least one semester/quarter prior to anticipated departure.
2. The conference liaison should send a letter to the institution as soon as there is a known vacancy from that institution. This letter should include selection criteria, committee responsibilities and expectations.

Attendance Policy

Institutional 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:

1. Institutional 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 for extreme academic reasons.
2. Two unexcused absences are cause for dismissal.
3. If an individual plans to miss a meeting, he or she must inform the conference commissioner or designee regarding his or her planned absence prior to the meeting.
4. The SAAC member is required to refer relevant campus issues to the full committee prior to a missed meeting.
5. At the conclusion of a missed SAAC meeting, it is the absent member's responsibility to contact a fellow SAAC member to discuss agenda items covered during the meeting.

Officers

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 specific job descriptions for each position, terms of office, and election procedures. It is recommended that each member of the Executive Board represent a different institution within the conference.

Robert's Rules of Order (Appendix A)

There should be an established order of speaking, voting and proposing motions at each conference SAAC meeting. The recommended method is Robert's Rules of Order. We encourage the use of Robert's Rules of Order because it is used at the national SAAC meetings; however, conference SAACs are free to use any method that establishes protocol and keeps order.

Conference SAAC Successes

It is important for every conference SAAC to become involved in various activities in and around their community, such as community service, fundraising or NCAA governance education. Below are a few examples of activities in which conference SAAC members have been involved.

*The GLVC SAAC created the SAAC Challenge which challenges institutional SAACs to raise money for a common goal. The GLVC SAAC has made contributions to the American Cancer Society, Latin American World Missions and the US Association of Blind Athletes since the 2002-2003 academic year.
– Camie Bechtold, Great Lakes Valley Conference*

One of the best accomplishments with our conference SAAC occurs every time we meet. It is the one time student-athletes from rival institutions come together and discuss how we can make the total student-athlete experience better for our conference. If one institution is having a conflict with their campus SAAC...another institution is right there to throw out ideas on how their campus SAAC can be more productive. – John Semeraro, Sunshine State Conference

I have been the National SAAC representative and Northeast-10 Conference SAAC chair for the past three years and my favorite thing that we have done thus far has been to participate in Operation Shoebox. This was a community service project we did at our spring 2003 meeting. We collected non-perishable items, and stuffed shoe boxes with these items to be sent overseas. We as a conference SAAC also made it a goal to raise the most money nation-wide for the Make-A-Wish fundraiser this past year. Each school committed to raising a minimum of \$500 in order to surpass the conference goal of \$5,000. The Northeast-10 exceeded its goal by over \$1500, leading to a grand total of more than \$6500 dollars! – Nicole DeBlois, Northeast-10 Conference

On an annual basis the NCAA compiles a list of the various activities in which conference SAACs have taken part in. The NCAA encourages conference SAACs to share any successful activities with the rest of the membership. Please contact Becky Ahlgren-Bedics (bahlgren@ncaa.org) at the NCAA to share any of your SAAC activities.

Student-Athlete Advisory Committee

Sample Conference Constitution

(This document can be modified for campus SAAC use.)

Article I.

Name: The Student-Athlete Advisory Committee (SAAC) is a committee composed of student-athlete representatives for their particular sport.

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 student-athlete advisory committee is composed of one representative (and an alternate) from each institution. Each member serves as a liaison between the committee and his or her 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: Chair, Vice-Chair, Secretary, and Treasurer.

Article V.

Meetings:

Section 1: The SAAC will meet once per semester at a time and place 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 he or she desires.

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: Three (3) 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-third's 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 membership may have time to ponder the amendment proposal.

Article VII.

Non-discrimination Statement: This committee will not discriminate upon race, age, gender, religion, or sport.

Purpose and Role of the SAAC:

1. To promote healthy and constant communication between the student-athletes at the conference institution and the conference administration.
2. To give the student-athletes an opportunity to communicate suggestions, needs, wants, praise, and problems to the conference administration.
3. To encourage more student-athlete involvement in community service projects, both on campuses and within the communities.
4. To design programs that will encourage academic success, health promotion, social responsibility, and general awareness of the needs of student-athletes within the conference.

Role of Conference Administration

Members of the conference administration are welcome to sit in on any and all meetings unless the President of the SAAC asks the administration not to be present for an appropriate reason. In this case, only student-athletes will attend the meeting.

Qualifications

For a student-athlete to serve as a representative on the SAAC, that student-athlete must have academic eligibility during his or her membership in the committee.

Voting and Elections

All executive board-elected positions will be chosen during the last meeting of the year and the term will be for a full scholastic year.

Section 1: An official is elected when he or she receives the most votes during an election.

Section 2: Impeachment of an elected official can take place when two-thirds of the membership vote for impeachment. Two-thirds of the committee 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.

Section 3: On votes concerning student-athlete issues and the steps that should be taken to deal with these issues, every institution will have one vote and the action of the committee will be what the majority votes for.

Duties of the Executive Board

Chair

- a. presides over meetings
- b. serves as liaison to the institution
- c. function as spokesperson from the conference SAAC to the national SAAC and other intended parties.

Vice Chair

- a. presides over meetings when president is absent
- b. oversees subcommittees that may be formed as a response to the needs of the conference SAAC.
- c. exercises all functions of the president in the absence of the president

- d. performs all duties which are required of the office by the committee.

Secretary:

- a. responsible for keeping attendance records
- b. responsible for a summary of the minutes of the meetings if so desired by anyone from the administration.

Treasurer

- a. responsible for submitting budget requests
- b. responsible for keeping written records of any money spent and/or taken in by the conference student-athlete advisory committee.

Division II Philosophy Statement

Members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational welfare of the participating student-athlete is of primary concern.

Members of Division II support the following principles in the belief that these objectives assist in defining the division and the possible differences between it and other divisions of the Association. This statement shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences. A member of Division II:

- Believes in promoting the **academic success** of its student-athletes, measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body;
- Believes that participation in intercollegiate **athletics benefits the educational experience** of its student-athletes and the entire campus community;
- Believes in offering **opportunities** for intercollegiate athletics participation consistent with the institution's mission and philosophy;
- Believes in **preparing student-athletes** to be good citizens, leaders and contributors in their communities;
- Believes in **striving** for equitable participation and **competitive excellence**, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors;
- Believes in **scheduling** the majority of its athletics competition with other members of Division II, insofar as **regional qualification**, geographical location and traditional or conference scheduling patterns permit;
- Recognizes the need to "**balance**" the role of the athletics program to serve both the campus (participants, student body, faculty-staff) and the general public (community, area, state);
- Believes in offering opportunity for participation in intercollegiate athletics by awarding **athletically related financial aid** to its student-athletes;
- Believes that **institutional control** is a fundamental principle that supports the educational mission of a Division II institution and assumes **presidential involvement and commitment**. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget, and compliance with and self-enforcement of NCAA regulations is an expectation of membership; and
- Believes that all members of Division II should **commit** themselves to this philosophy and to the regulations and programs of Division II.

COMMUNICATION AVENUE

- **SAAC Roster**
- **Campus Contact/Liaison Roster**
- **List Serve**
- **Web site**
- **Conference SAAC Mentor Program**

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

Outcomes and objectives of frequent communication among SAAC members and the conference offices include:

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

Effective communication tools are very accessible, especially in today's world of technology. Below are a few suggestions by which conference SAAC representatives can stay in contact with one another, as well as with the conference office.

SAAC Roster

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

Campus Contact/Liaison Roster

Maintaining accurate campus contact/liaison information is critical in the SAAC communication process. The following is a list of the individuals that should be included on the conference SAAC contact list.

- athletics directors
- senior woman administrators
- faculty athletics representatives
- conference SAAC representatives
- campus SAAC liaisons

These individuals can assist their school's representative with communication and dissemination of information from the conference office. The suggested contact information should include, but is not limited to, the following items:

- Name (First, Last)
- Institution
- Term (of conference SAAC representative)
- Address
- Phone (home, cell, etc.)
- E-mail address

List Serve

Once a contact list has been established, it is recommended that the conference use a list serve to aid in SAAC communication. A list serve allows everyone to receive e-mails from one another by typing in one address. At the national level, a list serve is the main form of communication between meetings and allows everyone the opportunity to give valuable feedback regarding a number of issues. Several large search engines will allow you to set up a list serve without charge.

Website

Having a SAAC link on the conference web site is an important aspect of building a successful conference SAAC. This link provides access to information regarding the committee as well as its members. It also allows the committee to solicit feedback and showcase all the many accomplishments the SAAC has achieved. The conference office web designer or sports information director can help you build your SAAC web site. The SAAC website should be reader-friendly and provide student-athletes with the latest information regarding the “SAAC happenings” in their conference.

The following includes suggested features of a SAAC web site:

- ★ Conference SAAC’s mission and purpose
- ★ Conference SAAC roster with pictures of the campus representatives
- ★ Contact information for conference SAAC members
- ★ Links to conference schools
- ★ Link to the NCAA National SAAC web site (www.ncaa.org/d2saac)
- ★ Community service link with ideas and pictures of community service projects
- ★ Other links that may be unique to your conference

Conference SAAC Mentor Program

The concept and implementation of a campus SAAC is still fairly new to many institutions across the country. A conference-sponsored mentoring program allows schools that are still developing their SAAC on campus to partner with another, more developed, SAAC. The mentor SAAC can assist the mentee SAAC with creating bylaws and constitutions, establishing a regular meeting schedule and providing other assistance as needed. If your SAAC is willing to take part in the SAAC Mentor Program, please contact Becky Ahlgren-Bedics (bahlgren@ncaa.org) at the NCAA national office.

MEETING LANE

- **General Information**
- **Dates**
- **Format (Types of meetings)**
- **Transportation/Expenses**
- **Schedule**
- **Agenda**

General Information

By definition, the college student population is a transient one, with an average tenure of four to five years at the institution. It follows, then, that Student-Athlete Advisory Committees traditionally have a high turnover rate. 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 demographics. Running an efficient, effective and consistent meeting will enable each conference to perform this task.

Date of Conference SAAC Meetings

Fall meetings

When scheduling fall meeting dates, conference SAACs should try to hold their meeting at the end of October or beginning of November. As part of the Division II legislative process, each national SAAC representative presents proposed legislation to representatives from each institution for feedback. The feedback is due to the national SAAC member by mid November in preparation for the NCAA Convention in January. Meeting at this time will allow for distribution and collection of campus grids in preparation for the conference meeting.

Spring meetings

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

Meeting Formats

There are three ways to conduct a Conference SAAC Meeting.

1. In-person (required annually by bylaw 3.3.4.4.1)
2. Conference Call
3. Video-conference

Conference calls and video-conferences are a great way for subcommittees to meet and discuss critical issues that arise, without having the time and expense of an in-person meeting. These types of meetings allow instant responses from the members of the committee. A conference call or video-conference can be a way to plan conference meetings and organize big events when the student-athletes are separated by distance, or even on the road. The conference office should be able to subscribe to a communications service and facilitate these meetings.

Transportation/Expenses

Often times SAAC members provide their own transportation to and from the conference SAAC meetings. Conferences should check their insurance coverage/legal counsel to clarify liability.

Schedule

The purpose of a schedule is to structure the events of the meeting. It is important for the participants to know when and where they need to be at all times. Include outside speakers at the meetings and provide time for community service and/or social time.

SAMPLE
GLVC SAAC
Tentative Schedule

All Meeting Rooms are in the University of Indianapolis Schwitzer Center

Tuesday, May 25, 2004

| | | |
|-----------------|---|------------|
| 6:30pm – 8:30pm | Reception for all student athletes, athletic directors, senior woman administrators, and faculty athletic representatives | Ober 1&2 – |
|-----------------|---|------------|

Wednesday, May 26, 2004

| | | |
|--------------------------|--|---------------------------------|
| <i>8:00am</i> | <i>Continental Breakfast</i> | Schwitzer Ctr. |
| <i>8:15am – 9:05am</i> | <i>Creative Resources Group Career Seminar</i> | SC005 |
| <i>9:05am – 10:00am</i> | Question and Answer | SC005 |
| <i>10:00am – 10:30am</i> | CRG Topic Area (TBA – Resume, interview, etc) | SC005 |
| <i>10:30am -10:45am</i> | <i>Break</i> | |
| <i>10:45am -12:15</i> | SAAC Discussions Topics: 2003-2004 GLVC voting proposals DII Action Academy Review/CD-Rom How to Promote athletic and SAAC events SAACs Voice on your campus | |
| <i>12:15pm – 1:00pm</i> | <i>LUNCH</i> | <i>Ober 2</i> |
| <i>1:00pm – 3:00pm</i> | <i>Open Gym (play basketball, volleyball, soccer etc.)</i> | <i>Ruth Lilly Center</i> |
| <i>3:10pm</i> | <i>Load Bus for Community Service</i> | <i>Behind Ruth Lilly</i> |
| <i>3:30pm</i> | <i>Community Service</i> | <i>Lilly Boys and Girl Club</i> |
| <i>5:30pm</i> | <i>Return from Community Service</i> | |
| <i>7:30pm</i> | <i>GLVC Annual Awards Banquet</i> | <i>Schwitzer Ctr.</i> |

Thursday, May 27, 2004

| | | |
|-------------------------|--|---------------|
| <i>7:30am – 8:00am</i> | <i>Continental Breakfast</i> | SC Foyer Area |
| <i>8:00am – 11:00am</i> | <i>GLVC SAAC Meeting</i> <i>- For GLVC SAAC members</i> | SC 011 |

Agenda

The purpose of the agenda is to structure the meeting. Its' goal is to organize meeting topics so that issues are addressed in an orderly manner, usually allowing more pressing issues to be allotted more time. Agendas should be printed and distributed to conference SAAC members at least a week ahead of time for their review. There are many sections to an efficient agenda, including the following:

- 1) Welcome. An introductory segment whereby new members are introduced and welcomed to the group before proceeding to other business.
- 2) Minutes. Minutes are kept to create a permanent record of meeting schedules, discussions and action items. They become an excellent reference source for groups with transient membership (such as SAACs). It is a good idea to review the minutes of previous meetings at the beginning of each meeting to see if there are any outstanding issues that need to be addressed.
- 3) Updates. It is important for each committee member to provide updates on issues, concerns and actions that have taken place on his or her campus. It is also important to have reports from conference SAAC subcommittees and other interested parties. Conference SAAC meetings should have three types of updates:
 - a) National SAAC updates, whereby issues pertaining to the activities of the National SAAC are discussed. The National SAAC representative should lead this update, and issues of importance should be taken back to the next National SAAC meeting, or addressed on the National SAAC list serve.
 - b) Institutional SAAC updates, whereby the following are discussed: current campus issues and activities, community service opportunities and upcoming events.
 - c) Conference SAAC initiative updates, whereby issues of importance to the running of the conference SAAC are discussed (e.g., member selections, future meeting times and dates, conference-wide community service projects).
- 4) New Business. Current issues and concerns that affect the conference and the student-athletes within it should be discussed. Topics of discussion for this section should be solicited from committee members and the conference office and added to the agenda prior to the meeting.

SAMPLE

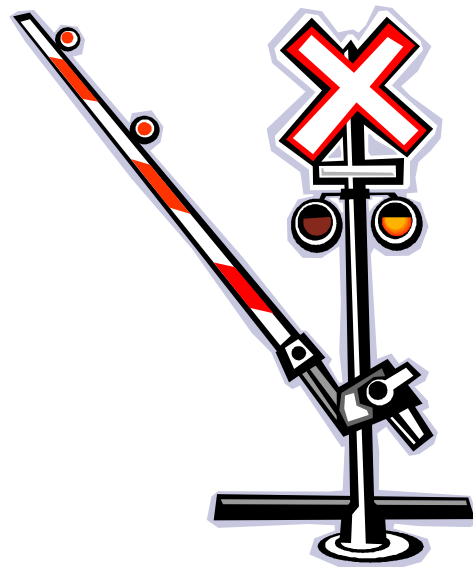
Sunshine State Conference SAAC Meeting Agenda

1. Attendance
2. Review of Minutes
3. Commissioner's Report
 - a. Championships Improvement
 - b. Sportsmanship
4. National Representative's Report
 - a. Make-A-Wish Fundraiser Update
 - b. Spring Sports Festival
 - c. Action Projects from Leadership Action Academy
 - d. NCAA National Convention Report
5. Campus SAAC Updates
6. Legislative Review
7. Making SSC SAAC Meetings More Productive
8. New Business
9. Adjournment

RESPONSIBILITIES

RAILROAD

- **Legislative Grids**
- **SAAC Binder**
- **Year-end Report**
- **Community Service**



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 January convention. Many of the issues relate directly to student-athlete well-being, so taking the time to fully discuss each piece with your individual schools' SAAC and as a conference SAAC is very important.

Each national SAAC representative receives the grids electronically and as a hard copy in early fall. The representative will forward the grids to each campus SAAC representative for review. The national SAAC representative then will collect and compile the positions presented by each school and share them with the national SAAC at their November meeting. The positions stated on the compiled grids form the basis for the national SAAC's position papers at Convention. Assistance with this process from the conference office is necessary and greatly appreciated. If you have questions please contact Becky Ahlgren-Bedics (bahlgren@ncaa.org) at the NCAA national office.

Access to the legislative grids:

http://www1.ncaa.org/membership/membership_svcs/saac/d2/2004conventiongrids.pdf

SAAC Binder

Each conference SAAC representative is encouraged to keep a binder of information regarding his or her campus SAAC activities, as well as the agendas, minutes, contact information and notes from the conference SAAC meetings. The binders are brought to conference meetings and used as a reference regarding campus SAAC issues. They also provide a historical record for campus SAAC representatives. It is recommended that the conference SAAC chair and advisor collect and review the binders at the end of the year. This will ensure that the binders are accurate and complete so that they can be passed along to the next representative of that campus.

Below is a sample table of contents.

TABLE OF CONTENTS NORTHEAST-10 SAAC BINDERS

- A. Conference SAAC Advisors**
- B. Northeast-10 Contacts**
- C. A B Cs of Starting a Campus SAAC, Model Conference SAAC**
- D. Examples of Campus school By-laws**
- E. Northeast-10 Conference SAAC Web-Site**
- F. Conference SAAC Meeting Minutes**
- G. Northeast-10 Correspondence**
- H. Campus Meeting Minutes**
- I. Other Items**

Year-End-Report

Each conference is advised to write a year-end report based on the accomplishments, challenges and futuristic goals the conference SAAC may have. In addition, the year-end report should summarize the major legislative pieces that affect student athletes, along with a summary of the strategic plan. The report serves as an historical record for members of the SAAC as well as campus and conference administrators. It also keeps members of the conference updated and coordinated with one another as the conference SAAC looks for ways to enhance the student-athlete experience. It should be sent to conference schools by mid-summer following each academic year.

Community Service

Conference SAAC representatives, by virtue of their roles, are leaders in the athletics realm. However, Division II athletics is also about being a leader in the community. An important part of many conference SAAC meetings involves community service, either at the beginning or end of the meeting. Community service activities serve as team-building, as well as leadership opportunities for the campus SAAC representatives. Here are some examples of community service projects and fundraisers that conference SAACs have sponsored in the past.

- Make-a-Wish Fundraiser
- NCAA YES Clinics
- Boys and Girls Club Afternoon of Learning
- Volunteer at local homeless shelters, food banks, Red Cross, any organization along these lines within the community
- Reading Programs to local school children
- THINK Program
- Junior Athlete Days, where children come to the school for a day and get to spend time and play with the athletes
- Old Shoe Collection
- Canned Foods Drive
- Organ Donor Cards
- College Idols, local schoolchildren shadow a student-athlete around campus for a day
- Toy Drive
- Volunteer at local hospitals
- Special Olympics
- Peer Mentoring
- Adopt a Family at Christmas
- Student-Athlete Appreciation Day
- Girls National Sports Day
- Teddy Bear Drive
- Coats for Kids
- Pen Pal Program, with local schools
- Spare Change and Toiletries Drive
- Blood Drives

DIVISION II ATHLETES MAKING WISHES COME TRUE

By Beth Rosenberg
The NCAA News

Wishes are coming true for more children with life-threatening medical conditions thanks to the hard work and dedication of the Division II Student-Athlete Advisory Committee.

The SAAC is in the midst of an ambitious project to raise thousands of dollars for the Make-A-Wish Foundation -- a charitable organization that has granted more than 110,000 wishes to children with life-threatening illnesses since it was founded in 1980.

What makes the project stand out is that it links a national charity with student-athletes who are acting under the flag of the Division II SAAC. While the organizers don't want to interfere with local fund-raising projects, they do want to tap into the power that a national campaign can provide.

"This is great for the student-athletes," said Division II Vice-President Mike Racy, "but it's also good for Division II and the Association in general because it helps the public understand how community-minded our student-athletes are. I know many people hope this spreads to the other divisions and becomes a signature activity for NCAA athletes."

Nicole DeBlois, a junior volleyball student-athlete at Bentley College, said she came up with the idea to support Make-A-Wish because of the positive impact the organization has on the lives of the children it helps.

"I chose Make-A-Wish because I'd done a lot of research on it, and I think it's a great organization that really allows kids who are sick to get a wish," she said. "We're fortunate to have the abilities we do, and for being healthy. A lot of kids don't have that, and I think the fact that we are working with Make-A-Wish is good because it shows that we want to help those who aren't as fortunate as ourselves."

April Selman, an account manager with Make-A-Wish, said the students' commitment to partner with the organization is unique. Only one other collegiate student group -- Chi Omega sorority -- is working nationally on raising funds for the charity.

Selman said children up to 18 years old can choose wishes in four categories: "Wish to Have," "Wish to Be," "Wish to Meet" and "Wish to Go." She said wishes range from wanting to meet famous celebrities to wanting to go to Disney World. One of the more unique wishes, she said, was from a little boy who wanted to work in a pickle factory because pickles were his favorite food.

Recently, Selman said, a little girl near Charlotte, North Carolina, wished to grant all the other wishes pending in her community. More than \$1 million was raised by local residents to help the girl achieve her wish.

"We have some pretty selfless children out there," Selman said. "It's amazing."



Various Division II institutions have joined the Division II SAAC in conducting fundraisers for the Make-A-Wish Foundation. For example, student-athletes at Clarion University of Pennsylvania sold old uniforms and warm-ups as a way of helping out.

National Make-a-Wish Foundation Contact: Emily Lawson - (800) 722-WISH (9474)
NCAA Contact: Kim Ford - kford@ncaa.org

FUNDING RESOURCES

AVENUE

- **Strategic Alliance Matching Grant**
- **Conference Grants Program**
- **Grant Funds in Action**

Every year, money is available to all Division II conferences to implement and maintain programs and services in areas and positions of diversity, SWA, FAR, SAAC, academic support, technology, student-athlete health and welfare, and student-athlete financial assistance. Two of these grant programs are highlighted below:

The Strategic Alliance Matching Grant

This grant provides funding for Division II institutions and conference offices to enhance gender and ethnic diversity through increasing full-time professional administrative positions in athletics administration.

For more information regarding this grant, visit the website at http://www1.ncaa.org/membership/governance/division_II/samg/index.html#about

You can also contact the program's administrator, Kimberly Ford, at 317/917-6222 or kford@ncaa.org.

The Conference Grant Program through the Division II Budget provides conferences with funding for specific strategic initiatives, including SAAC support

This grant funding enables conference SAACs to support a variety of projects and programs such as:

- attendance at workshops
- attendance at conference meetings
- communication with conference SAAC members and institutions
(via supporting web sites, list servers, etc.)
- involvement and opportunity for community service activities

For more information regarding this grant, contact Mike Racy at mracy@ncaa.org

Grant Funds in Action

The following are examples of conference uses for the Conference Grant Program funds.

California Collegiate Athletic Association

Funding used for travel expenses for conference meetings. Thirty attendees for fall two-day workshop; 20 attendees for spring one-day meeting. CCAA/SAAC sponsored canned food drive with ten institutions participating.

Carolinas-Virginia Athletics Conference

Costs for two SAAC meetings; conference SAAC Web site and establishing an e-mail communications network.

Central Intercollegiate Athletic Association

Money used to develop first all-community works team recognizing superior community service of SAAC members. Also, money was used for SAAC/FAR/SWA/AD luncheon and SAAC advisors meeting. It has set the groundwork for SAAC and a formal retreat is planned for next year.

Great Lakes Intercollegiate Athletic Conference

Distributed to institutions for campus SAAC projects.

Great Lakes Valley Conference

Funding used to cover expenses for Leadership Summit conference. A total of 36 student-athletes registered for the Leadership Summit representing all 11 GLVC member institutions.

Great Northwest Athletic Conference

Conference used money to pay expenses for SAAC members to attend conference meetings. Money also used to assist in the development of conference computer system development of conference Web site. Members are now sharing meeting minutes of individual SAACs with each other via e-mail.

Gulf South Conference

With air and hotel expenses paid by the grant, 17 of 18 student reps attended the meeting in Birmingham. The SAAC had quality time with the commissioner and received a great deal of information about how the GSC operates and why things are handled in a certain way. The SAAC reps shared ideas, which led to new programs on many of the member campuses.

Heartland Conference

Conducted a full-day workshop for SAAC resulting in two schools doing projects.

Lone Star Conference

Money was used for travel and lodging for conference meeting. Also, subgrants to member institutions to enhance campus SAACs. All 15 member institutions represented at conference meeting to discuss proposed NCAA legislation and its effect on student welfare, mutual exchange of community service projects, and programs to initiate to commemorate National Student-Athlete Day in April.

Mid-America Intercollegiate Athletics Association

Expenses to attend two annual meetings. Also, \$150 subgrant to each conference school.

New York Collegiate Athletic Conference

The NYCAC has adopted the largest foster home in the New York metropolitan area, St. Christopher-Otille. Clinics, tee shirts, practice time and tickets to games for over 500 young people were provided. In addition, after many of our competitions, we hosted pizza parties with our student-athletes and the foster children. Also paid for SAAC representative to attend annual conference meeting.

North Central Intercollegiate Athletic Conference

Funds were used for travel expenses to attend the in-person meeting. Also, money was used to cover conference SAAC teleconferences and printing costs for three meetings.

Northeast-10 Conference

The funds were used to plan and organize a day-long meeting for conference SAAC representatives. The conference paid for travel and hotel accommodations, meals, a motivational speaker, reference materials and baseball hats for all SAAC reps.

Northern Sun Intercollegiate Conference

The money paid for lodging and meals for SAAC attending the conference spring meeting. Funds were also used to staff a conference SWA to serve as the SAAC liaison.

Pacific West Conference

Paid for travel expenses for two in-person meetings.

Peach Belt Conference

Attendance at all conference meetings improved with funding for travel expenses, guest speakers and establishment of a Web page on the existing Web site.

Pennsylvania State Athletic Conference

Paid expenses for two conference meetings; conference-wide SAAC project (organ donor cards), and \$250 subgrants to each Pennsylvania State Athletic Conference SAAC.

Rocky Mountain Athletic Conference

Paid for expenses to attend conference meeting.

South Atlantic Conference

Paid for expenses to attend two conference meetings; developed a leadership seminar for 16 SAAC students; and developed SAAC message board.

Southern Intercollegiate Athletic Conference

Money was used for travel and lodging expenses to attend conference meeting. Also used for developing and distributing conference handbook.

Sunshine State Conference

Meeting expenses, travel expenses, materials and printing. \$250 subgrant to institutional SAACs for community service projects.

West Virginia Intercollegiate Athletic Conference

Travel expenses to attend conference meetings, conference SAAC Web page and costs for conference SAAC meeting.

Leadership Lane

- **NCAA CHAMPS/Life Skills Program**
- **NCAA Leadership Conference**
- **NCAA Division II Student-Athlete Leadership Action Academy**

CHAMPS/Life Skills Program

The CHAMPS/Life Skills Program was created to support the student development initiatives of NCAA member institutions and to enhance the quality of the student-athlete experience within the university setting.



Participating institutions in the CHAMPS/Life Skills Program are provided with instructional materials and supplemental resources, which support a student-athlete's development in five areas: academics, athletics, personal development, career development and community service.

At least one representative from each new institution must attend the **CHAMPS/Life Skills Program Orientation** where the participants exchange ideas, network, and are placed in teams to develop plans to implement the programs on their campuses. The Orientation precedes the Continuing Education Conference each February.

In addition to the Orientation, there is an annual **CHAMPS/ Life Skills Program Continuing Education Conference** that introduces institutions to new materials, provides supplemental program assistance and assists in improving the effectiveness of the campus CHAMPS/Life Skills Programs. This is a great opportunity for coordinators to exchange programming ideas and focus on personal and professional development. The Continuing Education Conference is held each February.

In addition to conference participation and networking opportunities, every CHAMPS/Life Skills institution is invited to nominate a student-athlete to attend the annual **NCAA Leadership Conference** held in the spring. At the NCAA Leadership Conference, student-athletes are able to use the experience of their involvement in the CHAMPS/Life Skills Program to critically assess issues that affect them as student-athletes. The conference is a great tool to help sharpen the skills of student-athlete leaders and increase their involvement in campus programs. For more information contact Becky Ahlgren-Bedics (bahlgren@ncaa.org) at the NCAA national office.

NCAA Leadership Conference

The NCAA Leadership Conference provides NCAA student-athletes with a forum to openly discuss issues that may affect them on their campuses and in their communities, while also providing them with the opportunity to enhance their leadership, communication, decision-making and problem-solving skills. The leadership conference also promotes better communication among student-athletes, coaches, administrators, faculty and communities. The five-day leadership conference consists of daily exercises and activities to help the student-athletes develop as individuals and as contributing members to a group.



The conference is an outreach of the successful **CHAMPS/Life Skills Program** and involves close to 325 student-athletes each year who compete in fall, winter and spring sports in Divisions I, II and III. Many of the student-athletes who participate are members of their conference and campus **Student-Athlete Advisory Committees (SAACs)**. Each NCAA member institution that has a CHAMPS/Life Skills Program is encouraged to nominate student-athletes from their campus for the annual Leadership Conference. For more information please contact Becky Ahlgren-Bedics (bahlgren@ncaa.org) at the NCAA national office.

Division II Student-Athlete Leadership Action Academy

- The NCAA Division II Student-Athlete Leadership Action Academy (Action Academy) was developed so Division II student-athletes and administrators would have the opportunity to enhance their leadership skills and become more familiar with Division II issues. Each Action Academy will develop student-athletes, not only in academics and athletics, but also as leaders on campus and in their community.



- Each institution has been placed in one of six geographic regions: West, Central, Midwest, South, South Atlantic and Northeast. Two Action Academies will be held each year with every Division II institution participating within a three-year cycle.
- Each institution must select two student-athletes and a coach or administrator to attend. Of the three participants, one individual must be an ethnic minority or international representative. The institution's participants must include one female and one male student-athlete. Single-gender institutions may select two student-athletes of the same gender. The student-athlete participants must represent different sports teams.
- As part of the program, participants will develop their leadership skills and address an important NCAA Division II Strategic Plan initiative. Once the participants return to campus, they will implement a team-directed project created at the Action Academy.
- For more information regarding the Action Academy including regional dates and sites, contact Becky Ahlgren-Bedics at bahlgren@ncaa.org or log on to our web site at www.ncaa.org/leadership.

CONTACT STATION

The National Collegiate Athletic Association home page

<http://www.ncaa.org>

NCAA Student-Athlete home page

<http://www.ncaa.org/sa-front.html>

NCAA Commitment to Student-Athlete Excellence

http://www.ncaa.org/edout/saac/s-a_excellence/index.html

**NCAA Division II Student-Athlete Advisory Committee
home page**

<http://www.ncaa.org/d2saac>

NCAA Division II Conference Commissioners home page

<http://www.cvac.net/DII%20CAA/>

We hope this document is helpful in the establishment of your conference SAAC. Please use the information contained in this document as a guide. We encourage you to modify as necessary. If you have any questions or comments regarding the information contained in this publication, please contact Mike Racy at mracy@ncaa.org.

Appendix

Robert's Rules of Order

(Parliamentary Procedure)
As modified from Channing L. Bete Co., Inc.

What is parliamentary procedure?

It's a set of rules for conducting business at meetings and public gatherings.

Why is parliamentary procedure important?

Because it allows everyone to be heard and to make decisions without confusion.

Parliamentary procedure means:

- Democratic rule
- Flexibility
- Protection of rights
- A fair hearing for everyone

It can be adapted to fit the needs of any organization.

A fixed agenda, or order of business, is generally followed by organizations that use parliamentary procedure.

Here's a typical example:

1. **Call to order**

If a quorum (the actual number or percentage of members that must be present for business to be conducted legally) is present, the chair says, "The meeting will come to order."

2. **Minutes**

The secretary reads a record of the previous meeting.

3. **Officers' reports**

Officers and standing committees may report on their activities. Some only report at annual meetings.

4. **Reports of special committees**

Special committees report on the tasks for which they were created.

5. **Special orders**

This is important business previously designated for consideration at this meeting.

6. **Unfinished business**

This is business that has come over from the previous meeting.

7. **New business**

New topics are introduced.

8. **Announcements**

These inform the assembly of other subjects and events.

9. **Adjournment**

The meeting ends by a vote or by general consent (or by the chair's decision if the time of adjournment was set by an earlier vote).

How do members get their say?

They make motions. A motion is a proposal that the assembly take a stand or take action on some issue. Members have a right to:

Present motions

“I move that...”

Second motions

Express support for discussion of another member’s motion. – *“Second.”*

Debate motions

Give opinions on the motion. – *“I think...”*

Vote on motions

Make a decision. – *“All those in favor?”*

There are 5 general types of motions.

1. Main Motions

These introduce subjects for consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions. For example, *“I move that we purchase...”*

2. Subsidiary Motions

These change or affect how the main motion is handled. (They are voted on before the main motion.) For example, *“I move to amend the motion by striking out...”*

3. Privileged Motions

These concern special or important matters not related to pending business. In general, they are considered before other types of motions. For example, *“I move we adjourn.”*

4. Incidental Motions

These are questions of procedure that arise out of other motions. They must be considered before the other motions. For example, *“I move to suspend the rules for the purpose of...”*

5. Motions that bring a question again before the assembly

These enable certain items to be reconsidered. In general, they are brought up when no business is pending. For example, *“I move to reconsider...”*

Frequently Asked Questions

Is it in order? Your motion must relate to the business at hand and be presented at the right time. It must not be obstructive, frivolous or against the bylaw.

May I interrupt the speaker? Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

Do I need a second? Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question that interests only one person.

Is it debatable? Parliamentary procedure guards the right to free and full debate on most motions. However, some subsidiary, privileged and incidental motions are not debatable.

Can it be amended? Some motions can be changed by striking out or inserting wording, or both. Amendments must relate to the subject as presented in the main motion.

What vote is needed? Most require only a majority vote (more than half the members present and voting). But, motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.

Can it be reconsidered? Some motions can be debated again and re-voted to give members a chance to change their minds. The motion to reconsider must come from the winning side.

How do I present my motion?

1. You obtain the floor.

- Wait until the previous speaker is finished
- Rise and address the chair. Say, “Mr. (or Madam) Chairperson” or “Mr. (or Madam) President.”
- Give your name. The chair will recognize you by repeating it.

2. You make your motion.

- Speak clearly and concisely.
- State your motion affirmatively. Say, “I move that we do...” instead of “I move that we do not...”
- Stay on the subject and avoid personal attacks.

3. You wait for a second.

- Another member will say, “I second the motion.”
- Or, the chair will call for a second.
- If there is no second, your motion will not be considered.

4. The chair states your motion.

- The chair must say, “It is moved and seconded that we...”
- After this happens, debate or voting can occur.
- Your motion is now “assembly property,” and you can’t change it without consent of the members.

5. You expand on your motion.

- As the person who made the motion, you are allowed to speak first.
- Direct all comments to the chair.
- Keep on the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.

6. The chair puts the question.

- The chair asks, “Are you ready for the question?”
- If there is no more debate, or if a motion to stop debate is adopted, a vote is taken.
- The chair announces the results.

The method of voting on a motion

Choosing a method of voting on a motion can depend on the situation and the bylaws of your organization. The following are various methods of voting on a motion:

Voice

The chair asks those in favor to say, “aye” and those opposed to say “no” (for majority votes only). A member may move for an exact count.

Show of Hands

Members raise their hands to verify a voice vote, or as an alternative to it. This does not require a count. A member may move for an exact count.

Roll Call

If a record of each person’s vote is needed, each member answers “yes,” “no” or “present” (indicating the choice not to vote) as his or her name is called.

Ballot

Members write their vote on a slip of paper. This is done when secrecy is desired.

General Consent

When a motion isn’t likely to be opposed, the chair says, “If there is no objection...” Members show consent by their silence. If someone says “I object,” “The matter must be put to a vote.”

Quick Guide

| To do this: | You say this: | May you interrupt the speaker? | Do you need a second? | Is it debatable? | Can it be amended? | What vote is needed? | Can it be reconsidered? |
|---|--|--------------------------------|-----------------------|------------------|--------------------|----------------------|-------------------------|
| Adjourn meeting | "I move to adjourn." | No | Yes | No | No | Majority | No |
| Call an intermission | "I move to recess for..." | No | Yes | No (1) | Yes | Majority | No |
| Complain about heat, noise, etc. | "I rise to question of privilege." | Yes | No | No | No | No vote | No |
| Temporarily suspend consideration of an issue | "I move to lay the motion on the table." | No | yes | no | No | Majority | No (2) |
| End debate and amendments | "I move the previous question." | No | yes | No | No | 2/3 | Yes (3) |
| Postpone discussion for a certain time | "I move to postpone the discussion until..." | No | Yes | Yes | Yes | Majority | Yes |
| Give closer study of something | "I move to refer the matter to committee." | No | Yes | Yes | Yes | Majority | Yes (4) |
| Amend a motion | "I move to amend the motion by..." | No | Yes | Yes (5) | Yes | Majority | Yes |
| Introduce business | "I move that..." | No | Yes | Yes | Yes | Majority | Yes |
| The motions listed above are in order of precedence. Below, there is no order. | | | | | | | |
| Protest breach of rules or conduct | "I rise to a point of order." | Yes | No | No | No | No Vote (6) | No |
| Vote on a ruling of the chair | "I appeal from the chair's decision." | Yes | Yes | Yes | No | Majority | Yes |
| Suspend rules temporarily | "I move to suspend the rules so that..." | No | yes | N | No | 2/3 | No |
| Avoid considering an improper matter | "I object to consideration of this motion." | Yes | No | No | No | 2/3 (7) | Yes (2) |
| Verify a voice vote by having members stand | "I call for a division." or "Division!" | Yes | No | No | No | No Vote | No |
| Request information | "Point of information." | Yes | No | No | No | No Vote | No |
| Take up a matter previously tabled | "I move to take from the table." | No | Yes | No | No | Majority | No |
| Reconsider a hasty action | "I move to reconsider the vote on..." | Yes (8) | Yes | Yes (9) | No | Majority | No |
| Notes: | | | | | | | |
| 1. Unless moved when no question is pending. | 6. Unless the chair submits to the assembly for decision. | | | | | | |
| 2. Affirmative votes may not be reconsidered | 7. A 2/3 vote in negative is needed to prevent consideration of the main motion. | | | | | | |
| 3. Unless vote on question has begun. | 8. Only if the speaker has the floor but has not actually begun to speak. | | | | | | |
| 4. Unless the committee has already taken up the subject | 9. Unless the motion to be reconsidered is not debatable. | | | | | | |
| 5. Unless the motion to be amended is not debatable. | | | | | | | |



Division II

<http://www.ncaa.org>