

*San Francisco State University*  
**Student Athlete Advisory Committee**

**I. Preamble**

The Student-Athlete Advisory Committee (SAAC) of San Francisco State University enhances the image, welfare, and day to day life of all intercollegiate student athletes through social activities and community service.

**II. Name**

Student-Athlete Advisory Committee (SAAC)

**III. Purpose**

This organization is composed of student-athlete representatives from all intercollegiate sports that allow student-athletes to communicate concerns and ideas within the campus.

**IV. Membership**

- The membership of SAAC is composed of one team president and one representative (and an elected alternate if one representative is absent) from each SFSU intercollegiate sport. An athlete can nominate him or herself for a representative position or be chosen by a coach or administrator.
- Each member serves as a liaison between the committee and his or her sport. Full dedication and participation is the representative's responsibility.
- If there is no representation for a sport than further action will be taken through budget.

**V. Governing**

SAAC will consist of a President, Secretary, Treasurer, Chair of Publicity, Team Presidents, and Representatives from each SFSU intercollegiate team. The SAAC meetings will be run in accordance to Robert's Rule.

**VI. Appointments/Elections and Removals of Officers**

We hold each other accountable for all actions that take place at meetings and athletic events.

- Representatives can nominate themselves or be appointed by coaches or administrators at the beginning of the academic school year.
- All members must attend the meetings unless there is a legitimate excuse.
- Three unexcused absences will result in dismissal from the committee and a new representative will be selected.
- New officers must be elected the Spring before the next academic school year.
- It is the responsibility of the current executive board officers to pass on all knowledge, insure that responsibilities are understood thoroughly, and all guidelines are met for the new class officers after election and implementation, in order to foster a smooth transition into the next scholastic year for SFSU.
- If an executive board officer is unable to fulfill his/her duties during the course of the scholastic year, the SAAC is responsible for electing a new individual to sit in his/her place for the remainder of the meeting and takes on the role of that particular position.

**VII. Length of Term**

Officer position and representatives are held for a one-year term. Starting at the inauguration at the end of the year banquet in May, until the end of the following academic year.

### **VIII. Executive Board Officers**

The officers of the committee shall be: President, Secretary, Treasurer, Publicity Chair, and Team President. The duties of the executive board are as follows but not limited to:

#### **President**

- Presides over meetings
- Serves as a liaison to SFSU department of athletics
- Functions as a spokesman for institution's students athletes
- Oversees subcommittees that may be formed as a response to the needs of the student Athletes

#### **Secretary**

- Responsible for keeping attendance records
- Responsible for a summary of the minutes and historical records
- Responsible for writing letters on behalf of the committee
- If absent, must temporarily designate a representative to fill the role

#### **Treasurer**

- Responsible for maintaining and updating financial matters of SAAC
- Responsible for keeping written records of any money spent or taken in by SAAC
- Responsible for meeting with the athletic business administrator prior to meeting
- Responsible for communication between sponsor's and the committee

#### **Publicity Chair**

- Responsible for promoting athletic events
- Approve all publicity ideas and items
- Coordinate all advertisements
- Act as a liaison between SAAC and the Spirit Coordinator and Sports Information Director.

#### **Team Presidents**

- Responsible for the attendance of their team's representatives
- Responsible for relaying information from the committee to respective team.
- Responsible for getting their team involved in social activities and the community.
- Must be a returning athlete
- Responsible for holding meetings in the absence of the SAAC President

### **IV. Members**

#### **Representatives**

- Elected by coaches at the beginning of the school year
- Must be a newcomer
- Responsible for relaying information from the committee to respective team.
- Responsible for getting their team involved in social activities and the community.

#### **Committee Chairs**

- Elected at the first SAAC meeting in the Fall
- Responsible for the organization of activities related to committee
- May call special meetings for their committee where at least one executive member must be present

### **V. Vacancies**

- Vacancies shall be filled temporarily by appointment of the SAAC President. A special meeting of the executive board shall be held within one month of the vacancy for the

purpose of nominations and elections. Nominations shall be held from the floor and voting shall be by secret ballot.

#### **IV. Amendment of the Constitution**

- An amendment to this constitution must be passed by a 2/3-majority vote of the executive board of SAAC. The vote is only valid if two-thirds of the members are present.
- In the event of immediacy, new NCAA mandated legislation, or new CCAA mandated legislation, the executive board officers will retain the executive privilege to amend the constitution in the best interest of the SAAC.

# **Responsibilities of SAAC**

## ***Members and Representatives***

- Members must be active in the SAAC in order to have an informed opinion to bring to all SAAC meetings and functions
- Members must understand that they are the liaison between the SAAC and their respective team. In addition, members serve as the primary source of information to their teammates and must take responsibility in disseminating information frequently.
- Members must remember and respect the fact that they represent their respective team, SFSU, the CCAA, the NCAA, and most importantly themselves and should conduct themselves in a professional manner.
- While attending SAAC meetings and functions, members must be open-minded and respectful of other people's opinions, thoughts, and ideas.
- Members and representatives should take pride in their position and realize the leadership opportunity they have in promoting student-athlete welfare.

### **Meetings**

- SAAC will meet twice a month at a time and place most convenient for the majority of the members. Additional meeting will be called by a majority of the team presidents when necessary. The campus SAAC liaison can also call meetings if he or she desires.
- Prior to reading the agenda at the meetings attendance will be called by the president.
- All members must attend the meetings unless there is a legitimate excuse. Must contact an executive member prior to the meeting in order to be excused. The board will agree if it a legitimate excuse.
- Three unexcused absences will result in dismissal from the committee and a new representative will be selected.