

Constitution- EMU SAAC Eastern Mennonite University

Name:

This organization shall be known as the Student-Athlete Advisory Committee (SAAC)

Purpose:

The Eastern Mennonite University (EMU) SAAC is a committee made up of student-athletes chosen to provide insight on the student-athlete experience and promote growth and education through sports participation at EMU. The committee addresses current topics that are of interest to EMU student-athletes and serves as a conduit of communication among student-athletes, coaches and athletic administration. These student-athletes enjoy the responsibility of maintaining a positive leadership role on campus by organizing, promoting and hosting several service projects throughout the year.

Mission:

SAAC exists to enhance the athletic experience for both student-athletes and our EMU community by encouraging spiritual development, purposeful relationships, and being a voice for student-athletes.

EMU SAAC Bylaws

Article I: Duties

Duties of SAAC representatives include, but are not limited to:

A. Attendance

1. Representatives are required to attend each monthly meeting, given 2 unexcused absences a semester to meetings
2. Representatives are expected to attend all campus-wide events and initiatives sponsored by SAAC
3. If a representative cannot attend a meeting, the student-athlete must inform the Vice President at least 3 hours before the scheduled meeting
4. Failure to comply with these requirements will result in an email for the first unexcused absence. A second unexcused absence will result in a meeting with the executive board
5. An unexcused absence is defined as an absence from a regularly scheduled meeting without providing written notice to the Vice President at least 3 hours in advance
6. Documented medical emergencies are the only excused absences without prior written notification

B. Serve as a liaison between member's respective sport to the committee and the athletics department

1. Following each meeting, representatives will report back to their respective team
2. At each meeting, representatives will briefly have the floor to report on behalf of their respective team with any feedback and ideas

C. Play an integral role in the structure of our athletics department and its development of policies regarding student-athletes

1. Serve the needs of fellow student-athletes via leadership and support
 - a. Promote a positive student-athlete image on campus and in the community
 - b. Assist in the growth and development of SAAC
 - c. Encourage the establishment or improvement of campus environment
 - d. Help establish professional and/or personal development programs for student-athletes (e.g., resume development, spiritual or character development)
 - e. Be an active leader in initiating and jumpstarting new ideas and programs

Article II: Selection Process

- A. Any student-athlete interested in becoming a representative of their team on SAAC must submit a coach recommendation to the SAAC advisor
- B. All members must be participating members of their respective sports
- C. Chosen representatives must be in good academic standing with the university and be trusted to uphold the rules established by the NCAA guidelines and the EMU Student Handbook

Article III: Executive Board

- A. The NCAA recommends the creation of an executive board to oversee the operation of SAAC
 - 1. The EMU SAAC executive board will consist of a President, Vice President, Secretary, and Community Chair
 - 2. Each member of the executive board will complete a one-year term
- B. Election Procedure
 - 1. Eligible SAAC representatives cannot be on social, academic, or disciplinary probation
 - 2. Eligible SAAC Representatives will have the opportunity to apply or be nominated for an executive board position
 - 3. Prior to voting, nominees will have 5 minutes to present why they deserve the role
 - 4. Prospective officers will be announced at the second meeting of the academic year and voting will take place at the first meeting
- C. Term of Office
 - 1. A member of the executive board may elect to resign from his/her/their position prior to election time. The entire SAAC will be notified of this vacancy and will have the opportunity to fill the open position. If the vacancy is the position of President, the Vice President will assume the role of the President and the election will be for the Vice President position. A member may run for the same position again, or another executive position if they choose
- D. Removal of Executive Board Member
 - 1. Violations of the requirements prescribed as standards for all members of SAAC
 - 2. Violations of the attendance policy required of all SAAC members
 - 3. Failure to fulfill the assignment of the position will result in a meeting with the respective coach and SAAC advisor
- E. President's Role
 - 1. As the SAAC President, this student-athlete will represent all EMU student-athletes as a liaison to the athletic department, giving a report at athletic staff meetings
 - 2. This individual is responsible for helping to set the vision, goals, and objectives of SAAC, with assistance of the SAAC advisor and executive board. The individual will represent SAAC and all student-athletes at athletic department, coaches, and leadership team meetings. The President will present the monthly meeting SAAC agenda set by the executive board.
 - 3. The President will be responsible for communicating with internal and external organizations throughout the academic year
 - a. Expectations
 - i. Comfortable speaking in public
 - ii. Organizes, conducts and oversees monthly SAAC meetings and all executive board meetings
 - iii. Prepares monthly SAAC meeting agendas at least 8 hours prior to every meeting
 - iv. Attends monthly EMU Athletics Department staff meeting
 - v. Serves as a representative of student-athletes for all departmental functions and meetings
 - vi. Oversees all subcommittees created by the executive board
 - vii. Values/Benefits

1. The opportunity to collaborate and learn from high level athletic department team members, EMU faculty, and staff
2. Gain leadership experience and the skills to manage an organization
3. The opportunity to serve as the face of an organization and hone professional development skills

F. Vice President's Role

1. The Vice President is responsible for overseeing the Secretary and Community Chair. This includes attendance and working with the President to facilitate meetings. They will be expected to keep a pulse of the student-athlete representatives, making sure all needs are addressed. In addition, they will be responsible for assisting the President as needed.
 - a. Expectations
 - i. Comfortable speaking in public
 - ii. Performs duties of the President in their absence and assumes position of President of they are unable to properly fulfill presidential obligations
 - b. Values/Benefits
 - i. The opportunity to gain valuable leadership experience
 - ii. Learn how to effectively manage one's peers
 - iii. Improve public speaking and facilitation skills

G. Secretary Role

1. The Secretary is responsible for keeping a written or electronic record of all meetings. The individual will distribute minutes of meetings to all members via email. In addition, the Secretary will be responsible for assisting the executive board as needed.
 - a. Expectations
 - i. Responsible for taking minutes at every meeting
 - ii. Responsible for keeping attendance at all SAAC meetings and functions
 - iii. Email minutes to the SAAC advisor and the executive board
 - b. Values/Benefits
 - i. The opportunity to gain valuable leadership experience
 - ii. Learn key organizational skills

H. Community Chair Role

1. The Community Chair is responsible for ODAC initiatives and any SAAC community partnerships
 - a. Expectations
 - i. Individual needs to have strong organizational, communication, time management, public relations, and leadership skills
 - ii. Responsible for all SAAC events and initiatives as the lead representative
 - iii. Responsible for managing and maintaining all subcommittees
 - iv. Values/Benefits
 1. The opportunity to gain keep networking relationships in the Harrisonburg community
 2. Grow leadership and networking skills

Article IV: Meeting Dates

SAAC will meet once a month on the second Sunday of the month during the course of the academic calendar year. The executive board will meet weekly.

Article V: Voting

Only representatives at called meetings will be allowed to cast votes. Absentee votes will be allowed for teams traveling or competing the day of the called meeting.

Article VI: Amendments

These bylaws may be amended by a two-thirds vote of the total committee membership. An amendment shall be effective once it is ratified by a simple majority of fifty percent plus one (50% plus 1) of the committee membership.

Article VII: Guiding Principles

Division III SAAC will be guided by the following principles: ethics, integrity, fairness, and a respect for diversity and inclusion, which includes, but is not limited to, attention to gender, race, ethnicity and sport.

Division III SAAC's purpose is meant to reflect the voice of the student-athlete and should adhere to the following guiding principle in all of its processes and decision-making. The wellbeing of student-athletes is at the center of what SAAC does:

- A. Any process must be flexible and timely, and include effective communication
- B. Decisions must be fair, reasonable, and consider the potential impact on the student-athlete

EMU does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, sexual orientation, gender identity or any legally protected status in any of its school administered programs.

Article VIII: Governing Rule

We, as the EMU Student-Athlete Advisory Committee, will ultimately hold one another accountable for all actions, particularly those actions that take place during SAAC meetings and sponsored events.

Article IX: EMU Title IX Policy

It is important to know that all faculty members are required to report known or alleged incidents of sexual violence (including sexual assault, domestic/relationship violence, stalking). That means that information about sexual violence will not be kept confidential if you share that information with a club advisor, faculty member or coach. If an instance of sexual harassment, sexual assault, or discrimination is shared, the information will be kept as private as possible, but faculty/staff are required to bring such situations to the attention of the institution's Title IX Coordinator. Incidents that have occurred on campus, at a campus event, and/or while a student at EMU require follow up by the Title IX Coordinator. If you would like to talk to the Title IX Coordinator directly they can be reached at (540) 432-4849 or titleixcoordinator@emu.edu. Additionally, you can report incidents or complaints through this form: <http://emu.edu/safecampus>. Confidential support resources are available through EMU Counseling Services, Campus Ministries, and Health Services personnel providing clinical care. These individuals, as well as the Title IX Coordinator, can provide you with information on both internal and external support resources. Please refer to the Student Handbook which can be found at <http://www.emu.edu/studentlife/student-handbook> for additional policies, information, and resources available.