

Student-Athlete Advisory Committee Constitution

Westminster College

(Updated December 2011)

1 Mission Statement

The mission of the Westminster College Student-Athlete Advisory Committee (SAAC) recognizes the NCAA Division III SAAC Mission Statement. Also, it aspires to give student-athletes at the college a voice in response to matters on and off the athletic field. By being involved on campus and within the local community, SAAC strives to create a positive image for student-athletes.

1.1 Division III SAAC Mission Statement

The mission of the NCAA Division III Student-Athlete Advisory Committee (SAAC) is to enhance the total student-athlete experience by promoting opportunity for all student-athletes; protecting student-athlete welfare; and fostering a positive student-athlete image, while maintaining the tenants of the Division III philosophy.

2 Purpose

- a. Enhance student-athlete welfare on an institutional level.
- b. Provide student-athletes a voice on intercollegiate matters.
- c. Gain student-athlete responses on conference and NCAA legislation.
- d. Connect student-athletes with the campus and local community.
- e. Identify strategies to enhance involvement and understanding of Division III among student-athletes.
- f. Identify significant student-athlete issues and forward them to the appropriate governing committees.

3 Code of Conduct

The Westminster College SAAC Code of Conduct recognizes the SLIAC Code of Sportsmanship.

Statement of Purpose

The St. Louis Intercollegiate Athletic Conference is committed to establishing sportsmanship and developing healthy environments for competition. The St. Louis Intercollegiate Athletic Conference sets forth this code to maintain intercollegiate athletics in harmony with the educational purposes of its member institutions.

Principles of Sportsmanship

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: honesty, respect, responsibility, fairness, unselfishness and civility. The highest potential for sports is achieved when competition reflects these “six pillars of character”.

3.1 SLIAC Code of Sportsmanship - Student-Athletes

Respect for the game in which the student-athlete participates also demands respect for the opponent. Student-athletes at SLIAC institutions are expected to treat opponents with respect. There will be no tolerance for taunting and baiting of opponents. SLIAC student-athletes must understand that they are often the most visible representatives of their institutions and their behavior is observed and emulated. SLIAC student-athletes must honor the responsibilities that accompany the privilege of representing our schools by behaving with dignity and class on and off the field.

4 Advisor

- a. The advisor of the Westminster Student-Athlete Advisory Committee will be a member of the Westminster Athletics Staff.
 - i. The advisor will assist the officers in conducting SAAC meetings and events on or off campus.
 - ii. Help foster growth and development of leadership skills of SAAC members.
 - iii. Attend SAAC and SAAC Exec meetings.
 - iv. Be the liaison between the student-athletes and the coaching staff.

5 Faculty-Athletics Representative (FAR)

- a. Full-time tenured faculty member.
 - i. The FAR may not be a member of the Athletic Department as a coach or administrator.
 - ii. The FAR is appointed by, and reports directly to the President of Westminster College.
 - iii. The FAR should be appointed for a minimum of five (5) years in order to carry out the duties described, and to establish a relationship with the Athletic Director, the President, conference members, and the student-athletes.
- b. Duties include:
 - i. Ensure the academic integrity of the Westminster College athletics program by representing Westminster College and its faculty to the NCAA.
 - ii. Provide advice to the Athletic Director and the President
 - iii. Promote a balance between academics, athletics and the social lives of student-athletes to ensure they enjoy the full spectrum of collegiate experiences available to students generally.
 - iv. Meet annually with athletic teams to educate student-athletes on the role of the FAR.

6 Eligible Members

- a. Any member currently or planning to participate in a sport at Westminster College may be a member of SAAC.
- b. Members must be a player listed on a Westminster College varsity team roster.

7 Choosing SAAC Representatives

- a. Each team may have no more than two representatives on SAAC.
 - i. A team may elect to have an alternate representative.

- b. Coaches and athletics may use their own process to determine who their two SAAC representatives will be.
- c. These should be individuals committed to attending the meetings, getting involved with all SAAC events, and encouraging their fellow student-athletes to participate.
- d. If a member of the Executive Board, a team can have an additional member.

8 Executive Board

a. Roles and Responsibilities

i. President

1. Face of SAAC.
2. Run SAAC and Executive Board meetings.
3. Provide updated information to SAAC members.
4. Get student-athletes involved in SAAC and with SAAC projects and events.
5. Be involved in major SAAC projects and delegate responsibilities.

ii. Vice President

1. Assist President in getting student-athletes informed and involved in SAAC.
2. Be involved in major SAAC projects and help delegate responsibilities.
3. In absence of President, assume roles and responsibilities of President.

iii. Secretary

1. Record meeting attendees.
2. Write and send out SAAC meeting agenda.
3. Keep meeting minutes.
4. Send minutes to SAAC members and to SID to be posted on SAAC site.
5. Assist the President and Vice-President in carrying out their duties.

iv. Treasurer/Fundraising Chair

1. Keep track of committee's monies (deposits and charges).
2. Brainstorm and generate fundraising ideas from student-athletes.
3. Implement and supervise fundraising projects and delegate duties for events.
4. Attend SGA Financial Committee meetings as needed to obtain funds for upcoming events.

v. Champs Cup Chair/ Faculty Representative Liaison

1. Keep track of attendance at Event Challenges.
2. Generate new ideas for making a connection between teams on and off campus.
3. Make sure all teams have a Faculty Mentor and are working with him/her.
4. Keep Faculty Athletics Representative informed of SAAC meeting minutes, events, and activities.
5. Help plan the faculty representative luncheon once a semester and on National Student-Athlete Day.

- vi. *Philanthropy Chair*
 - 1. Be the liaison between Westminster Athletics and local service organizations (i.e. Special Olympics).
 - 2. Keep SAAC members updated on upcoming service projects on and off campus.
 - 3. Encourage all SAAC representatives to get their teams involved in major SAAC initiatives and projects (Special Olympics, Relay for Life, etc.).
 - 4. Keep track of each team's community service efforts/projects and report hours.

- vii. *Public Relations Chair*
 - 1. Keep campus and community informed about upcoming SAAC and athletic events.
 - 2. Be at all major athletic events to take pictures and get quotes.
 - 3. Maintain Facebook page.

- viii. *Student-Government Association (SGA) Liaison*
 - 1. Active member of SGA, and attends all SGA meetings.
 - 2. Relays any events, meetings, or activities that SGA is involved in.
 - 3. Works closely with the Treasurer in obtaining and receiving money from SGA and Finance Committee.

- ix. *Blue Crew Chair*
 - 1. Be President of Blue Crew.
 - 2. Recruit members of campus.
 - 3. Help increase campus involvement and school spirit at athletic events.
 - 4. Fundraise for school spirit supplies (pins, pom-poms, bumper stickers, etc.).

- x. *Winston's Gang Chair*
 - 1. Be President of Winston's Gang.
 - 2. Spear-head community involvement campaigns for children.
 - 3. Work with Blue Crew Chair on choosing special event dates.

- xi. *SLIAC SAAC Representative (2)*
 - 1. Attend any conference meetings (usually one per semester).
 - 2. Report initiatives, events, and/or student-athlete concerns brought forward by Westminster's SAAC to the SLIAC SAAC members and administrators.
 - 3. Report the meeting minutes from SLIAC SAAC meetings to Westminster SAAC.

b. Nominations and Voting

- i. A new executive board will be voted on at the second to last meeting of the fall semester.
 - 1. Exception: The SGA Liaison who will be voted on as soon as SGA elections are complete.
- ii. Any current SAAC member may be nominated for all positions.
 - 1. A current SAAC member must be nominated by a fellow representative or can self-nominate.

2. Nominee must accept or decline.
3. Nominees are provided the opportunity to ask questions about the position.
4. Call the nominees.
5. Nominees present why they feel they are a good candidate.
6. The committee may ask questions of the nominees. Questions may relate only to qualifications and experiences. Personal questions are not permitted.
7. Committee votes by anonymous written ballot (only new and current members not rotating off).
8. In order to be elected, nominees must receive a majority vote of all SAAC members present and voting. (Majority vote is defined as more than half the votes.) In the event that there are multiple candidates, and in the first round of voting no candidate receives the majority vote, the candidate with the least number of votes will be removed from the ballot and the committee will vote again on the remaining candidates. This process will continue until one candidate receives the majority.
9. Winner is announced. Voting results are confidential.

c. Term of Office

- i. A member of the executive board will serve one (1) calendar year in his/her role.
- ii. A member of the executive board may elect to resign from his/her position prior to election time.
 1. The entire SAAC will be notified of this vacancy and will have the opportunity to fill the open position.
 2. If the vacancy occurs during the fall semester before elections, the newly elected member will maintain the position until the following fall semester.
 3. If the vacancy is the position of the President, the Vice President will assume the role of President and the election will be for the Vice President position.
- iii. A member may run for the same position again, or another executive position if he/she so chooses.

9 Meeting Information

- a. The members of SAAC will meet bi-monthly on an agreed upon day, time, and location.
- b. Meeting minutes will be posted on the SAAC website within two days of the scheduled meeting date.

10 Probation, Removal, and Reinstatement

a. Probation

- i. If a member must miss the meeting due to another conflict, he/she must contact the SAAC President and Advisor prior to the scheduled meeting date and time.
- ii. If a team fails to have a representative at a SAAC meeting, and has not notified the President or Advisor prior to the meeting, this will count as an unexcused absence.
- iii. After one (1) unexcused team absence, the coach and team representatives will be notified by email of their warning.

- iv. If a team has two (2) or more unexcused absences, the team will be placed on probation. The whole team will be subject to prove its commitment to SAAC by attending six (6) consecutive meetings and three (3) consecutive events.
- v. A team on probation has no voting rights, nor do its representatives have the ability to serve on the Executive Board.

b. Removal

- i. A team will be on probation for one (1) calendar year from the date of the second unexcused absence. If after one (1) year of probation the team has not demonstrated committed involvement in SAAC meetings and events, the team will be removed from the SAAC roster.

c. Reinstatement

- i. A team may appeal to the SAAC Executive Board to be reinstated.
- ii. To be reinstated, a team must first demonstrate its commitment to SAAC during a probationary period.
- iii. The whole team will be subject to prove its commitment to SAAC by attending six (6) consecutive meetings and three (3) consecutive events.
- iv. If after a team has proven its commitment, the SAAC Executive Board will put it to a vote for reinstatement.