

# **University of Cincinnati**

## **Student-Athlete Advisory Committee Constitution**

**Mission:** The mission of the NCAA Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image.

**Purpose:** The student-athlete advisory committee (SAAC) is a committee made up of appointed student-athletes assembled to provide insight on the student-athlete experience. SAAC also offers input on the rules, regulations and policies that affect student-athletes' lives on our campus. Participation in this group is limited to those selected as representatives of their teams.

### **Article I. Name**

The name of this organization is the University of Cincinnati Student-Athlete Advisory Committee, hereafter referred to as SAAC.

### **Article II. Purpose**

The primary purpose of SAAC is to act as a liaison between the Athletic Department Administration and the student-athletes at the University of Cincinnati. SAAC is also a facilitator of collaboration between the University of Cincinnati and the Community.

1. To streamline and promote efficient communication between the UC Athletic Department, school administration, faculty, and the student-athlete population.
2. To provide the student-athlete population with an opportunity to more effectively communicate with the athletic department administration and provide suggestions on programs designed to serve their needs.
3. To actively encourage more involvement of the student-athletes on campus and community projects.
4. To design and implement programs which will encourage academic achievement, health promotion, social responsibility, and general awareness.

### **Article III. Membership**

The membership of SAAC is comprised to two representatives from each varsity sport (not including the at-large representatives).

There will be a maximum of 6 at-large representatives in SAAC. Membership for at-large representatives will be presented to the SAAC executive board and the

SAAC advisors. Three-fourths vote of the SAAC executive board and SAAC advisors must be obtained in order to become an at-large representative.

Each representative serves as the liaison between the committee and his or her individual team. **Appointment to this committee is viewed as an honor and privilege.** Dedication and participation are requisite to maintain its membership. A committee member who fails to meet the minimum expectations of SAAC membership may be subject to removal.

Grounds for removal are as follows:

- Repeated failure to attend SAAC meetings
- Inappropriate use of the SAAC name
- Failure to carry out duties of his/her executive position as specified by the constitution.
  - Once impeachment charges are brought, a three-fourths vote by the current active members is required to remove the person from SAAC.
- Having 2 unexcused absences. Once 2 unexcused absence are met by a SAAC representative, he/she will be warned. If changes and attendance are not improved, one will be removed from SAAC. See Article IV for the proper procedure.

It is the policy of the University of Cincinnati and the Student-Athlete Advisory Committee not to discriminate on the basis of race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University.

Membership is open to all student-athletes upon approval of the head coach.

Qualifications for membership:

1. The student-athlete must meet the NCAA academic eligibility standards.
2. Committee members must be full-time student-athletes listed on the coach's eligibility roster (active or inactive). Inactive student-athletes are defined as those currently redshirting or medically unable to participate.
3. The current team representative during their senior year, with the help of their coach will look for a new representative for their sport. If a replacement cannot be found, the team coach will be notified and one person will be appointed.

There will be a minimum to 2 and no more than 10 At-Large members that will make up vacancies in SAAC membership. The individuals in these At-Large positions will be taking this position as a SAAC member, with all of the duties and responsibilities that come along with it.

#### **Article IV. Meetings (Regular, Special, Quorum)**

- Monthly meetings are MANDATORY. They are only to be missed because of competition. You must notify the Vice President of Internal Affairs if you will be missing the meeting due to competition.
- In the month of April, the Governance Meeting shall be held in conjunction with the regular business meeting, at which time nominations will occur for the Executive Board positions for the upcoming year.
- Special meetings may be called at any time by the President. Also, any five representatives may request a special meeting through the President, in writing. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in advance to all representatives.
- A quorum of ten representatives shall be present at any regular or special meeting in order for business to be conducted.
- Each representative shall have one vote in all matters.
- The use of written proxies is hereby permitted for those representatives unable to attend any regular, special, or Annual Meeting. A proxy vote will be counted when it pertains to a specific issue previously discussed by the representatives, not to issues brought up and decided at the missed monthly meeting.
- The Advisor(s) have the ability to instill change in vote if it is not felt that the designated appointee has shown the ability to sustain his/her duties. This change can come as a demotion or removal from position.

#### **Article V. Executive Board Positions and Duties**

Annually at the meeting to be known as the Annual Meeting, or as needed to fill any vacancy, Executive Board positions shall be elected by a majority vote of the representatives present, or by appropriate proxy, to the following positions and duties.

- President:
  - Sets agenda for meetings, presides over meetings, appoints committees and acts as the
  - Main contact between the athletic department, SAAC and AAC.
  - Communicates with Advisor(s) about programming and updates for SAAC
  - Delegates responsibilities to Vice President of External Affairs and Vice President of Internal Affairs
  - Maintains order and stability to the SAAC officers
  - Other duties as assigned
- Vice President of External Affairs:
  - Assistant to the President
  - Works on SAAC major events (i.e. Gatorade Pong)
  - Director of Student Athletes for Student Government

- Coordinator of Greek Life
- Forever Bearcats Representative
- Liaison to other campus groups including but not limited to Alumni Association, Judicial Affairs, Student Activities and Leadership Development
- Required to set meeting agendas and facilitate meetings if the President is absent
- Provide monthly updates from each group that they are part of
- Other duties as assigned
- Vice President of Internal Affairs:
  - Assistant to the President
  - Works on SAAC major events (i.e. Gatorade Pong)
  - Provides a consolidation of sport competitions for each monthly meeting
  - Coordinator of monthly Cat Connections with particular Athletic Departments
  - Manages the dates and attendance of each sports All-Sports Night
  - Required to set meeting agendas and facilitate meetings if the President is absent
  - Provide monthly updates from each group that they are a part of
  - Communicates information out to teams regarding SAAC events
  - Other duties as assigned
- Internal Communications Coordinator:
  - Works directly with the Vice President of Internal Affairs
  - May represent the Vice President of Internal Affairs if needed
  - Take down meeting minutes and distributes them through the SAAC Listserv within 24hrs of the conclusion of the meeting
  - Responsible for taking attendance during SAAC meetings
  - Corresponds with all of SAAC regarding events
  - Communicates Student Athlete News and helps get information for "Did You Know" Cards
  - Updates SAAC bulletin board on the 1<sup>st</sup> floor of Lindner Center Building
  - Other duties as assigned
- External Communications Coordinator:
  - Works directly with the Vice President of External Affairs
  - May represent the Vice President of External Affairs if needed
  - Keeps the SAAC website and Blackboard updated
  - Updates SAAC on news/events going on campus wide
  - Coordinates with News Record to have articles written about SAAC events

- Works with Sports Communication on getting information out on GoBearcats.com
- Other duties as assigned
- President of Cats in the Community:
  - Serve as an Executive Board member for SAAC
  - Communicates with Advisor(s) about programming and updates for Cats in the Community
  - Coordinate monthly Cats in the Community outreach projects each month
  - Update SAAC on monthly Cats in the Community outreach projects
  - Keep Cats in the Community website/information up to date on GoBearcats.com
  - Serve as liaison between SAAC and Cats in the Community
  - Actively recruit team participation
  - Coordinate each month which group of student-athletes will be donating the project if necessary
  - Other duties as assigned
- Associate to the Vice President of External Affairs
- Associate to the Vice President of Internal Affairs
- Associate to the Internal Communications Coordinator
- Associate to the External Communications Coordinator

## **Article V. Nominations/Elections of Executive Board**

Nominations for officer positions will take place at the March/2<sup>nd</sup> to last SAAC meeting. If absence from the Annual Meeting is unavoidable, appropriate proxies may be submitted up to a week after the meeting date.

Vice President of External Affairs, Vice President of Internal Affairs, and Internal Communications Coordinator and External Communications Coordinators will all be elected by nomination and simple majority vote by current active members. The Presidential candidate will be nominated by SAAC officers. After the nominations have been received, the Presidential candidates will have one (1) week to withdrawal from candidacy. After the one (1) week has passed each Presidential candidate will meet with the Advisor(s) one on one to discuss the role and the duties involved. At the following SAAC meeting, there will be a debate between the candidates. Upon the completion of the debate, SAAC officers will vote, votes will be tallied and a decision will be made. These elections will be held during the end of May April. Each officer will serve a term of one academic year. Officers are eligible for re-election.

## **Article VI. Removal of an Officer**

If an officer of any stature does not fulfill duties required as described in Article III, that representative will be notified in writing of the meeting at which removal from office will be discussed and voted upon. At that meeting the representative may present statements to the committee in an effort to retain the position.

Removal will occur if so voted by three-fourths of the current representatives present at the meeting or voting by appropriate proxy.

## **Article VII. Advisor(s)**

The Advisor(s) of SAAC will be appointed by the Athletic Department. The Advisor(s) will provide support and guidance to the officers and club members. The Advisor(s) will also work closely with the SAAC President to ensure all meetings are run efficiently and use appropriate protocol. The Advisor(s) will attend all meetings of SAAC as a non-voting member(s) of the Executive Board.

## **Article VIII. Amendments**

Proposed amendments shall be submitted to the Advisor(s) 48 hours prior to the meeting they are to be viewed. The proposed amendments will then be discussed and voted on unless it is thought by the members that more time/information is needed. The amendment shall then be voted on during the next scheduled meeting.

Constitution can be amended by a two-thirds vote of the current representatives present at the meeting or appropriate proxy voting.