Mount Holyoke College
Student-Athlete Advisory Committee Bylaws

Based on the NCAA Constitution/Bylaw 6.1.4
Each institution shall establish a student-athlete advisory committee for its student-athletes.
The composition and duties of the committee should be determined by the institution.

The Student-Athlete Advisory Committee (SAAC) at Mount Holyoke College acts as the voice of the student-athletes and serves as the liaison between student-athletes and the administration. We are the voice of Mount Holyoke student-athletes in the NEWMAC Conference, and reach out to the campus and local communities through community service.

Article I: Name
The Student-Athlete Advisory Committee (SAAC)

Article II: Purpose
- To promote and streamline efficient communication between the student-athletes and the MHC Athletics Department
- To provide a direct line of communication for student-athletes to voice concerns, problems, ideas, and accomplishments to the administration and the NEWMAC Conference
- To design and implement programs which will encourage academic achievement, health, wellness, and community relations
- To create unity among student-athletes on campus
- To create on-campus awareness of athletics
- To form an off-campus connection with the wider community
- To establish a positive image of student-athletes on campus and the community at large

Article III. Membership
SAAC will be comprised of two student-athletes from each of the 14 varsity athletic programs, and one student athletic training aide.

Section I: Membership Requirements
- Minimum GPA of 2.50
- Coaches recommendation of the student-athlete based on leadership skills
o Confirmation of selection by SAAC Advisor
o A first-time member must be on campus for the entire year

Section 2: Expectations of Members
o To attend all SAAC and subcommittee meetings
o To act as a voice for her respective athletic team
o To inform her respective teammates and coaches about information discussed at SAAC meetings
o To actively serve on a subcommittee and participate in SAAC activities

Section 3: Adherence to College, State and Federal Policies
o SAAC does not discriminate based on race, ethnicity, color, national origin, religion, disability, gender or sexual orientation
o SAAC adheres to college rules, regulations, policies and the honor code
o SAAC adheres to local, state and federal laws

Article IV: Officers
Section 1: Titles
o Co-Chairs
o Treasurer
o Administrative Assistant
o Subcommittee Chairs

Section 2: Qualifications
o Co-Chairs
  - Must have served on SAAC for at least one full year
  - Must be on campus for the entire academic year
o Treasurer
  - Must be an active member of SAAC
  - Must be on campus for the entire year
  - Must have effective communication and money management skills
  - Must work with the Co-Chairs to fill out appropriate SGA paperwork and attend necessary SGA meetings
o Administrative Assistant
  - Must be an active member of SAAC
  - Must be on campus the entire year
  - Must take minutes of all SAAC meetings and distribute them to SAAC reps in a timely manner
  - Must assist Co-Chairs and Treasurer with any necessary SGA paperwork
o Subcommittee Chairs
- Must be an active member of SAAC
- Must show potential as a motivational and effective leader
- Must run any necessary subcommittee meetings

Section 3: Duties of Officers

- Co-Chairs
  - To create and distribute meeting agenda in consultation with the advisor
  - To set meeting dates and times (in consultation with the advisor), and secure space on campus for SAAC meetings
  - To facilitate approval of current agenda and past meeting minutes
  - To run meetings effectively and efficiently
  - To act as liaisons between SAAC and the athletic administration
  - To act as the liaisons between SAAC and the SGA Board
  - To speak on behalf of SAAC at SAAC and department sponsored events/functions
  - To work with the treasurer and advisor to identify and secure funding possibilities
  - To fill out appropriate SGA paperwork in a timely fashion
  - To attend all NEWMAC Conference SAAC meetings
  - To motivate and facilitate officers and other representatives to fulfill SAAC objectives
  - To oversee Subcommittee Chairs and projects

- Treasurer
  - To fill out appropriate SGA paperwork
  - To manage the SAAC finances and budget
  - To account for all bank statements and ensure that the account remains balanced at all times
  - To handle all organizational audits
  - To communicate effectively with the SGA Treasurer regarding the distribution of funds
  - To communicate frequently with Co-Chairs and the SAAC Advisor on the financial status of the SAAC organization
  - To work with Subcommittee Chairs on specific committee financial needs and distribute appropriate funds according to those needs

- Administrative Assistant
  - To take accurate minutes at all SAAC meetings and distribute them electronically to SAAC reps within four days of the meeting
  - To assist Co-Chairs and SAAC Advisor with any promotional events, paperwork, and editing of the Bylaws

- Subcommittee Chairs
To oversee committee members in the execution of committee objectives and projects
- To arrange and facilitate any necessary committee meetings outside of the monthly SAAC meetings
- To report on subcommittee accomplishments and future objectives at regular SAAC meetings
- To take responsibility for the implementation of all committee projects with assistance from the Co-Chairs, Administrative Asst., and Advisor.

Section 4: Election of Officers
- Co-Chairs
  - Will be nominated by SAAC members in the spring
  - Will be selected by SAAC Advisor and athletic administrators
  - Will serve for a recommended two year term
  - Ideally will consist of Co-Chairs in different graduating years
- Treasurer
  - This is a voluntary officer position, which will be confirmed by the Co-Chairs and SAAC Advisor
- Administrative Assistant
  - This is a voluntary officer position, which will be confirmed by the Co-Chairs and the SAAC Advisor
- Subcommittee Chairs
  - This a voluntary officer position, which will be confirmed by the Co-Chairs and the SAAC Advisor

Section 5: Removal of Officers & SAAC Members
- If 2/3 of the group feels that an individual no longer fits membership and/or officer criteria, and/or does not adhere to the ethical guidelines of the athletics department and the institution, that member will be asked to step down from SAAC after a conversation with the Co-Chairs and SAAC Advisor
- A replacement member may be recommended by the Head Coach and approved by the SAAC Advisor before the next meeting
- A replacement officer will be recommended by SAAC and selected by the Advisor (and Athletic Administration in the case of a Co-Chair)

Article V: Role of Advisor, Coaches, and Athletic Administration
Section 1: Advisor (Associate Director of Athletics)
- To be an advocate for student-athletes and facilitate effective communication between student-athletes and the administration
- Inform and educate the student-athletes on NCAA rules, legislation and governance structure
To inform and educate student-athletes on department and NEWMAC Conference policies and regulations
- To provide continuity to the group as leaders/members change
- To assist in creating and executing an effective meeting structure
- To obtain needed resources and assist with the administrative needs for the execution of organized projects
- To help foster an ongoing awareness of campus, conference and NCAA issues that are relevant to the organization
- To ensure that all SAAC vacancies are filled and to assist in enforcing attendance policies

Section 2: Head Coach
- To nominate current members of her/his team who will represent the team on SAAC
- To encourage team representatives to be active and effective members of SAAC
- To set aside time for SAAC representatives to report to the team on relative SAAC news and information
- To support and attend SAAC sponsored events

Section 3: Athletic Administration
- To provide visible support to student-athletes and SAAC through promotion of SAAC objectives and attending SAAC sponsored events
- To be receptive to student-athlete concerns with regards to campus, conference, and NCAA issues
- To encourage coaches to be receptive to student-athletes concerns within their respective teams and athletic community
- To promote the importance and purpose of SAAC both within the department and within the greater community
- To provide necessary funds for certain SAAC sponsored events

Article VI: Meetings
- Meetings will take place every three weeks (usually Wednesday’s from 7-8pm)
- Meetings will last no longer than one hour
- All members will be notified of meeting dates, times and locations at least two weeks prior to the scheduled meeting
- Subcommittee Chairs will arrange additional meetings with their committees when necessary
- Any member can call a SAAC meeting if needed with approval from the Co-Chairs and the SAAC Advisor
- Attendance is expected at all meetings unless there is an academic or athletic conflict. Absence must be cleared by the SAAC Advisor
Article VII: Ratification and Amendments of SAAC Procedures

Section 1: Quorum
- 2/3 of all members must be present for a vote to take place

Section 2: When a Quorum must be Present
- To vote on financial issues such as fundraising activities and the distribution of funds
- To vote on the removal of a member officer
- To make amendments and addendums to the Constitution/Bylaws

Article VIII: Subcommittees
- Subcommittees tend to change on an annual basis depending on the needs and goals of the SAAC organization. Possible subcommittee’s are listed below:
  - Community Relations
  - Promotions (Spirit Day, NGWSD, etc.)
  - Safety
  - Sportsmanship
  - MHC/NEWMAC/NCAA
  - Awards
  - Admissions
  - Student-Athlete Recognition
  - Denim Day

Article IX: Affiliations
- National Collegiate Athletic Association (NCAA)
- New England Women’s and Men’s Athletic Conference (NEWMAC)
- Eastern Collegiate Athletic Association (ECAC)
- Intercollegiate Horse Show Association (IHSA)
- Additional individual sport affiliations