

Concordia University Chicago

Student-Athlete Advisory Committee Constitution

Mission Statement

The Student-Athlete Advisory Committee (SAAC) promotes leadership throughout teams by serving as a conduit for student-athlete voices. We commit to upholding the following values: Christian Faith, Responsibility, Pride, and Sportsmanship.

Scope and Purpose

The charge of SAAC is to serve in both oversight and advisory capacities to athletic department administrators and coaches, as well as campus student government. SAAC advocates for a positive, rewarding and enriching experience as a Division III student-athlete at Concordia University Chicago (CUC). SAAC members represent the department across campus, develop events, and generate community service activities.

Membership

SAAC is led by the executive board. The executive board members are elected by the membership and serve one-year terms. In addition to the executive board, each varsity team will have two voting representatives, with no term limit. The representatives can apply or be nominated by their coach or current SAAC representatives. Ideal team representation consists of one upperclassman (junior/senior) and one underclassman student-athlete (freshman/sophomore). All SAAC members must meet eligibility standards (executive board members must have a minimum of 2.5 cumulative GPA; representative must maintain a minimum 2.0 cumulative GPA) while demonstrating proper social media etiquette set forth by the NCAA, NACC, and CUC.

SAAC Advisors:

- ◆ Designated by Athletic Director and SWA

Meetings: SAAC meetings shall take place each month for one hour, which will include executive board and all representatives. Meeting times and location will be determined at the beginning of each semester. A separate executive board meeting will take place on a bi-weekly basis. Any CUC student-athlete may attend a meeting and voice a concern by communicating with a SAAC representative or advisor.

Executive Board members include:

- ◆ President
- ◆ Vice President
- ◆ Secretary
- ◆ Treasurer
- ◆ Communications Coordinator
- ◆ Cougar Cup Coordinator
- ◆ Committee Chairpersons

Responsibilities of Elected Executive Board

President:

- ◆ Serves as the primary student-athlete contact with the athletics administration
- ◆ Officer-in-charge in all functions of the Student-Athlete Advisory Committee
- ◆ Leads effective monthly meetings, including administration of votes, follow-through in event planning/fundraising efforts, and developing a healthy atmosphere
- ◆ Directs SAAC annual report, due by June 1 each year with the assistance of other officers
- ◆ Manages logistics and delegates responsibilities for all SAAC functions
- ◆ Serves on the following committee: NACC conference
- ◆ Represents SACC at Student Government Activities Meetings (SGA)

Vice President:

- ◆ Assist the President as needed
- ◆ Facilitate meetings in the absence of the President
- ◆ Assists with the organization and oversight of the Subcommittees
- ◆ Ensures adequate representation on the SAAC from each team (2 voting members per team)
- ◆ Assists fellow officers in their responsibilities
- ◆ Represents SAAC at Fellowship of Christian Athletes (FCA) meetings

Secretary:

- ◆ Maintain detailed documentation of all rosters and email/phone lists
- ◆ Disburses meeting reminders as well as reminders of significant events or notifications, including emailing the agenda with meeting notifications
- ◆ Prepares and distributes all meeting minutes to SAAC membership and all athletic department staff and coaches, which will be available on the SAAC page of the athletic website

Treasurer:

- ◆ Manages the SAAC budget, including serving as liaison to the CUC Athletics and SGA office, balancing the SAAC account, reporting revenue, and processing reimbursements
- ◆ Tracks all expenses and revenue through official income statement
- ◆ Reports to the general committee current budget status, revenue generation, and expenditures
- ◆ Serves as the primary contact in budgetary decision-making
- ◆ Oversee Fundraising Subcommittee

Communications Coordinator:

- ◆ Serves as the liaison to CUC Athletics Communications Office and the Marketing/Special Events personnel
- ◆ Responsible for the marketing of key SAAC events. Includes creating posters, writing radio spots, and composing articles for the CUC Athletics website
- ◆ Maintain SAAC Social Media outlets- including Facebook page, Twitter, and Instagram
- ◆ Work closely with the Director of Athletics Communication to make sure postings are in a timely manner with proper etiquette adhering to all policies of social media content.

Cougar Cup Coordinator:

- ◆ Coordinates all Cougar Cup events including Cougar Cup games, compilation of points, management of point board, etc.
- ◆ Announces point standings at the SAAC meetings each month
- ◆ Communicates with SAAC advisor and executive board as to point standing
- ◆ Responsible for disseminating information about Cougar Cup to student-athletes via team announcements, social media outlets and fliers

Responsibilities for all executive board members:

- ◆ Attend all executive board meetings and SAAC meetings
- ◆ Assist in the creation of the meeting agenda
- ◆ Provide input/suggestions on SAAC initiatives and student-athlete welfare issues
- ◆ Coordinate SAAC initiatives and encourage participation from all SAAC representatives and teammates
- ◆ Represent the committee at specified events/conferences (conference and nationally)
- ◆ Attend required trainings and orientations set by Athletic Department and Office of Student Leadership & Involvement

Elections: Representatives will either nominate others or self-nominate at the second to last meeting of the year. A voting

ballot will be created and final voting will take place during the second to last meeting of the year.

1. Voting for officers will occur one position at a time.
2. If a nominee does not get voted into one position, they may be nominated for another.

Installation: Installation of the executive board shall be at the last meeting of the year, at which time the new officers take over their duties in all matters affecting the current academic year, with the assistance of previous officers.

SAAC Representative Responsibilities

- ◆ Responsible for disseminating all information from SAAC meetings to team members via monthly team announcement.
- ◆ Responsible for attending all meetings. Excused absences include: class, team travel/competition, or practice/practice related activities. If absent, representative must notify an officer or SAAC advisor. If a representative has difficulty adhering to the attendance policy, their future involvement with the committee will be reviewed.
- ◆ SAAC representatives are the primary contact for student-athletes with concerns and serve as liaison to the athletic administration. These leaders are obligated to be a voice to their teammates.
- ◆ All events, fundraisers, Cougar Cup event and spirit participation is coordinated through SAAC representatives.
- ◆ Attend all SAAC sponsored events
- ◆ Minimum of 2 representatives with a maximum of 4 per program.

SAAC Subcommittees

Every SAAC representative will serve on one subcommittee throughout the academic year. The responsibilities of each subcommittee are listed below.

Cougar Spirit

The Spirit Subcommittee is responsible with designing, organizing and hosting events that bring student-athletes together. The process for developing an approved cohesion event include:

- ◆ Propose event to general SAAC membership and petition for vote
- ◆ Include a detailed budget, verification of facilities, staffing needs, etc. for vote
- ◆ These events include “Pack the Stands” games as well as events outside of competitions

Cougars in the Community

This Community Service subcommittee is responsible with designing, organizing and implementing community outreach. The process for developing an approved community service event include:

- ◆ Propose project to general SAAC membership and petition for vote
- ◆ Include a detailed budget, verification of facilities, staffing needs, etc. for vote
- ◆ NACC Conference event (Cans Across the Conference)
- ◆ NCAA DIII SACC event (Special Olympics)

Initiatives Committee

This committee is responsible for organizing and implementing events that raise funds and follow through on NCAA, NACC, and CUC Athletic Department initiatives. These events include, but are not limited to:

- ◆ Fundraising Activities
- ◆ Wellness Initiatives
- ◆ Academic and Mental Awareness Initiatives
- ◆ NCAA DIII Week
- ◆ Student-Athlete Appreciation Event

General Meetings

1. Each team receives two votes for any initiative
2. Representatives must be present to vote
3. If approved, representatives unable to attend may give his/her written substitute to another member and copy the president

4. Quorum- At least 1 representative from every sport
5. Executive Board is the tie breaker in voting.