

The background of the page features a large, light purple shield. Inside the shield is a white cross with a purple outline. The text is centered over the cross.

# **College of the Holy Cross Student Athlete Advisory Committee (SAAC) Handbook**



# The College of the Holy Cross

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## **What is SAAC?**

### **NCAA Definition**

“A Student-Athlete Advisory Committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC offers input on the rules, regulations and policies that affect student-athletes’ lives. There is a SAAC at the institution, conference and national levels. Presently, there are separate national SAACs for NCAA Divisions I, II and III. NCAA legislation mandates that all member institutions have SAACs on their respective campuses. Further, NCAA legislation requires that all member conferences have SAACs.”

### **Holy Cross Definition**

The Holy Cross Student-Athlete Advisory Committee (HC-SAAC) will serve as a liaison between Holy Cross student-athletes and athletic administration and faculty/staff, fostering communication between all groups. SAAC also takes place at the conference level and has a presence and a vote at the national level. Further, our SAAC group members are expected to be leaders on campus and give back through community service.

## **Mission Statement**

### **HC SAAC**

The mission of the College of the Holy Cross Student Athletic Advisory Committee (SAAC) is to be a liaison between faculty, staff and student-athletes through organized meetings, which facilitate collaboration amongst the community. Our main focus is to benefit past, current and future student-athletes, while striving to positively reflect the Holy Cross, Patriot League and NCAA values. Our members are held to a high standard of leadership and responsibility to represent the Holy Cross student-athletes.

## **Vision Statement**

The HC-SAAC group has never-ending goals to create and maintain an active and collaborative culture among all Crusader student-athletes, faculty/staff, and the overall community.



# **Constitution**

## **Article I (Name)**

The official name of this organization shall be the ***College of the Holy Cross Student Athlete Advisory Committee (HC-SAAC)***.

## **Article II (Membership)**

### **Qualifications:**

All members of the Holy Cross Student Athlete Advisory Committee shall meet the following requirements in order to become and remain a member:

1. All members shall be a full-time varsity student athlete at the College
2. All members shall be passionate about Crusader Athletics and possess a positive attitude

### **Member Selection and Terms:**

1. There shall be no more or less than (2) voting representatives per varsity team, except for special circumstances approved by the Assistant Director of Athletics for Student-Athlete Development
2. Selection of representatives shall be held at each team and coach's discretion
3. Members may serve as many terms as they wish; however, they must be re-appointed every year by their coach, team, or the Assistant Director of Athletics for Student-Athlete Development

### **Advisor:**

The staff advisor for HC-SAAC shall be the Assistant Director of Athletics for Student-Athlete Development staff at the College of the Holy Cross.

The role of the Advisor is as follows:

1. Provide administrative support for student-athletes and HC-SAAC, while acting as an advocate of their interests and ideas to the broader community (e.g. faculty, administrators and coaches)
2. Educate student athletes on NCAA, Patriot League and Holy Cross rules and issues
3. Serve as a non-voting member of the group
4. Provide a safe and confidential environment for student-athletes to share their thoughts and concerns



### Faculty Athletic Representative (FAR):

In addition to the NCAA mandated role in which the FAR serves as a liaison between Holy Cross administration/faculty and the athletic department, the FAR will be available as a resource to SAAC representatives regarding academic issues affecting student-athletes. The FAR shall attend one SAAC meeting each semester as a way to hear student concerns and guide them to the appropriate campus resources.

### **Article III (Responsibilities and Attendance)**

#### Attendance Policy:

1. Each team shall have 2 voting representatives. At least 1 representative must attend all SAAC meetings.
2. If both representatives are unable to attend a meeting, the team may send another team member as a proxy to ensure that there is representation of all teams at each meeting.
3. Representatives unable to attend a meeting are responsible for contacting the Secretary or Advisor ahead of time.
4. If a team does not have representation at three meetings within a semester due to reasons outside of athletic practice/competition or academic reasons, then new representatives should be chosen by the team/coach, or the Assistant Director of Athletics for Student-Athlete Development.

#### Responsibilities:

1. Members shall be required to participate in at least (1) committee; members may be required to attend outside meetings and events as a part of their committee work
2. Members shall be prepared with all materials needed for the meetings and events

#### Behavior Violations:

1. Members shall not misrepresent the athletic department or the college in a negative manner
2. Members shall not violate any NCAA requirement
3. Members shall follow the HC Student-Athlete Handbook
4. Should improper behavior occur, the Committee has the right to impeach a representative or member of the Executive Board (See Article V: Election of Members).



## **Article IV (Organizational Structure)**

### **Executive Board:**

#### ***1. President:***

The President of the HC-SAAC shall be responsible for running all of the SAAC meetings and making the agendas for the meetings. The president shall be responsible for checking in with all of the executive board members, as well as communicating information with the HC-SAAC advisor and the athletics administration.

#### ***2. Vice President:***

The Vice President of the HC-SAAC committee shall be responsible for keeping in touch with all of the committee chairs and acting as a liaison between them and making sure that all committees are progressing. This person shall also be responsible for communicating with our conference SAAC as to what events we are running and sharing ideas. Finally, this person shall be responsible for helping out the president and filling in to run meetings if necessary.

#### ***3. Secretary:***

The Secretary of the HC-SAAC shall be responsible for communicating with the SAAC group as a whole to include: sending out group e-mails, taking meeting minutes and marking attendance. This person shall also be responsible for reporting to the President as to who is in violation of the attendance policy.

#### ***4. Treasurer:***

The treasurer of the Holy Cross SAAC shall be responsible for keeping the financial records for the organization. This person also shall be expected to provide the group with a report of financial statements upon request or change in financials.

*Note:* The HC-SAAC does not have this position at the writing of this Constitution (Summer 2016); however, this description may be used when we do have a budget.

### **Student Government Liaison:**

The Holy Cross SAAC Committee shall have a minimum of one member present at Student Government Association (SGA) meetings. These person(s) shall be responsible for being the liaison between SAAC and SGA, as well as responsible for reporting back any important information regarding athletics back to the SAAC committee.



## Committees:

### *Standing Committees:*

#### 1. Student-Athlete Welfare

a. This committee prioritizes the ongoing pursuit of bettering the student athlete experience in the classroom and on the field. This shall be accomplished by bringing the concerns, needs, and ideas of the student athletes to the SAAC committee as a whole and the athletic administration of Holy Cross.

#### 2. Public Relations

a. This committee is responsible for spreading awareness and promoting the role of SAAC on campus and the events that SAAC sponsors and staffs. This committee shall also take on the role of fundraising for the HC-SAAC.

#### 3. Community Service and Events

a. This committee will sponsor and staff campus and community events, that better a party in need in some way, shape, or form. These events will focus on bringing SAAC together and helping people in need. Activities do not have to be athletically based.

### *Temporary Committees:*

1. The responsibility of temporary committees shall be to lead specific tasks that the HC-SAAC wishes to accomplish.

## Committee Chairs:

### *Responsibilities:*

1. The responsibility of the committee chairs shall be to be the liaison between the individual committees and the executive board of SAAC.
2. They shall be responsible for leading their groups and delegating action items to members.
3. They also shall be the ones responsible for reporting attendance at committee meetings outside of general SAAC meetings to the SAAC secretary.

## **Article V (Elections & Terms of Office)**

### Executive Board:

1. The Executive Board shall be chosen at the end of the second semester for the following academic year.
2. See Article VI (Voting) for additional information on executive board procedures



3. Executive members may serve as many terms as they wish; however, they must be voted in every year

#### Team Representatives:

1. Team representative selection is left to the designation of the coach/team and Assistant Director of Athletics for Student-Athlete Development. Members for the following academic year should be chosen at the end of the second semester.
2. Members may serve as many terms as they wish; however, they must be re-appointed every year by their coach or team.

#### Impeachment:

1. If at any point in time, a member of the HC-SAAC is not fulfilling their responsibilities to meet the demands of the other SAAC members and the Constitution, the member can be impeached.
2. A written statement as to why this person is not a good fit for the group, and a signed petition by at least two-thirds of all SAAC members must be turned into the advisor.
3. The Advisor will then meet with the Executive Board, and with the member in question to see if there is a reason for their actions. Ultimately, the decision of yes or no shall be made by the advisor.
4. If the member in question is the advisor, the letter and petition shall be turned into the Athletic Director, and the same process shall occur.

#### **Article VI (Meeting Structure & Information)**

##### General Agenda Outline:

1. Call the meeting to order
2. Approval vote of last meetings minutes
3. Old business
4. New business
5. Committees break out
6. Committee reports
7. Announcements / closing
8. Meeting adjournment



### Minutes:

1. Meeting minutes shall be taken by the Secretary at each meeting. Format is to be determined by the Secretary, but should include a review of all events/discussions from the meeting as well as attendance.
2. The Secretary is responsible for circulating the minutes by e-mail to all SAAC members following each meeting. The advisor will circulate to the athletic department, including Athletic Director, Coaches and the Faculty Athletic Representative (FAR).
3. Each and every member of HC-SAAC is responsible for reviewing the previous meeting minutes prior to each meeting.
4. Any changes/discussion on the minutes shall be brought up at the meeting.
5. All meeting minutes shall be posted on the HC-SAAC webpage no later than one week after they have been approved by SAAC.

### **Article VII (Voting)**

#### General Voting (NCAA Legislation, Programs, Issues, Events):

1. Presentation on the vote, explaining what we are voting on
2. Open discussion on the vote, how it will impact if passed / not passed
3. Each voting member of the HC-SAAC shall receive one vote on a ballot
4. Ballots collected and counted
5. Two thirds of the HC-SAAC Members shall be present or the vote shall be held off

#### Basic Voting (Meeting Minutes, Adjournment of meeting):

1. The president will call for discussion on vote
2. Pending no discussion, the president will call for a passing vote
3. Someone will make a motion towards the vote
4. Someone will second that vote
5. The president will call for any objections to the vote
6. Pending no objections, the vote passes
7. If more than three quarters of the HC-SAAC members are missing the vote is held off

#### Voting in Executive Board Members and Committee Chairs:

##### *Executive Board (President, Vice President, Secretary, Treasurer)*

1. The advisor of HC-SAAC will call for nominations and platforms (can be self-nominated)



2. The platforms will be reviewed by all members of HC-SAAC prior to the meeting, and get a print out of them with the voting card
3. The candidates will make any final remarks prior to the vote
3. The advisor will hand out individual ballots
4. Ballots will be collected and counted by advisor

#### Committee Chairs:

1. Committee Chairs shall be voted for within their individual committees

#### Tie Breakers:

##### *For General Voting:*

1. Ballots shall be re-counted / double checked
2. The discussion floor shall open back up, folks to speak about why vote Yay or Nay
3. Input on the vote may be sought from advisors, coaches, and other teammates
4. After above, a re-vote shall take place
5. Should there still be a tie, a vote of NCAA Legislation will result shall be to abstain
6. If it is not an NCAA Legislation, absentee ballots shall be sought
7. If there is still a tie, the president shall vote to break the tie

##### *For Executive Board Members:*

- 1) Ballots shall be re-counted / double checked
- 2) Whoever has more years of service to SAAC shall win
- 3) Should there still be a tie, the candidates shall co-exist in the position

#### **Article VIII (Non Discrimination Statement)**

The College of the Holy Cross Student Athlete Advisory Committee is committed to providing equal opportunity for all parties involved, and will not discriminate against any person(s) on the basis of sex, sexual orientation, race, color, age, religion, disability.

Also, this committee shall not turn away any student, faculty, or staff member who wishes to have a role in the committee. Not everyone will be able to vote; however, all may participate.

#### **Article IX (Amendments)**

1. If any amendments wish to be made to this constitution, a statement must be made by those bring the amendment forward at a meeting.



2. If the group wishes to discuss more on the amendment, the vote shall be pushed off to the next meeting. If the group feels comfortable with the amendments in question, a general vote (see above) shall be held on the legislation.

