

Article I. Purpose

Statement of Purpose:

The Student-Athlete Advisory Committee shall act as a liaison between the Lewis & Clark Athletic Administration and the Student-Athlete body. It encourages unity and communication between teams, athletes, faculty, and the entire Lewis & Clark community.

Article II. Membership

1. **Voting Membership:** The voting membership is composed of two representatives from each varsity team. Each representative shall be nominated by the coach through any means the coach deems appropriate and approved by the athletes on his/her team, if necessary. The Co-Chairs shall vote in the event of a tie.
2. **Duration:** Membership shall last for the duration of the members' participation on the varsity team they were chosen to represent, terminating at graduation or withdrawal from varsity athletics, or upon written notice to the current SAAC Co-Chairs.
 - a. A member who is failing to meet the responsibilities of membership after being warned at least once may be asked to leave their seat by the SAAC Co-Chairs.
3. **Temporary Absence:** In the case of absence due to overseas travel or other circumstances, the coach and respective team shall appoint a temporary representative. Temporary members will have the option to remain on the committee as non-voting members once members have returned from absence.
4. **Non-voting Members:** All non-voting members who would like to speak or be recognized must make themselves known to the Co-Chairs prior to the meeting.
5. **Member Responsibilities:** It is the responsibility of representatives to present and discuss information with their teams, inform their teammates of events to increase support and participation, and serve the committee as a voice of the needs of each representatives given team. As a SAAC representative you are to represent yourself, team, coach, and the athletic department in a way that reflects positively on the aforementioned groups you are representing. This includes, but is not limited to:
 1. Proper attendance and participation at meetings
 2. Participation in SAAC initiatives and events
 3. Actively communicate
 4. Remain in good academic and conduct standing

Article III. Officers

Officers shall be nominated and elected by the committee for one-year terms. Elections shall be held at the second to last meeting of the spring semester. Responsibilities of the elected begin

upon election and continue until the following election. The following officers shall be elected each year:

1. **Co-Chairs:** Shall serve as the spokespeople for the committee. Responsibilities include organizing and facilitating meetings, frequent meetings with Athletic Administration, representing Lewis and Clark students on the Athletic Advisory Board (AAB), before the NCAA and other duties as assigned. *Co-Chairs shall consist of one female and one male representative.* The Co-Chairs will also assist the treasurer in applying to the Student Organizations Committee Budget Allocation each spring. The Co-Chairs shall represent

the L&C SAAC at the Northwest Conference SAAC Meetings held annually in the months of November and February.

2. **ASLC Representative:** Responsibilities include attending ASLC meetings and acting as the liaison between the student-athlete body and the student government. The representative will submit reports to both bodies, and attend all ASLC Senate meetings as the voting representative of SAAC on the Senate. The ASLC Representative will keep SAAC updated on the Senate dealings. The ASLC representative will also be responsible for having a thorough understanding of the Senate bylaws.
3. **Special Olympics Liaison:** Shall serve as the point person to Special Olympic organizations and the campus community. Responsibilities will include improving relations with Special Olympics, putting on small, periodic special Olympic based events on campus as well as one large event per year. Additional responsibilities include coordination of NWC fundraising challenge (as long as it continues to support Special Olympics) and reporting this information to the NCAA.
4. **Secretary:** Responsibilities include careful notation of minutes, including attendance, which shall be posted on the website in a timely manner. In addition, it shall be the secretary's responsibility to maintain and update the SAAC website as necessary.
5. **Treasurer:** Responsibilities include recording all financial transactions and reporting them to the board along with clearing the budgets bimonthly with the SAAC advisor. The treasurer shall inform the committee of monetary transactions at each meeting. The treasurer will also assist the Co-Chairs in applying to the Student Organizations Committee Budget Allocation each spring.

Other offices and committee chairs may be created as needed and assigned by the committee. In order for a new committee to be formed, there must be a majority vote of SAAC members.

Article IV. Elections

1. The voting procedure shall take place as follows:

Nomination: Each candidate shall be nominated by a voting member of the committee or

a. self-nominated.

2. **Acceptance:** Each nominee must accept the nomination.
3. **Statement & Discussion:** Each candidate shall be allowed a two-minute speech to the

committee regarding their candidacy. Following the candidate statements the floor will be open for a five-minute question and answer session for each position.

d. **Voting Procedure:** Candidates will leave the room and votes will be submitted on paper ballots to be tallied by the present athletic advisor.

e. **Election:** Each eligible committee member shall be allowed one vote, with the Co-Chairs abstaining. In order to be an eligible voting committee member, representatives must attend at least three meetings during the year. If there is not a majority, the candidate with the lowest number of votes shall be dropped from the ballot, and the committee will vote again. This procedure will continue until a candidate receives a majority.

2. The voting procedure will take place one position at a time, in the order of Co-Chairs, Secretary, Treasurer, ASLC Representative, Special Olympics Liaison.

Article V. Meetings

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SAAC Advisor can make appropriate decisions when a vote can not be taken (i.e. in between semesters).

3. One representative per sport must be present at each meeting. Each team is allowed to miss one meeting per semester. If more than one meeting is missed, the representation of that team will be up for review by the committee. If the attendance of a representative is determined to be negligent, the respective coach and team shall be informed and the decision for dismissal of the representative given to them. The SAAC Co-Chairs will have final say in the decision to remove the representative from their seat.
4. The committee shall determine confidentiality of issues, with each representative being responsible for upholding the committee's decision.

Article VI. Representation at Northwest Conference SAAC

1. Representation at the conference level will include the Co-Chairs and up to two other members of the committee. At least one of the other members to attend should be an underclassman.
2. Two of the representatives on the committee will be delegated to vote for L&C.