I. MISSION
The mission of Centre College’s Student-Athlete Advisory Committee is to enable student-athletes to participate in developing leadership skills both inside and outside the field of competition, to protect student-athlete well-being, and to provide a vehicle through which student-athletes can become involved both on the College’s campus and in the local community.

II. FUNCTIONS
- To provide student-athlete support for all collegiate athletics programs at the College.
- To promote Centre College Athletics on campus and within the local community.
- To provide community service to the College and local community.
- To develop leaders among the student-athletes.
- To uphold positive athletics, academic and social experiences for all student-athletes.
- To create a connection between the students and student-athlete’s of Centre College.

III. SAAC STAFF ADVISORS
The Staff Advisor(s) of SAAC will be full-time members of the Centre College Athletics staff or other designees by the athletic director. They will provide council with important information involving student-athletes, discuss athletic department promotion endeavors, discuss the role of a student-athlete at the college and any relevant information involving the College and the NCAA.

IV. MEMBERSHIP
At least two student-athletes from each of Centre College’s athletics teams will serve as a representative on SAAC. The representatives will be chosen by the head coach and members are encouraged to serve for multiple years.

Duties of SAAC representatives include but are not limited to:
- Attend all SAAC meetings and related events.
- Serve as a liaison between the member’s respective sport to the committee and the athletics department.
- Serve the needs of fellow student-athletes via leadership and support.
- Serve on at least one SAAC sub-committee with active involvement.
- Promote a positive student-athlete image on campus and in the community.
- Assist in the growth and development of SAAC.

V. MEETINGS
- There will be one meeting per month, held on the first or second Tuesday of each month.
- All meetings will be held in the Champions Room; Sutcliffe Hall (1st Floor).
- Meeting should last no longer than 45 minutes - 1 hour.
- Sub-committee meetings, outside of the monthly “SAAC” meeting, are mandatory.
VI. ATTENDANCE POLICY

Representation from each team at all SAAC meetings is mandatory. After one (1) unexcused absence, the head coach and team representative will be notified by email of their warning. After two (2) unexcused absences, the member shall be removed and the search for a new representative will begin. If a member is removed due to attendance issues, his/her team will not be able to gain another voting seat in SAAC until the following year.

VII. UNEXCUSED ABSENCES

An unexcused absence is defined as an absence from a regularly scheduled meeting without providing notice to the Secretary at least two days in advance. Documented medical emergencies are the only excused absences without prior notification.

VIII. EXECUTIVE BOARD

Co-Presidents (one female, one male)

1. Role Description: As the Co-President of SAAC, he/she will represent all student-athletes at the College and Athletic Department level. These persons are responsible for helping to set the vision, goals, and objectives of SAAC, with assistance of the SAAC Advisors and executive board. Co-Presidents will commit to attending scheduled events throughout campus. They will represent SAAC and all student-athletes at a few athletic department and external relations meetings. Co-Presidents will set the agenda for all SAAC meetings and sub committee meetings.

2. Expectations:
   • Conducts monthly SAAC meetings
   • Organizes monthly sub-committee meetings
   • Prepares meeting agendas and forwards it to members prior to monthly meeting.
   • Oversees SAAC events
   • Meets regularly with SAAC advisors and other Athletics Administrators
   • Serves as liaison to SAA and National SAAC (attends SAAC meetings and participates in conference calls)

3. Value/Benefits:
   As Co-President of SAAC, you will have the opportunity to collaborate and learn from high level athletic department team members, College faculty, and staff. You will gain leadership experience and the skills to manage an organization. You will have the opportunity to serve as the face of an organization and hone your professional development skills.

Vice President

1. Role Description:
   The Vice President is responsible for overseeing the operations of the group. This includes attendance, keeping track of participation on committees, facilitating meetings, etc. He/she will be expected to keep a pulse of the student-athlete reps, making sure all needs are addressed. In addition, he/she will be responsible for assisting the Co-Presidents as needed.

2. Expectations:
   • Assist Co-Presidents with all duties and meetings
   • Represent Co-Presidents when those individuals are unable to attend an event/meeting
   • Perform duties as requested by the Co-Presidents
   • Regularly attend all meetings
   • Attends monthly committee meetings
   • Participates in all SAA and National SAAC events
3. **Value/Benefits:**
The Vice President will have the opportunity to gain valuable leadership experience. He/she will learn how to effectively manage their peers. They will improve their public speaking and facilitation skills.

**Secretary**

1. **Role Description:**
The Secretary is responsible for keeping a written or electronic record of all meetings. He/she will distribute minutes of meetings to the members via e-mail. In addition, he/she will be responsible for assisting the Co-Presidents as needed.

2. **Expectations:**
   - Take minutes and attendance at all SAAC Meetings
   - Participates in all SAA and National SAAC events
   - Coordinate and track subcommittee meetings
   - Archive all minutes and written correspondence in shared SAAC folder
   - Attends monthly officer meeting
   - Provides assistance to Promotions and Marketing Coordinator as needed

3. **Value/Benefits:**
The Secretary will have the opportunity to gain valuable leadership experience. He/she will learn how to effectively manage their peers. They will improve their organizational and facilitation skills.

**Vice President of Promotions & Marketing**

1. **Role Description:**
The Vice President of Promotions & Marketing is charged with the responsibility of constructing and enacting marketing strategies to help raise awareness of upcoming SAAC events and home-games for all of our athletic teams. He/she also acts as the committee's social media coordinator, serving as the director of SAAC's official presence on Facebook, Twitter, Instagram and other such outlets.

2. **Expectations:**
   - Provide updated SAAC information to External Relations Coordinators
   - Attend External Relations Meetings with SAAC advisors
   - Photograph SAAC events
   - Archive all photos in shared SAAC folder
   - Work with each event committee on marketing and promotions strategies
   - Promote SAAC activities
   - Meet regularly with SAAC advisors
   - Attends monthly officer meetings
   - Participates in all SAA and National SAAC conference calls

3. **Value/Benefits:** The Vice President of Promotions & Marketing will have the opportunity to gain valuable leadership experience. He/she will learn how to effectively manage their peers while also improving their interpersonal skill set.

**Vice President of Community Service**

1. **Role Description:** The community service representative is responsible for reporting any individual student-athlete community service efforts to SAAC, as well as arranging for said opportunities in the future. The Vice President of Community Service will work with an athletics staff member as the two primary contacts for any outside resources regarding potential community projects, and also keeps track of each team’s community service hours over the course of each academic year.

2. **Expectations:**
   - Assist community service event chairs with organizational tasks
   - Attend External Relations Meetings with SAAC advisors
• Monitors committee service event progress
• Serves as liaison between committee chairs and SAAC members
• Attends monthly officer meetings
• Participates in all SAA and National SAAC conference calls

3. **Value/Benefits:** The Vice President of Community Service will have the opportunity to gain valuable leadership experience while working with the local community. He/she will learn how to effectively manage their peers while also improving their interpersonal skill set.

**Election Procedure**

Eligible SAAC representatives (those not on social, academic or disciplinary probation) have the opportunity to apply for an executive position.

**Term of Office**

A member of the Executive Board will serve one (1) academic calendar year in his/her role. A member of the executive board may elect to resign from his/her position prior to election time. The entire SAAC will be notified of this vacancy and will have the opportunity to fill the open position. If the vacancy occurs during the fall semester before elections, the newly elected member will maintain the position until the following fall semester. If the vacancy is the position of the Co-Presidents, the Vice President will assume the role of Co-President and the election will be for the Vice President position. A member may run for the same position again, or another executive position if he/she so chooses.

**IX. COMMITTEES - serve under the appropriate VP’s**

We have identified the following committees for SAAC:
1. **Community Service**
2. **Promotion & Marketing**

The Community Service committee is responsible for the promotion, organization and assessment of all community service related activities that SAAC works on during the academic year.

The Promotion & Marketing committee is responsible for the ideation, promotion, execution and reporting of all related activities for SAAC during the academic year.

**X. AMENDMENTS**

These Bylaws may be amended by two-thirds affirmative vote of the SAAC representatives. The proposed amendment must be posted at least one week before action is taken. The Athletic Department must first approve of the amendment.

*The Bylaws will be updated annually and as needed.*