



CONSTITUTION

Article I: State the name of the organization

The Student-Athlete Advisory Committee (SAAC)

Article II: Purpose

The SAAC will act as a liaison and maintain lines of communication between student-athletes, the athletic administration and Student Government Association to advance the interests and pool the resources of all athletic programs at Brookdale Community College. The SAAC will also provide feedback and insight into the athletic department's issues and concerns. In addition, the SAAC will organize community service efforts; create student-athlete representation on campus-wide committees in order to promote a positive student-athlete image on campus and in the surrounding community.

Article III: Membership

Full membership in this organization shall only be available to students of Brookdale Community College regardless of race, color, gender, sexual orientation or political, ethnic or religious affiliation. This organization shall not limit any member in the enjoyment of any right or privilege, advantage or opportunity.

In addition, each varsity athletic team at Brookdale Community College is required to send at least one representative per 10 roster spots to each meeting.

Article IV: Executive Committee

Section One: The executive committee will consist of two co-chairs (one male, one female) and two vice co-chairs (one male, one female). Students who serve in these leadership positions must be currently enrolled for a minimum of six college credits (active – not audit status) and must have an acceptable ratio of credits attempted to credits earned (as defined by the college catalog).

Section Two: Each position shall be elected to a one-year term of office to commence upon the conclusion of the last meeting of the spring semester or upon the completion of the voting process, whichever is later

Section Three: Roles of the Co-Chairs:

1. Presides over monthly meetings
2. Assists in setting and reviewing agendas for monthly meetings
3. Reviews and circulates minutes from all meetings
4. Functions as spokespeople for SAAC
5. Main liaisons between athletic administration and SAAC members

- 6. Attends coaches meetings, as determined by the athletics' director, to provide updates regarding SAAC and receive updates regarding activities in the department.
- 7. Reserves the right to call additional meetings when necessary, with approval from advisor
- Roles of the Vice Co-Chairs
 - 1. Assists in presiding over monthly meetings
 - 2. Keeps written records, including attendance and active minutes and distribute to chairs and advisor.
 - 3. Disseminates all necessary materials
 - 4. Keeps the financial records of the organization
- In case of either a chair or vice chair, the responsibilities will be combined to the remaining chair. If the absence of both co-chairs, then the vice co-chair will take the lead. If the event of absence of both vice co-chairs, then the leaders of the four committees (listed below) will then share the responsibilities.
- Section Five: Committees
 - There are four committees with two elected leaders
 - i. External Relations
 - 1. Liaison between student-athletes and community
 - 2. Organize volunteer events and other programs with the surrounding community
 - 3. Responsible for annual fundraising event, with assistance from Student-Athletes Interests Committee
 - ii. Legislation
 - 1. Has knowledge of existing relations with administration
 - 2. Researches new proposals
 - 3. Records athletes' feedback on proposals and presents information to administration
 - 4. Has a direct relationship with the student life department
 - iii. Internal Affairs/Public Relations
 - 1. Voice concerns of fellow student-athletes
 - 2. Conducts all publicity for SAAC events
 - 3. Responsible for upkeep of SAAC website
 - 4. Adds meetings and activities to the college calendar
 - iv. Student-Athlete Interests
 - 1. Creates activities, events and traditions for student-athletes
 - 2. Assists External Relations Committee with fundraising effort
- b. Committee leaders are elected by majority vote within that committee
 - 1. Leaders will serve one-year term
 - ii. Leaders will report on committee status at each meeting
 - iii. Leaders reserve the right to call additional committee meetings when necessary





Article V: Meetings

- a. Will be held once a month, throughout both Fall and Spring semester
- b. First meeting shall occur no later than the third week of the semester
- c. A minimum of seven (over half) varsity sports must be represented in order to have an official meeting
- d. Meetings will not be held without presence of the advisor
- e. Minutes will be available to all members as per the vice co-chair

Article VI: Quorum

At least half of the team's representation must be present in order to transact formal business. Since 13 teams hold varsity status, at least seven (7) student athletes must be present.

Article VII: Questions of parliamentary procedure shall be decided by the organization and/or forms laid down in Robert's Rules of Order, latest edition.

Advisor

- f. SAAC will utilize the services of the advisor that will come from the college's administration.
 - g. The associate athletic director will serve as the main advisor for the organization.
 - h. Role
 - i. Provide the council with pertinent information involving student-athletes, discuss athletic department issues affecting the student-athletes, discuss athletic department issues affecting the student-athletes, services provided to the student athletes and any relevant information involving the college, Region XIX and the NJCAA
- B. Agenda**
- a. The agenda must be set by SAAC advisor at least 48 hours prior to the meeting with approval from at least one co-chair
 - b. Time must be allotted for open discussion
 - c. Items requested to be added to the agenda must be delivered to advisor no later than 12-noon the Friday prior to meeting
- C. Voting**
- a. Only SAAC members are eligible to vote
 - b. Representation of seven varsity sports is necessary for a quorum
 - c. Majority is defined as more than 50 percent of total votes possible
 - d. Each team is entitled to one vote at any meeting

Article IV: Elections

- A. Regular Elections** of co-chairs and vice co-chairs shall occur by vote of all SAAC members present during the last meeting of the spring semester each academic year
- a. Any SAAC may nominate any other SAAC member for election

Article VI: Meetings
 Meetings shall be held once a month in the month of February, 2010, and thereafter on the first Monday of each month thereafter. The first meeting shall be held on Monday, February 1, 2010, at 7:00 p.m. in the Student Center, Room 101. Meetings shall be held in the Student Center, Room 101, unless otherwise specified. Meetings shall be held in person, unless otherwise specified. Meetings shall be held in person, unless otherwise specified. Meetings shall be held in person, unless otherwise specified.

Article VII: Officers and Committees
 The Officers and Committees shall be elected by the members of the organization at the annual meeting. The Officers shall be the President, Vice President, Secretary, Treasurer, and Student Body Representative. The Committees shall be the Academic Committee, Student Activities Committee, and Student Government Committee. The Officers and Committees shall serve for one year and shall be eligible for re-election.

Article VI: Copies of Constitution
 A. A copy of this constitution will be given to all inducted members at the old-new meeting held at the end of the spring semester.
 B. Additional copies of this constitution shall be made available to anyone upon request by contacting the SAAC advisor.

Article V: Amendments
 A. Amendments to this constitution may be suggested at any SAAC meeting.
 B. A written proposal must be presented.
 C. Voting on amendments shall occur at any subsequent meeting and will be ratified by a two-thirds majority vote.

B. Mid-Term Elections
 a. In the event that the replacement of one of both co-chairs occurs after a fall semester an election must be conducted to fill any vacant spots.
 b. Any mid-term election shall occur at the first meeting of the subsequent academic year and shall follow the same protocol as regular elections (see Article IV: A)

b. Each nominee must accept or decline nomination
 c. Each SAAC member will vote for four nominees (two male and two female)
 d. Votes will be tallied following the meeting by an unrelated party and the results will be communicated to all SAAC members within one week

