The SAAC will be guided by the following principles: integrity, fairness, ethics, respect for diversity which will also include attention to gender, race, ethnicity, and sport.

I. Name
The Michigan State Student-Athlete Advisory Committee (SAAC) is an organization of student-athlete representatives from each of the varsity sport teams at Michigan State University.

II. Mission Statement
The mission of the Michigan State Student-Athlete Advisory Committee is to strive to develop and improve the overall student-athlete experience by promoting opportunity and leadership, protecting student-athlete welfare and fostering a positive student-athlete image.

III. Purpose
- To have communication between student-athletes and athletic administration, faculty and coaches
- Allow student-athletes to voice their opinions about proposed regulations in the Big Ten conference and the NCAA
- Develop, organize and participate in community service efforts
- Promote a positive student-athlete image on the Michigan State campus and in the greater Lansing community
- Build a sense of community within the athletics program involving all athletic teams

IV. Membership
a. Two (2) student-athletes from each varsity team to serve as a representative on SAAC
b. Minimum requirements for membership are:
   i. Good academic standing (2.5 GPA or above) as confirmed by Academic Coordinator
   ii. Good behavioral standing
   iii. Competing member or Redshirt of the team of affiliation
   iv. Ability to attend monthly meetings
c. Selection Process for Representatives; a new team representative will be accepted upon either the graduation or dismissal of a current representative. The selection process will be a four (4) step process. The process will be as follows:
i. Student-athlete will nominate another student-athlete on their team. The nominated student-athlete will complete an application form provided by SAAC.

ii. The coach of the student-athlete will sign the application, approving the nomination.

iii. Once approval is given by the coach, the application will be signed by the students’ academic coordinator.

iv. The application will be taken to the executive board for approval. The only way for the Executive Board to not give approval would be by unanimous decision. If the executive board does not approve a nominee, the graduating student-athlete will repeat steps one (1) through four (4), picking a different student-athlete on their team.

d. In the event of the dismissal of a representative, the teams remaining representative would follow the four (4) step procedure outlined above.

e. In the event that a representative terminates his/her participation on a varsity team, the teams remaining representative would follow the four (4) step procedure outlined above.

f. Representatives that are graduating or are going to be 5th year non-competing will need to nominate a student-athlete in April of the respected year of graduation.

V. At-Large Representatives

a. Five (5) student-athletes will serve as at-large representatives on SAAC.

b. Selection Process for Representatives; any student-athlete who is not chosen to be one of their team’s representatives and wishes to be on SAAC can be chosen as an at-large member. The selection process will be a four (4) step process. The process will be as follows:

   i. The nominated student-athlete will complete the application form provided by SAAC along with a letter of recommendation from coach or academic coordinator.

   ii. The coach of the student-athlete will sign the application, approving the nomination.

   iii. Once approval is given by the coach, the application will be signed by the students’ academic coordinator.
iv. The application and letter of recommendation will be taken to the Executive Board followed by an interview with the SAAC Executive Board.

c. An at-large representative will have to reapply each academic year. Provided a roster position for their team of affiliation is vacated, the at-large member can transition into this role however must be nominated and go through the selection process.

d. At-Large members will not be able to run for an Executive Board position for the following year as their one year term will end.

VI. Attendance Policy

a. Attendance at all SAAC meetings is required.

b. Meetings are held once a month for both fall and spring semesters.

c. The following attendance policy is in place:

   i. A student-athlete is only allowed one (1) unexcused absence per semester. If he/she exceeds the limit they will have two options:

      1. Write an appeal stating why they missed and why the believe they should stay on SAAC. The executive board will have the option to keep him/her on SAAC if they feel the appeal is appropriate and convincing.

      2. If they choose not to write an appeal, they will lose their spot as a representative and a new representative will be selected through the process outlined in the “Membership” section of the handbook.

   ii. Excused absences are acceptable and not a means for ejection from SAAC. No more than two (2) excused absences per semester. A representative must communicate an excused absence and receive approval by the SAAC President, SASS Student-Athlete Graduate Assistant or SASS Director of Student-Athlete Development at least two (2) hours before the scheduled time of the meeting. If representative has scheduled class, practice or competition, they must receive approval at least twenty-four (24) hours before the scheduled time of the meeting. Failure to receive approval in time will
result in an unexcused absence. No exceptions to this rule. The following are acceptable excused absences:
   1. Class Conflicts
   2. Scheduled Practices or Competition
   3. Family or Other Related Emergency
   4. Other Serious Situation or Event

VII. Representative Duties
   a. The SAAC representative duties include, but are not limited to:
      i. Attend all SAAC meeting and committee meetings
      ii. Participate in SAAC discussions relating to NCAA and Big Ten legislation
      iii. Distributing information discussed at SAAC meetings with your team and coaches
      iv. Act as liaison between your team and the Athletic Department
      v. Conduct yourself in a manner that promotes a positive student-athlete image

VIII. Executive Board
   a. President
      i. Presides over all meetings
      ii. Organizes monthly executive board meetings
      iii. Serves as liaison to the MSU Athletic Department
      iv. Serves as the MSU representative for the Big Ten SAAC
      v. Serves as the Student-Athlete representative in the MSU Athletic Council
      vi. Creates agenda for each meeting
      vii. Functions as the primary spokesperson for the SAAC
   b. Vice President
      i. Manages the SAAC budget
      ii. Responsible for all cash inflows and outflows
      iii. Manages all purchases including: food for meetings, fundraising materials, etc.
      iv. Chairs the Fundraising Committee
      v. Works with MCP Chair to distribute information for Multicultural Program
   c. Secretary
i. Takes minutes and attendance at all SAAC meetings
ii. Distributes minutes by Friday following the meeting
iii. Keeps record of attendance and notifies the President when a representative has more than one (1) unexcused absence.
iv. Attends monthly executive board meetings
v. Chairs the Social Media & Advertising Committee
vi. Works with the Outreach Coordinator to keep track of the Spartan Shield points for each team and posts them on a monthly basis
vii. Performs duties that are related and required of the office by the SAAC
d. Outreach Coordinator
   i. Each semester creates a database with names of student athletes and times throughout the semester that they can work outreach events
   ii. Works with SASS Director of Student-Athlete Development and their Graduate Assistant to coordinate outreach events
   iii. Works with the Secretary to keep track of the Spartan Shield points for each team and posts them on a monthly basis
   iv. Chairs the Community Outreach committee
   v. Works with Graduate Assistant to send emails for upcoming outreach opportunities
e. Varsity S Liaison
   i. Attend all Varsity S Club meetings and act as liaison between the Varsity S Club and SAAC.
   ii. Attends monthly executive board meetings
   iii. Chairs the Athletes for Athletes committee

IX. Election Process for Executive Board
   a. At the March SAAC meeting, elections for the Executive Board for the following year will be held.
   b. The election process will be as follows:
      i. A fellow SAAC representative must nominate you for a position. Representative are allowed to nominate themselves. A representative may be nominated for multiple positions, but can only run for one position.
      ii. Representatives that are nominated must first either accept or deny the nomination.
iii. If accepted, the nominee must give a short speech to SAAC explaining why they want to hold the position they are seeking.

iv. Voting will occur after nominations and speeches have been given. Each SAAC representative has one (1) vote.

c. The nominated student-athlete must have been on SAAC for at least one (1) semester in order to be eligible for the SAAC Executive Board.

d. Impeachment; A member of SAAC Executive Board may be impeached for violating Michigan State Athletics policy or any university policy. The procedure for impeachment are as follows:

   i. If any member of the executive board is failing to uphold their position, members of the Executive Board may file an initial warning with the Director of student-Athlete Development who will address the issue with the individual.

   ii. If the issue continues, the Executive Board may submit a proposal for impeachment.

   iii. The individual will then have a hearing with a committee.

   iv. After the hearing, the committee will vote on the impeachment.

X. **Term Limits for Executive Board**

a. The term length for an executive board position is one year. If a representative wishes to be on executive board again, they must go through the election process again the following year. Elections for the executive board occur at the March monthly meeting.

XI. **Meetings**

a. Executive Board Meetings: The members of the SAAC executive board will meet at least one (1) time per month. Meeting time and place shall be determined by the SAAC President.

b. SAAC Meetings: Monthly meetings of the SAAC general body (executive board and SAAC representatives) will be held in the evenings. The time and place are to be determined by the SAAC President. All meetings will be called to order by the SAAC President and shall proceed through an agenda that is provided to all members of the SAAC.
c. Open Forum: One open forum shall be held each semester that is facilitated by the SAAC President. The open forum is open to all student-athletes for the discussion of issues relating to the student-athletes welfare and other issues that may arise. Date for the open forum will be decided by the Executive Board. Faculty of Michigan State University and administrators of the Michigan State University athletic department may not be present at any open forums. SASS Student-Athlete Development Graduate Assistant may be present.

XII. Committees

a. Every SAAC representative must be a member of a committee. The SAAC President will oversee the committees and will not be a member of any specific committee. The committee and their duties are as follows:

i. Athletes for Athletes
   1. Head Chair: Varsity S Liaison
   2. Develop events at athletic events and brainstorm ideas to gain attendance by student-athletes at athletic competitions
   3. Work with social media and advertising committee to promote Athlete for Athlete events

ii. Outreach
   1. Head Chair: Outreach Coordinator
   2. Lead the Spartan Sibling program. Keep a log of events and outreaches that teams do to meet the program requirements
   3. Brainstorm and assist outreach activities
   4. Work with social media and advertising committee to promote outreach events

iii. Social Media and Advertising
   1. Head Chair: Secretary
   2. Maintain social media websites including: Twitter
   3. Be present at SAAC events to document and post to social media
   4. Create, publish and distribute monthly SAAC newsletter. SAAC newsletter audience includes: all student-athletes, head coaches, assistant coaches, FAR, SASS advisors and administrators and athletic department administrators. SAAC newsletter content includes and not limited to:
athletic schedules, award winners, upcoming SAAC and SASS events, fundraising events, pictures and other athlete achievements.

a. The newsletter must be distributed the first Thursday of each month. Must be sent to the SASS Director of Student-Athlete Development at least 24 hours prior to distribution.

iv. Fundraising
   1. Head Chair: Vice President
   2. Develop strategies and events for fundraising
   3. Coordinate and execute fundraising events

XIII. Amendment of Bylaws

a. A representative of the SAAC and/or SAAC Executive Board may propose changes to the SAAC bylaws by submitting a written proposal to the SAAC.

b. A two-thirds (2/3) majority vote of the SAAC is needed to pass a proposal.

c. If the two-thirds (2/3) majority is achieved, the Executive Board will apply the change to the bylaws accordingly.

d. The modified bylaws will be presented at the next monthly SAAC meeting and two-thirds (2/3) majority vote will need to be achieved to finalize the proposed change.