

APPENDIX K: MIAC Student-Athlete Advisory Committee Bylaws

Updated May 2018

MIAC Student-Athlete Advisory Committee Bylaws

- I. Name**
The Name of this organization shall be the Minnesota Intercollegiate Athletic Conference (MIAC) Student-Athlete Advisory Committee (SAAC).
- II. Mission**
The MIAC Student-Athlete Advisory Committee will support student-athletes by providing the communication of ideas and concerns between student-athletes and the MIAC within a structure that will promote active involvement.
- III. Membership**
Each MIAC member institution shall have 2 representatives on the MIAC SAAC. Coed institutions shall have 1 female and 1 male representative. Each institution shall be represented by 1 upper-class and 1 underclass student to aid in the continuity of the representation from one year to the next.
- IV. Meetings**
A. The MIAC SAAC will meet 2 times per academic year via conference call (or video):

1st Meeting – Final Monday in September at 8 p.m. (one hour meeting)

2nd Meeting – 2nd Monday in February at 8 p.m. (one hour meeting)

B. Meetings shall be run according to Robert’s Rules. The advisor shall serve as parliamentarian.
- V. Voting**
Each member institution is eligible for 2 votes. For the purposes of voting, a quorum of 7 member institutions is required. A suspension of a quorum may occur if less than 7 members are present but not less than 4 by unanimous vote of those present. A simple majority vote is required for all elections while a 2/3rds majority vote is required for the passage of all legislation. Election of Officers will be by secret ballot. Voting on other matters (legislation, etc.) will be by hand-vote. A roll call vote may be approved by a 2/3rds vote of those present and voting.
- VI. Attendance**
Each MIAC member institution must be represented at each meeting. If a current representative cannot attend a meeting they are required to send a replacement. Missing more than one scheduled meeting in an academic year will result in a request for a replacement.
- VII. Officers**
The officers of the MIAC SAAC shall be: Chair, Co-Chair, and Recorder serving a 1-year term, eligible for re-election. No more than 1 officer from 1 MIAC member institution may hold office at the same time. To be eligible to hold office, a member must have served for 1 year. Elections will take place annually at the Spring meeting. If the Chair is unable to complete his or her term, the Co-Chair will assume the Chair position and a new election will be held for the Co-Chair. In the absence of the Chair and Co-Chair, one acting chair may be appointed for the meeting. The responsibilities will retire at the end of the meeting. If the Recorder cannot fulfill their respective term(s), a new election will be held.
- VIII. Duties of Officers:**
Chair: Chair meetings; Work with advisor to set meeting agenda; Represent Committee as required.

Co-Chair: Chair meeting in absence of Chair; Assist Chair; Monitor Committee work.

Recorder: Record and distribute meeting minutes; Maintain attendance records; Prepare legislation; Record votes.
- IX. AD HOC Committees**
The Board may appoint ad hoc committees for the purpose of completing tasks assigned. Committees may include student athletes eligible to participate in the MIAC SAAC who are not members of the Board.

Added: 05/07