

BYLAWS
of the
GEORGIA TECH STUDENT-ATHLETE ADVISORY BOARD
Revised September 24, 2019

ARTICLE I – PURPOSE AND MISSION

Section 1 – Mission Statement

The Student-Athlete Advisory Board (SAAB) is guided by the following mission statement:

*“Our mission is to enrich the lives of student-athletes through collaboration,
communication and creative implementation.”*

Section 2 – Purpose & Goals

- A. To initiate positive change and increased communication within the athletic department as a student-athlete run committee, while addressing student-athlete concerns across all sports
- B. Interpret, advocate for and execute change within NCAA rules and regulations directly impacting student-athletes to improve student-athlete well-being
- C. Build a sense of community between student-athletes, the general student body and the alumni through events including, but not limited to: community service, student-athlete events, presence at other teams’ competitions and events aimed at inclusivity

ARTICLE II – MEMBERSHIP

Section 1 – General Membership

- A. Between one (1) and five (5) student athletes, dependent on team roster size, from each team will serve as SAAB representatives each semester.
 - a. Representatives are selected at the discretion of the team’s respective coach or previous representatives and may be changed upon notice to and reasons deemed appropriate by the SAAB advisor and President.
 - b. Teams will have one (1) representative per five team members, limited to five (5) representatives from a singular team.
 - c. Teams with less than ten (10) total members will be allowed one (1) to two (2) representatives.
 - d. Student-athletes may reach out to the advisor or executive board to express interest and potentially will be granted membership upon review.
- B. Members will be selected from different class levels and backgrounds, so as to create a diverse board of student-athletes.

Section 2 – Committees

- A. Representatives will serve on one committee with active involvement and participation.

- B. Committees will establish one (1) to two (2) leaders based on competence and experience at the discretion of the members of the respective committee, paired with guidance from the executive members as deemed necessary.
 - a. Leaders of committees are responsible for communicating progress and concerns to the executive board, as well as organizing external meetings.
- C. Committees will meet at least one (1) time per month and communicate outside of the regular SAAB meeting to plan and prepare actions to meet their goals.
 - . Goals will be tracked throughout the year using the established document. A committee leader should be prepared to report on progress at any given time.
 - a. In external meetings, committees will take meeting minutes and present progress in a less than five (5) minute summary to SAAB at the next meeting.

Section 3 – Membership Duties

- A. Representatives will attend all SAAB meetings and related events, unless the representative's team is traveling for competition or other related duties.
 - a. If a representative cannot attend, he or she must relay the reason to the advisor or executive board.
 - b. Two unexcused absences will stand as grounds for removal from SAAB.
- B. Representatives will serve as a liaison between the athlete's sports team, the board and committees within the board, the athletics department and the Letterwinners Club.
- C. Representatives will promote a positive student-athlete image on campus and in the community through their actions and words.
- D. Members will actively participate in NCAA legislation and regulations by engaging in discussion regarding possible changes and communicating new legislation to the student-athlete population when it is established.

ARTICLE III – EXECUTIVE BOARD

Section 1 – Officers

The officers shall be; President, Vice President, Secretary, and Committee Chairs. If deemed necessary and appropriate, a Deputy President may be elected in conjunction with the President.

Section 2 – Duties of the Officers

- A. President
 - a. Preside over SAAB meetings, for which the President makes the agenda in conjunction with SAAB advisors
 - b. Attend department meetings and communicate discussions back to SAAB
 - c. Communicate all relevant information to and between administration and staff regarding initiatives and events
 - d. Function as a spokesperson or appoints SAAB representative to function as a spokesperson at conference and national SAAB meetings as well as teleconferences
 - e. Meet at least once monthly with the Athletic Director, Todd Stansbury

B. Vice President

. Presides over meetings and exercises all functions of the President when the President is absent

a. Oversee committee chairs

b. Oversee subcommittees that may be formed as a response to the needs of the Georgia Tech SAAB

c. Oversee the legislation process in conjunction with the conference and national SAAB

C. Secretary

. Responsible for maintaining attendance records and distributing name tags at the beginning of each meeting

a. Responsible for the distribution of minutes from meetings within 48 hours to SAAB members, advisor(s), and any athletics administration who may request the minutes at the executive board's discretion

D. Committee Chairs

. Events Committee Chair. The Events Committee Chair will organize activities or events including, but not limited to the following objectives: to facilitate the building of relationships between SAAB representatives throughout the year; to urge student-athlete socialization through events such as the Student-Athlete Formal in December and Yellow Jacket Celebration at the end of the year; to seek feedback regarding events from student-athletes; and to plan events to show appreciation to Georgia Tech as a whole, as well as the Athletics department specifically.

a. Diversity and Mental Health Committee Chair. The Diversity and Mental Health Committee Chair will engage SAAB in discussion of welfare and student-athlete needs; seek feedback from all student-athletes on department and athlete issues that may be addressed from a mental health or diversity perspective; highlight social justice issues that may affect student-athletes and promote discussion of those issues, using SAAB as an outlet; create and organize events to bring international student-athletes together, especially around the holiday season; and work to bring awareness to women in sports, especially on February 6 (National Girls & Women in Sports Day).

b. Campus Engagement Committee Chair. The Campus Engagement Committee Chair will act as the liaison to Greek Life on campus; communicate and partner with executive members of the Student Body Government (SGA); bring in speakers/guests to increase awareness about campus events; increase communication between alumni and student-athletes through means aimed towards, but not limited to career development; and promote a positive student-athlete image on campus.

c. Community Service Committee Chair. The Community Service Committee Chair will engage SAAB and the rest of the student-athlete body in monthly community service events; run and organize the Michael Isenhour Toy Drive, as well as any other collection events; appoint committee members to head the planning and execution of major service projects throughout the year; and create SAAB community outreach partnerships to allow student-athletes to get more involved in the community – CHOA, nearby public schools, etc.

d. Marketing Committee Chair. The Marketing Committee Chair will highlight the objectives and brand of SAAB through avenues including, but not limited to: creating media, posters, signs and campaigns to advertise about student-athlete and SAAB events; attending

SAAB events to capture pictures and video content; advertising committee's SAAB events to department and campus; posting event reminder, recaps and updates on SAAB Twitter/Facebook/Instagram accounts; nominating SAAB Student-Athlete Spotlights for Instagram; promoting student-athlete accomplishments through media; and connecting with other SAACs/SAABs across the NCAA.

Section 3 – Election of Officers

- A. Elections shall occur during the general meeting of SAAB occurring in the month of April. Each officer shall be elected by a majority of members voting.
 - a. Voting may take place through an electronic means, or during the April meeting at the discretion of the advisor.
 - b. Any nominee running unopposed will be appointed to the associated office without election.
- B. Each March, SAAB members will apply for executive positions through a brief paragraph explanation of their desire for the position.
- C. SAAB members may also be nominated by other SAAB representatives or advisors working with SAAB.
- D. Criteria for nomination shall include, but not be limited to, the following factors:
 - . Support for teammates and other student-athletes in an effort to create an inclusive environment.
 - a. Commitment of necessary time to SAAB meetings, discussions with administration and meetings with other organizations throughout Georgia Tech
 - b. Willingness to connect with the surrounding community in order to add value through community service and the building of relationships
 - c. For the President position, a representative must have served on SAAB in an executive position for a minimum of one (1) year prior to elections. Therefore, a President will be a third year student at a minimum.
 - d. For the Vice President position, a representative must have served on SAAB in a general member position for a minimum of one (1) year prior to elections.
 - e. For all other positions (Secretary and Committee Chairs), a representative may be elected at any point during their tenure within SAAB.
- E. Any member can decline a nomination in writing to the President or advisor.

Section 4 – Vacancies

The Executive Committee and/or advisor, at its discretion, may appoint a general member to fill any vacant position with the exception of President. A member so chosen shall hold office until the expiration of the term or reinstatement of the member who formerly held the position.

Section 5 – Removal of Officers

The Executive Committee and/or advisor may at any time for just cause remove an Officer from office by a two-thirds ($\frac{2}{3}$) majority vote of SAAB. The Executive Committee shall then appoint a

member to fill the unexpired term of office. A written notice must be sent to the removed officer informing them of their removal.

Article IV – MEETINGS OF MEMBERS

Section 1 – General

- A. A minimum of four (4) general meetings shall be held during the Fall semester throughout the months of September, October, November and December.
- B. A minimum of four (4) general meetings shall be held during the Spring semester throughout the months of January, February, March, and April.

Section 2 – Executive & Committee

Executive members, including Committee Chairs, will call for meetings on a periodic, as needed basis.

Section 3 – Meeting Notices

Members of SAAB shall be given notice of each meeting in writing at least two (2) weeks prior to the meeting.