

Student-Athlete Advisory Board (SAAB) Plan

The Student-Athlete Advisory Board (SAAB) is a leadership organization which focuses on increasing school spirit amongst the campus and local communities, providing insight on proposed PSUAC and USCAA legislation, growing campus and community service involvement, and communicating to the Athletic Department (through supported data) ways to increase the overall athletic experience on campus at Penn State Wilkes-Barre.

Purpose

- To develop leaders amongst the student-athlete population
- To provide input and recommendations to the Athletic Department administrators in terms of how to better enhance their experience as student-athletes on campus
- To provide student-athlete support for all intercollegiate athletic programs
- To provide recommendations and implementation of ideas to enhance athletics amongst the campus and local community
- To encourage participation in and implementation of community service and campus community events
- To uphold the tradition, philosophy and "code-of-conduct" of Penn State Wilkes-Barre

Membership

- All academically and/or athletically eligible students
- Each recognized PSUAC sports team will have the opportunity for representation on SAAB
 - 1 member from each team
 - Head Coaches or Athletic Staff can select each team's SAAB representative
- 2 students who are not student-athletes will have representation on SAAB
- Students and student-athletes not appointed may also attend SAAB events and meetings
- If multiple student-athletes from the same team would like to participate, one will be selected based on seniority, academic standing and recommendation from the Head Coach

Attendance

- The advisory board will meet once (sometimes twice) a month
- Representation from each team at all SAAB meetings is mandatory
- After three unexcused absences, the member will be removed from SAAB and will result in that team being under-represented
- An unexcused absence is an absence from a regularly scheduled meeting without giving written notice to the executive secretary at least one day in advance (medical emergencies are the only excused absences without prior written notification)

Executive Officer Eligibility

- All candidates must be full-time undergraduate students at the University and enrolled and paid for a minimum of 12 credits
- All candidates must have a minimum GPA of 2.0
- Any student-athlete on social, academic or disciplinary probation is not eligible to run for elected office

Executive Officer Election Procedure

- Each eligible SAAB Representative has the opportunity and can choose to run for President, Vice President and Executive Secretary
- After all nominations have occurred, a secret ballot vote will be taken for the executive positions where there may be multiple candidates
- Each SAAB Representative has only one vote for each position
- Election of executive officers will take place at the first meeting of the academic year

Executive Officers

President

- Presides over meetings
- Sets the agenda for meetings
- Serves as liaison to the Athletic Department
- Functions as spokesperson to academic and athletic community.
- Ensures all purposes of SAAB are carried out to the best of his or her ability
- Gathers student-athlete feedback for PSUAC and USCAA proposed legislation

Vice-President

- Presides over meetings and functions when President is absent
- Gathers data, feedback and statistics to support any recommendations or potential suggestions

Executive Secretary

- Will take attendance by a sign in sheet, which will be turned in or e-mailed to the SAAB advisor and Director of Athletics
- Is responsible for taking active minutes of the meeting, and getting them to the SAAB advisor and Director of Athletics
- Handles all monetary transactions, when necessary
- Keeps a record of every transaction made by SAAB with the assistance of the SAAB advisor and Director of Athletics
- Responsible for arranging food at meetings with the SAAB advisor or Director of Athletics

Advisor and Director of Athletics

- Advisors and/or the Director of Athletics will be available to answer questions and to provide support, guidance and will work with the officers and executive officers in conducting the business of the board.

Responsibilities and Expectations of All Members

- SAAB members must act as leaders and liaisons within their teams
- All members must represent Penn State Wilkes-Barre with the highest integrity and be aware that their actions are not only a reflection of themselves, but the athletic department and university
- Adhere to deadlines when submitting and responding to all forms of correspondence from staff and other SAAB members
- Attend meetings as scheduled and on time