

## BYLAWS of the USA SHOOTING ATHLETES' ADVISORY COUNCIL



**Effective Date:** November 2024  
**Policy Owner:** USAS AAC

### Introduction

Pursuant to USA Shooting ("USAS") and U.S. Olympic & Paralympic Committee ("USOPC") Bylaws, the USAS shall have an Athletes' Advisory Council ("AAC"). The purpose of the AAC is to provide athletes with a meaningful voice within the USAS' governance structure. The AAC shall be governed by the Bylaws of the Athletes' Advisory Council. The Bylaws of the AAC shall align with the USOPC, Team USA Athletes' Commission, and the USAS Bylaws.

### Section I. Mission

The AAC exists to support the mission of the USAS, with a primary focus of ensuring productive and open communication between athletes and USAS staff and board members.

The AAC shall seek to achieve these objectives and support the mission of the USAS by:

- *maintaining positive relationships with USAS athletes, staff, and board members;*
- *representing an accurate and aggregated athlete voice to inspire and drive positive change;*
- *staying current with USOPC and USAS resources and enhancing athlete awareness of the resources available to them;*
- *protecting the interests of athletes and advocating for their interests;*
- *reporting to the Board on its activities;*
- *providing input to USAS policies, procedures, athlete representation on committees and/or other matters as requested by USAS committees, staff and Board; and,*
- *staying faithful to the Team USA ideals of excellence, friendship, and respect.*

### Section 2. AAC Membership

**2.1. Number.** The AAC shall consist of ten (10) total members comprising of the following athlete representatives:

- USAS representative on the Team USA Athletes' Commission (Team USA AC)
- USAS alternate representative on the Team USA AC
- Primary and secondary Para Discipline Representative
- Primary and secondary Pistol Discipline Representative
- Primary and secondary Rifle Discipline Representative
- Primary and secondary Shotgun Discipline Representative

### 2.2. Athlete Definitions

- USOPC 10 Year Athlete. As defined in the USOPC Bylaws, “USOPC 10 Year Athlete” means an athlete who has been selected by their NGB to represent the United States in a Delegation Event or other International Qualifying Competition within the previous 10 years;
- USOPC 10 Year+ Athlete. As defined in the USOPC Bylaws, “USOPC 10 Year+ Athlete” means an athlete who has been selected by USAS to represent the United States in a Delegation Event or other International Qualifying Competition but not within the previous 10 years;
- National Governing Body (NGB) 10 Year Athlete. As defined in the USOPC Bylaws, “NGB 10 Year Athlete” means (i) an athlete who qualifies as a USOPC 10 Year Athlete; or (ii) an athlete who has been selected to compete in a competition as defined by the NGB AAC and approved by the NGB Athlete Representation Working Group, within the previous 10 years.
- NGB 10 Year+ Athlete. As defined in the USOPC Bylaws, “NGB 10 Year+ Athlete” means (i) an athlete who qualifies as a USOPC 10 Year+ Athlete; or (ii) an athlete who has been selected to compete in a competition as defined by the NGB AAC and approved by the NGB Athlete Representation Working Group, but not within the previous 10 years.
- NGB Actively Engaged Athlete. As defined in the USOPC Bylaws, (i) an athlete who qualifies as an 10 Year Athlete or 10 Year+ Athlete; (ii) an athlete who has been actively engaged in 24 months prior to election/selection in an NGB sanctioned competition (as defined by the NGB AAC and approved by the NGB Athlete Representation Review Working Group as set out in the USOPC Bylaws), which may include events that categorize entrants in age-restricted classifications; and (iii) an Athlete Competition Partner, as defined in the IPC Accreditation Guide, who serves as an athlete qualifying under (i) or (ii) above.

### 2.3. Qualifications

A) In order to be eligible to run for the election to the AAC, individuals must:

1. Be a member of USAS, as defined in the USAS Bylaws, and satisfy all applicable USAS membership requirements for their role (e.g. athlete member, general member, etc.);
2. Be a citizen of the United States;
3. Be at least 18 years of age by the date of the election; and
4. Meet the definition of an NGB 10 Year Athlete and/or NGB Actively Engaged Athlete

### 2.4. Restrictions

A) An athlete is not eligible to run for the election to the AAC if they:

1. Have been deemed ineligible as set forth in the USOPC Bylaws; and/or
2. Are a paid employee of the USOPC, IOC, IBSF, IPC, any other National Olympic or Paralympic Committee, any international or domestic NGB, or any city’s domestic bid committee for an Olympic/Paralympic Games and simultaneously serve as a Representative to the AAC. The term “paid employee” shall mean anyone who is employed on a regular basis. This provision shall not apply to:
  - individuals who are engaged on an occasional or temporary basis, which shall include, but not be limited to, coaching at a clinic or training camp, making a paid appearance for a sponsor, or working on a finite or discrete project,

including contract work and internships; and/or,

- athletes who are still competing and receiving benefits from the USOPC, the USP, or any NGB in his/her capacity as a competing athlete.

*Note: an athlete desiring to serve in a paid position deemed impermissible, as noted above, may request relief if the position does not permit any perceived or real conflict of interest. The request for relief must be submitted pursuant to the Conflict of Interest Policy and approved by the USAS AAC and Ethics committee*

### **Section 3. Election/Selection Procedures**

**3.1. Voter Eligibility.** In order to be eligible to vote in the AAC election, an individual must be eighteen (18) years of age or older by December 31 of the year in which the election is held, be a member of the USAS as defined in the USAS Bylaws, and meet the definition of an USOPC 10 Year Athlete, NGB 10 Year Athlete or an NGB Actively Engaged Athlete.

**3.2. Timing of Election.** The elections shall take place after the scheduled conclusion of the summer Olympic and Paralympic Games and during the 4<sup>th</sup> quarter of 2<sup>nd</sup> year of the current quad, but prior to January 1 for each respective year.

**3.2.1. Team USA AC Representative Election timing.** These are conducted per the Team USA AC bylaws and the Member Elections & Voting Policy. See details at [USOPC.org/team-usa-athletes-commission-governance](https://usopc.org/team-usa-athletes-commission-governance).

**3.2.2. Discipline Representative Election timing.**

**3.2.2.1.** The Para and Pistol representatives' election shall take place after the scheduled conclusion of the summer Olympic and Paralympic Games, but prior to January 1 of the following year.

**3.2.2.2.** The Rifle and Shotgun representatives' election shall take place during the 4<sup>th</sup> quarter of the 2<sup>nd</sup> year of the current quad, but prior to January 1 of the following year.

**3.2.3. Games Postponement.** In the case of a postponement of the scheduled summer Olympic Games, AAC members will continue their terms until the election after the conclusion of the summer Olympic Games.

**3.2.4. Off Cycle Election.** In the event of a vacancy on the AAC, the AAC may hold a special election as soon as practical, and in no longer than ninety (90) days. If a vacancy comes open with less than twelve (12) months prior to a regularly scheduled election, the AAC may elect not to utilize the off-cycle election exception.

**3.3. Notice Procedures.**

**3.3.1. Notification.** USAS, in coordination with the AAC, shall notify via email the USAS membership of an upcoming AAC election. The notice shall contain, at a minimum, the following:

1. A statement acknowledging athletes who are eligible to vote;
2. A clear, concise explanation of the process by which athletes are placed on the ballots. This information must be published to the pool of eligible athletes;
3. An explanation of the manner by which elections are to be conducted, including but not limited to the manner of voting, identification of the voting pool, identification of the USAS representative responsible for the administration of the election, and a specific delineation of the time frame between nominations and elections; and
4. A grievance process.

**3.3.2. 21-Day Advance Notice.** The date of the election and deadline for candidate applications shall be designated and published at least 21 days before the

election.

**3.3.3. Deadline Extension Provision.** The AAC may extend the candidate application deadline and have a commensurate delay in the election date if there are fewer nominees than there are seats up for election.

**3.3.4. Content of Notification.** This notice shall contain the candidate application requirements and process, nomination process, deadline for candidate application, and the Bylaws of the AAC.

#### **3.4. Candidate Application.**

**3.4.1. Application Materials.** The eligible athlete candidate shall prepare the following and submit to [aac@usashooting.org](mailto:aac@usashooting.org):

1. Written statement of intent, which shall be typed and no more than two pages. It shall include the nominee's qualifications and reasons for pursuing an AAC position;
2. Conflict of Interest Disclosure Form pursuant to the USAS Conflict of Interest Policy;
3. Additional disclosures (i.e. felony convictions or periods of ineligibility due to violations of anti-doping codes, Athlete Classification Code, or SafeSport violations); and,
4. Resume.

*Note: athletes who compete in multiple disciplines must declare at the time of application which discipline they wish to represent.*

**3.4.2. Deadline.** Candidate applications received later than 11:59 MT will not be considered.

**3.4.2.1. Incomplete Applications.** Candidate applications that are not complete will not be reviewed. The USAS AAC Staff Member will notify the candidate of the deficiency and the candidate will have the opportunity to resubmit their application. However, it is the candidate's responsibility to ensure a complete application. A lack of timely notification to the candidate of an incomplete application shall not serve as a reason for an extended deadline.

**3.4.3. Conflict of Interest Disclosure Forms.** Pursuant to the Conflict of Interest Policy, the AAC and the Nominating and Governance Committee shall work through the Ethics Committee to vet candidates' conflict of interest disclosures to determine the eligibility of a candidate based on the qualifications and restrictions sections above. Prior to election, each candidate must disclose in accordance with USAS Code of Conduct and Conflict of Interest Policy, along with disclosure of any felony convictions, or other period of ineligibility served in sport such as violations of antidoping codes, or SafeSport violations. The disclosure shall be made to all eligible voters prior to the vote so that the disclosure may be considered in the voting process. Failure to disclose in advance of the election can be cause for the removal of the member once

elected.

**3.4.4. Nomination.** Any USAS athlete member may nominate an eligible athlete for consideration or an eligible athlete can self-nominate. Nominations should be directed to [aac@usashooting.org](mailto:aac@usashooting.org) and must include rationale for the nomination. An AAC member (or USAS staff designee) will notify the nominee of their nomination and advise them of the candidate application requirements, deadline, and any other pertinent information. The nomination will only move forward for consideration if the nominee completes the candidate application acknowledging their interest in serving on the AAC.

**3.5. Discipline Seat Election/Selection Process.** Eight (8) individuals shall be elected to the AAC as follows:

**3.5.1.** Elections to the AAC shall be conducted in conjunction with the Nominations and Governance Committee, the Ethics Committee and with the AAC Staff Liaison as appropriate to ensure a fair and equitable election, compliant with policies and procedures.

**3.5.2.** The categories shall be as follows:

- Two (2) Para discipline representative (primary and secondary)
- Two (2) Olympic Pistol discipline representative (primary and secondary)
- Two (2) Olympic Rifle discipline representative (primary and secondary)
- Two (2) Olympic Shotgun discipline representative (primary and secondary)

**3.5.3.** The candidate who receives the highest number of votes in each category shall be elected as the Primary Discipline Representative for that category. The candidate who receives the second highest number of votes in each category shall be elected into the secondary representative.

**3.5.4.** All eligible voters may vote for two (2) candidates in the discipline/s they represent.

**3.5.5.** Ballot Counting Procedures: The counting of the ballots shall be conducted by the USAS AAC Staff Liaison (or USAS staff designee) and reviewed by a member of the AAC assigned by the AAC.

**3.5.6.** In the event a tie between two (2) or more candidates occurs for a position in which a definitive winner is required, and as a result of the tie a definitive winner for that position cannot be determined, a tie-breaking ballot shall be used.

**3.5.6.1.** USAS AAC Staff Liaison shall create a ballot containing the slate of candidates affected by the tie.

**3.5.6.2.** The candidate receiving the highest number of votes shall be elected. In the event more than one (1) position remains vacant, prior to the tiebreaker, the candidates with the highest point totals shall be elected to fill each of the remaining positions.

**3.5.6.3.** In the event a tie between candidates continues, any candidate receiving fewer votes than the tied candidates shall be eliminated.

**3.5.6.4.** The tie-breaking process shall continue for as many rounds as are necessary for the remaining position(s) to be filled.

**3.6. Team USA AC representatives**

The ninth and tenth positions on the AAC shall be filled by the USAS representative and alternate representative to the Team USA Athletes' Commission elected pursuant to the Bylaws of the Team USA Athletes' Commission.

Eligibility requirements for the Team USA Athletes' Commission can be found in the Bylaws of the Team USA Athletes' Commission at [USOPC.org/team-usa-athletes-commission-governance](https://www.usopc.org/team-usa-athletes-commission-governance).

## **Section 4. Terms, Term Limits and Attendance**

### **4.1. Term**

**4.1.1.** The term for newly elected AAC members will begin on January 1 following the election. During the period between the outcome of the election and January 1, newly elected AAC members may attend AAC Council meetings as ex-officio, non-voting members.

**4.1.2.** The term for members of the AAC shall be four (4) years.

**4.1.3.** A member shall remain on the AAC until the member's successor is elected and qualified, or until the member's earlier resignation, removal, incapacity, circumstance that precludes service, or death.

### **4.2. Term Limits**

**4.2.1.** No AAC member shall serve more than two (2) consecutive terms.

**4.2.2.** When an AAC member is elected to fill a vacancy because of the resignation, removal, incapacity, disability that precludes service, or death of a USAS AAC member, and the remaining term is for two (2) or more years, such term shall constitute a full term. Thus, if the vacancy being filled is for two (2) or more years, following completion of the filled vacancy term, the AAC member may serve one additional four (4) year term. If the vacancy being filled is for less than two (2) years, the term shall not be a full term and the AAC member shall be able to serve two (2) additional four (4) year terms.

### **4.3. Attendance, Resignation, Removal, Vacancies**

#### **4.3.1. Attendance Requirement.**

Members of the AAC shall be expected to attend all regularly scheduled Council meetings. Members shall be required to attend no less than one-half of all regularly scheduled Council meetings during any twelve-month period. Should an AAC member attend less than one-half of scheduled AAC meetings during a twelve-month period, the AAC may vote the member off of the AAC by a majority vote.

If a member fails to attend one-half of the regularly scheduled AAC meetings during any twelve-month period, unless the member is able to demonstrate to the other members of the AAC that the presence of exigent circumstances caused and excused their absences, the member may be removed by the AAC by an affirmative vote of majority of the AAC, not including the voting power of the absent member.

#### **4.3.2. Resignation and Removal.**

A member's position on the AAC shall be declared vacant upon the member's resignation, removal, incapacity, or death. Any member may resign at any time by giving written or verbal notice to the Chair or by resigning verbally to a quorum of the members. Such resignation shall take effect at the time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.



Any member of the AAC may also be removed for cause, after being provided an opportunity to be heard by the AAC, and upon the affirmative vote of at least two-thirds of the total voting power of the AAC, excluding the voting power of the member in question. No member shall be subject to removal based on how they vote as a member of the AAC.

#### **4.3.3. Vacancies**

If the Team USA AC position becomes vacant, the Alternate shall automatically assume the role. 2. If an Alternate position becomes vacant in the first three (3) years of the Quadrennium, USAS shall hold an election. If the Alternate position becomes vacant in the final year of the Quadrennium, the position may remain vacant.

If a Primary Discipline Representative position becomes vacant, the Secondary Representative shall automatically assume the role. 2. If a Secondary Representative position becomes vacant in the first three (3) years of the Quadrennium, USAS shall hold an election. If the Secondary Representative position becomes vacant in the final year of the Quadrennium, the position may remain vacant.

## **Section 5. Leadership of the AAC**

### **5.1. Leadership Roles.**

**5.1.1. Chair.** The role and responsibilities of the Chair are as follows:

- Create the agenda and facilitate all AAC meetings;
- Preside over AAC meetings, ensuring that all AAC members are afforded the opportunity to participate in AAC deliberations; and
- Nominate for AAC consideration and approval all athlete appointees to USAS committees; ensuring appropriate vetting through the Nominating and Governance Committee and the Ethics Committee;
- Exercise such powers and perform such other duties as from time to time may be assigned by the AAC.

**5.1.2. Vice Chair.** The role and responsibilities of the Vice Chair are as follows:

- Preside over council meetings in the absence of the Chair;
- Assume the position of Chair in the case of death, resignation, suspension or removal of the Chair;
- Exercise such powers and perform such other duties as from time to time may be assigned by the AAC.

**5.1.3. Staff Liaison.** In consultation with the AAC Chair, the USAS CEO shall appoint a member of staff to be the staff liaison to the AAC. The staff liaison is not to be considered a member of the AAC nor shall the staff liaison hold a vote.

The staff liaison shall provide administrative support to the AAC, including but not limited to the following:

- Support the fair and equitable election and selection of AAC membership by ensuring the administrative aspects of the election and selection procedures.

### **5.2. Selection of Leadership.**

**5.2.1. Majority Vote.** All leadership positions on the AAC shall be elected from its membership, by a majority vote.

**5.2.2. Chair requirements.** The Chair will be elected from the current BOD Athlete Directors. If the current AAC chair's BOD discipline seat is eliminated from the BOD Athlete Directors seats due to a change in the BOD discipline representative composition then there should be a new vote for an AAC Chair that is from the current BOD Athlete Directors.

**5.2.3. Vice Chair recommendations.** It is recommended that the Vice Chair is of a staggered term than the AAC Chair. This can support a smooth transition of leadership during each change of AAC leadership and AAC members.

**5.2.4. Timing.** The election of all vacant leadership positions shall take place at the first meeting following the discipline representative elections that occur two times each quad.

### **5.3. Term and Term Limits of Leadership.**

The leaders of the AAC may serve in their elected role for as long as they are eligible to serve as a member of the AAC and they maintain the requirements of their position.

Individuals in leadership positions shall hold office until a successor is elected or until their resignation, removal, incapacity, or death. Individuals resigning from their leadership positions may remain as a member of the AAC.

### **5.4. Resignation of Leadership.**

The Chair of the AAC may resign at any time by giving written notice to the Chair of the Board or by resigning verbally to a quorum of the AAC members. Such resignation shall take effect at the time specified in the notice, and, unless otherwise specified in the notice, the acceptance of such resignation shall not be necessary to make it effective. The Vice Chair of the AAC may resign at any time by giving written notice to the Chair of the AAC or by resigning verbally to a quorum of the AAC members.

## **Section 6. USAS Board of Directors (BOD) Athlete Directors**

**6.1. Number.** Per the USAS Bylaws, Athlete Representation on the USAS Board of Directors shall consist of four (4) Athlete Directors, constituted as follows:

1. USA Shooting's representative to the Team USA Athletes' Commission shall be one of the Athlete Directors on the Board of Directors.
2. USA Shooting alternate representative to the Team USA Athletes' Commission, who is of a different discipline from the Team USA Athletes' Commission representative, shall be one of the Athlete Directors on the Board of Directors. If the alternate is of the same discipline as the Team USA Athletes' Commission representative, the alternate shall be an ex officio member of the Board of Directors.
3. No less than 20% of the total board representation which shall be 10 Year Athletes, as defined in the USOPC Bylaws. The remaining Athlete Directors may be comprised of 10+ Year Athletes, as defined in the USOPC Bylaws. The USA Shooting representative to the Team USA Athletes' Commission shall count towards the 20% 10 Year Athlete requirement. The USA Shooting alternate to the Team USA Athletes' Commission shall only count towards the 20% 10 Year Athlete requirement if they are an Athlete Director. If the alternate is an ex officio board member, then they shall not count towards the 20% 10 Year Athlete requirement.
  - i. An athlete who is a 10 Year Athlete at the time of their election shall remain a 10 Year Athlete for the purposes of calculating the percentage representation on the board for the full duration of their term as an Athlete Director, even if the athlete no longer meets the requirement at some point during their term (i.e., the athlete's most recent qualifying competition ages beyond the ten year mark during their term).
  - ii. An Athlete Director elected as a 10 Year Athlete whose most recent qualifying competition was more than ten years prior shall not remain a 10 Year Athlete for the purposes of this requirement in a subsequent term if they continue to serve beyond the term where they were first elected as a 10 Year Athlete.
4. At least half of the Athlete Directors shall have obtained 10 Year or 10 Year+ eligibility through competing in an event that is on the program of a Delegation Event, as defined by the USOPC Bylaws, at the time of their election.
5. Of the Athlete Directors, at least one (1) Athlete Director shall have obtained 10 Year or 10 Year+ eligibility by contesting their most recent qualifying competition as follows:
  - i. As a female
  - ii. As a male
  - iii. In an Olympic competition
  - iv. In a Paralympic competition
  - v. In a pistol competition
  - vi. In a rifle competition
  - vii. In a shotgun competition

Note: this USAS Board of Director athlete director composition ensures that each USAS discipline (Para, Pistol, Rifle and Shotgun) have an equal voting representation on the board. For example, if

the USAS Team USA AC representative competed in the Pistol discipline in their most recent delegation event, then the three USAS discipline representatives on the BOD would be Para, Rifle, and Shotgun.

**6.2. Qualification.** Athletes shall meet the qualification requirements for Board membership as listed in the USAS bylaws.

**6.3. Role and Responsibilities.** The function of the Board and therefore the roles and responsibilities of the athlete representative to the Board of Directors shall be as promulgated in the USAS Bylaws.

**6.4. Tenure and Term Limits.** The tenure and term limits of athlete representatives shall be as promulgated in the USAS Bylaws.

**6.5. Election/Selection.**

- The USAS Team USA AC representative shall be elected per the Team USA Athletes' Commission Bylaws.
- The three (3) Primary Discipline Representatives of the disciplines not represented by the USAS Team USA AC representative

**6.6. Vacancies.** In the event of a vacancy on the Board, the next highest vote receiver in the same category from the election in which the athlete was elected will assume the vacant position.

## **Section 7. Procedures**

### **7.1 Quarterly Meetings**

The Chair of the AAC will be responsible for arranging at least 4 quarterly mandatory yearly meetings. When appropriate, AAC members may attend the meetings via teleconference.

### **7.2 Emergency Meetings**

Emergency meetings may be held at any time to address important athlete issues as determined by the AAC. These issues may include certain requests from the USAS CEO.

### **7.3 Open and Executive Meetings**

Ordinarily, all AAC meetings shall be declared as an Open meeting where all the meetings are open to USAS athlete members, and where appropriate, non-athlete members. However, the AAC Chair may, with the consent of a majority of AAC members in attendance, deem it appropriate to (a) declare the meeting closed for any reason and exclude non-members; or (b) convene an executive session.

### **7.4 Meeting Notice**

All meetings should be called by the AAC Chair with no less than five (5) days' notice to the AAC members. The AAC will send NGB 10 Year Athletes an invitation to all Open AAC meetings at least seven (7) days in advance, which will include an agenda. Notice of a meeting may be delivered via electronic mail or other electronic means.

### **7.5 Meeting Minutes**

During the AAC meeting, the AAC Chair will assign a note taker who will be responsible for keeping track of the meeting minutes and submitting those minutes to the USAS management to be posted on the USAS website in a timely manner.

## **Section 8. Compensation**

Per USAS Bylaws, the AAC members shall not receive compensation for their service. USAS shall pay for the reasonable expenses of all members of the AAC to attend AAC meetings. In addition, USAS shall pay for the reasonable expenses of the Board Directors to attend USAS Board of Director meetings. While members of USA Shooting's AAC shall not receive compensation for their services as AAC members, they shall be entitled to obtain compensation from USA Shooting in connection with their capacity as athletes, including, but not limited to, compensation in the form of Direct Athlete Support or in connection with Operation Gold. Each member of the AAC shall be bound by USA Shooting's Conflicts of Interest Policy, confidentiality and fiduciary obligations.

### **Section 9. Conflict of Interest**

Athlete representatives are subject to the [USAS Conflict of Interest Policy](#). This policy calls for an annual disclosure, a disclosure in the event of a material change in circumstance, and/or as new conflicts arise.

The AAC identifies compliance with this Policy imperative to earning and retaining the trust of the athlete community.

### **Section 10. Grievance Procedures**

A grievance pertaining to these Bylaws shall be filed as an administrative grievance pursuant to the [USAS Grievance Procedures](#).

### **Section 11. Bylaw Review**

The AAC shall review these Bylaws annually and report to the USAS CEO and Board any planned changes or updates. The AAC may also review outside of the scope of an annual review should the need arise. These Bylaws may be amended, supplemented, or repealed by a majority vote of the AAC present at a Meeting of the Members, properly noticed and with a quorum of the Members in attendance.

#### *Review History*

Change	Reviewed Led By	Date of Enabling Action	Approved By	Date of Enabling Action
Approval	AAC	10/10/24	AAC	11/19/2024
Next Scheduled Review:				