

BYLAWS of the USA SHOOTING ATHLETES' ADVISORY COUNCIL



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Policy Owner: USAS AAC

Introduction

Pursuant to the USA Shooting ("USAS") and U.S. Olympic & Paralympic Committee ("USOPC") Bylaws, USAS shall have an Athletes' Advisory Council ("AAC"). The AAC shall be governed by the Bylaws of the AAC. The Bylaws of the AAC shall align with the USOPC, Team USA Athletes' Commission ("Team USA AC") and USAS Bylaws; provided, however, in the case where they conflict with the USAS Bylaws, the [USAS Bylaws](#) shall control.

Section I. Mission

Per the USAS Bylaws, the AAC exists to support the mission of 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 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 on 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 Composition

2.1. Number. Per the USAS Bylaws, the AAC shall consist of ten (10) individuals comprised as follows:

- One (1) Elected Team USA AC representative
- One (1) Elected Team USAS AC alternate
- A Primary and secondary Discipline Representative in each USAS discipline, Para, Pistol, Rifle and Shotgun

At least two (2) of the seats on the AAC must be designated as Paralympic representation seats and all representatives must be 18 years of age or older and a US citizen.

At least 80% of the AAC membership shall be USA Shooting 10 Year Athletes and the remainder may be USA Shooting 10 Year or 10 Year+ Athletes.

2.2. Eligibility to Serve. Athletes must be:

1. A “USAS10 Year Athlete”, or a “USAS 10 Year+ Athlete”, as defined in the USAS Bylaws;
2. A Competing Athlete Member of USAS, who has been so at least sixty (60) days prior to the date of the election, as defined in the USAS Bylaws, and satisfy all applicable USAS membership requirements for their role;
3. A citizen of the United States; and
4. At least 18 years of age by the date of the election.

2.3. Restrictions. An athlete is not eligible to run for 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, IPC, ISSF, 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, or any NGB in his/her capacity as a competing athlete.

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 USAS [Conflict of Interest Policy](#) and approved by the AAC and USAS Ethics Committee.

Section 3. Election/Selection Procedures

The USAS AAC elections will be conducted according to the Team USA Athletes' Commission Bylaws, the USAS Bylaws, and the USAS AAC Bylaws. Similarly, where such election procedures require unreasonable funding or expenditures by USAS, such elements may not be followed by USAS.

3.1. Voter Eligibility. Athlete representatives on the AAC shall be directly elected by 10 Year Athletes, who shall be a citizens of the United States, at least eighteen (18) years of age at the time of the election, and be a Competing Athlete Member of USAS, who has been so at least sixty (60) days prior to the date of the election, as defined in the USAS Bylaws.

3.2. Timing of Election. Per the USAS Bylaws, the elections shall take place after the scheduled conclusion of the Summer Olympic and Paralympic Games, but prior to January 1 of the year following the scheduled conclusion of the Summer Olympic and Paralympic Games, as required by the Team USA Athletes' Commission; and on an alternate two (2) year cycle, as outlined below.

3.2.1. Team USA AC Representative Election timing. These are conducted per the [Team USA AC Bylaws](#) and [Team USA AC Member Elections & Voting Policy](#); provided, however, in the case where they conflict with the USAS Bylaws, the USAS Bylaws shall control..

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 4th quarter of the 2nd 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 AAC Staff Liaison, in coordination with the AAC, shall notify, via electronic mail or other electronic means, the USAS membership who meet athlete eligibility requirement, defined in Section 2, of an upcoming AAC election. The notice shall contain, at a minimum, the following:

1. A statement acknowledging athletes who are eligible to run and/or vote;
2. A clear, concise explanation of the process by which athletes are placed on the ballots. This information shall be published on the USAS website by the USAS AAC Staff Liaison; and
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.

3.3.2. Twenty-One 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. The notice shall contain the candidate application requirements and process, nomination process, deadline for candidate application, the USAS Bylaws and the Bylaws of the AAC.

3.4. Nomination. Any eligible USAS athlete member may self-nominate. Nominations should be directed to aac@usashooting.org. The nomination will only move forward for consideration if the nominee completes the candidate application outlined in Section 3.5.1 below.

3.5. Candidate Application.

3.5.1. Application Materials. The eligible athlete candidate shall use the [Candidate Application and Eligibility Disclosure Form](#) to prepare and submit the following as a complete package to aac@usashooting.org:

1. Statement of intent, which shall include the nominee's qualifications and reasons for pursuing a position(s);
2. USAS Conflict of Interest Disclosure Statement 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) using the AAC Candidate Application and Eligibility Disclosure Form;
4. Background Check; and,
5. Resume/CV.

Athletes who compete in multiple disciplines must declare at the time of application which discipline they wish to represent.

3.5.2. Deadline. Candidate applications received later than 11:59 MST on the deadline date will not be considered.

3.5.3. Incomplete Applications. Candidate applications that are not complete will not be reviewed. The USAS AAC Staff Liaison will notify the candidate of the deficiency as soon as practicable after receipt 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.

3.5.4. Conflict of Interest Disclosure Statement. Pursuant to the USAS Bylaws, the AAC and the USAS Nominating and Governance Committee ("NGC") shall work through the USAS Ethics Committee to vet candidates' conflict of interest and other 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.

3.6. Team USA AC representatives Election/Selection Process. Two (2) positions on the AAC shall be filled by the USAS Representative and Alternate to the Team USA AC elected pursuant to the Bylaws of the Team USA AC and the Bylaws of USAS. Eligibility requirements for the Team USA AC can be found in the Bylaws of the Team USA AC.

3.7 USAS Board of Directors Athlete Directors Election/Selection Process. Athlete Directors to the USAS Board of Directors ("BOD") shall be identified and operate pursuant to the USAS Bylaws.

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

3.8.1. Election Process. Election to the AAC shall be conducted in conjunction with the USAS NGC, the USAS Ethics Committee and with the USAS AAC Staff Liaison as appropriate to ensure a fair and equitable election, compliant with policies and procedures.

3.8.2. Candidates. 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)

Individuals elected as Athlete Directors in the Athlete Director election process shall automatically become the primary representative for their respective disciplines.

3.8.3. Voting. Eligible voters electing both a Primary and Secondary Discipline Representative may vote for two (2) candidates in the discipline they represent. Eligible voters electing only a Secondary Discipline Representative may vote for one (1) candidate in that discipline.

3.8.4. Outcome. The candidate who receives the highest number of votes for each discipline shall be elected as the Primary Discipline Representative for those disciplines electing a Primary Representative, or elected as Secondary Representative, if the Primary Representative is already named. The candidate who receives the second highest number of votes in disciplines electing secondary representatives shall be elected as the Secondary Discipline Representative.

3.8.5. Ballot Counting Procedures. The counting of the ballots shall be conducted by the USAS AAC Staff Liaison (or USAS staff designee) and reviewed by an athlete selected by the AAC.

3.8.6. Ties. 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 where all eligible voters may vote for one (1) candidate in their respective discipline.

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

3.8.6.2. 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.

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

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

Section 4. Terms, Term Limits, Attendance and Responsibilities

4.1. Term.

4.1.1. Duration. The term for members of the AAC shall be four (4) years.

4.1.2. Timing. The term for newly elected AAC members will begin on January 1 following the election unless elected pursuant to a special election, in which case they shall begin their term immediately after the special election. During the period

between the outcome of the election and January 1, newly elected AAC members may attend AAC Council meetings as non-voting members-elect. If an election occurs after January 1, the member shall remain on the AAC until the member's successor is elected and qualified.

4.2. Term Limits.

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

4.2.2. Filling a Vacancy. 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 (1) 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 AAC meetings. Members shall be required to attend no less than one-half of all regularly scheduled AAC meetings during any twelve-month period. 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 of the AAC or by resigning verbally to a quorum of the AAC, either of whom shall notify the Chair of the Board and the CEO immediately. 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 Representative position becomes vacant, then the Team USA AC Alternate shall automatically assume the role. 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 AAC may vote to let the position remain vacant.

If an AAC Primary Discipline Representative position becomes vacant, the Secondary Representative shall automatically assume the role. 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 AAC may vote to let the position remain vacant.

4.4. Responsibilities and Obligations. Each member of the AAC shall be bound by USAS's confidentiality and fiduciary obligations. Athlete representatives are subject to the USAS Conflict of Interest Policy. The Conflict of Interest Policy calls for an annual disclosure, with an interim 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 and NGB community. Failure to comply with USAS policies and procedures may result in removal from the AAC.

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, schedule and facilitate all AAC meetings;
- Preside over AAC meetings, ensuring that all AAC members are afforded the opportunity to participate in AAC deliberations;
- Nominate for AAC consideration and approval all athlete appointees to USAS committees; ensuring appropriate vetting through the USAS NGC and the USAS Ethics Committee; and
- 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.
- Attend AAC meetings, record meeting minutes and assist the AAC by publishing approved meeting minutes to the USAS website in a timely manner.
- Ensure the 10 Year Athlete, 10 Year+ Athlete and Actively Engaged Athlete lists are maintained and accurate.

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 and different discipline from the AAC Chair. This ensures discipline representation in leadership, and 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. The AAC shall immediately notify the CEO and Board Chair of such leadership changes.

5.3. Term and Term Limits of Leadership. The term of office for the AAC Chair and Vice Chair shall be two (2) years and are limited in their elected role to four (4) terms. Individuals in leadership positions shall hold office until the end of their term and 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 and the CEO or by resigning verbally to a quorum of the AAC members, who shall notify the Chair of the Board and the CEO immediately. Such resignation shall take effect immediately, unless otherwise specified in the notice, and 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. Procedures

6.1. Quarterly Meetings. The Chair of the AAC will be responsible for scheduling at least 4 quarterly mandatory Open AAC meetings per year. When appropriate, AAC members may attend the meetings via teleconference.

6.2. 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.

6.3. Open and Executive Meetings. Ordinarily, all AAC meetings shall be declared as an Open meeting where all the meetings are open to USAS Competing 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 for AAC members only to address personnel, nominations, or other sensitive matters.

6.4. Meeting Notice. 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. Closed or executive session meetings should be called by the AAC Chair with no less than five (5) days' notice to the AAC members.

6.5. Meeting Minutes. During the AAC meeting, the USAS AAC Staff Liaison will be responsible for keeping track of the meeting minutes and ensuring those minutes are posted on the USAS website in a timely manner. In the event the USAS AAC Staff Liaison is unavailable at a particular meeting, the AAC Vice Chair shall take minutes and partner with the USAS AAC Staff Liaison to post minutes on the USAS website in a timely manner.

7. Compensation

Per USAS Bylaws Section 10.13, the AAC members shall not receive compensation for their service.

Section 8. Grievance Procedures

A grievance pertaining to these Bylaws shall be filed as an administrative grievance pursuant to the USAS Grievance Procedures.

Section 9. 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. The AAC will work with the USAS NGC to ensure that any proposed Bylaws changes are consistent with the USAS Bylaws and represent strong governance practices. These Bylaws may be amended, supplemented, or repealed by a majority vote of the AAC, properly noticed and with a quorum of the AAC in attendance.