

BYLAWS of the USOPC ATHLETES' ADVISORY COUNCIL

Effective *October 9, 2020*

Article I. NAME

The name of the committee shall be the United States Olympic Committee (USOPC) Athletes' Advisory Council (the "AAC").

Article II. MISSION

To ensure communication between the USOPC and athletes who are actively engaged in amateur athletic competition or who have represented the United States in international competition within the preceding ten (10) years.

Article III. MEMBERS AND ALTERNATES

Section 1: Member Categories. There shall be four (4) categories of members on the AAC.

- A. **Sport Representatives.** There shall be one Representative on the AAC from each sport/sport organization in the following categories:
1. Sport organizations recognized by the USOPC as National Governing Bodies ("NGBs") for Olympic or Pan American sports, which may also govern and/or manage sports on the Paralympic or Parapan American program.
 2. Sport organizations recognized by the USOPC as Paralympic Sport Organizations ("PSOs") for Paralympic or Parapan American sports.
 3. Sports on the Olympic/Paralympic/Pan American/Parapan American Games program that are governed and managed by the USOPC.

4. Sports on the Olympic/Paralympic/Pan American/Parapan American Games program that are governed by the USOPC, but externally managed by a separate sport organization, referred to as High Performance Management Organizations (HPMOs).

B. General Paralympic Representatives. There shall be three (3) General Paralympic Representatives from NGBs recognized by the USOPC as the NGBs for Olympic or Pan American sports, which also govern and/or manage a sport on the Paralympic or Parapan American program.

1. Two (2) of the three (3) Representatives shall be from individual sports.
2. One (1) of the three (3) Representatives shall be from a team sport.

C. Leadership. There shall be six (6) individuals to serve as the Leadership of the AAC. Of these six (6) individuals, three (3) shall be Officers, consisting of one (1) Chair, and two (2) Vice-Chairs.

Ex-officio. *Ex-officio* Members are individuals who are Members by virtue of their appointment/election to either the IOC Athletes' Commission or the IPC Athletes' Commission. They shall serve as Members of the AAC throughout the tenure of their appointment to the IOC/IPC Athletes' Commission

Section 2. Alternates. Alternates elected in accordance with the AAC Member Elections and Voting Policy may step into the role of a Representative, with voice and vote, when the Representative is not in attendance at a Meeting of the Members. Both the Representative and the Alternate may attend Meetings, but only one may be funded by the USOPC.

Section 3. Election. Election procedures for Members and Alternates shall be set forth in these Bylaws and the AAC Member Elections and Voting Policy.

Section 4. Eligibility. The following eligibility requirements shall apply.

A. Members and Alternates.

1. All members must be a 10 Year Athlete, as is defined in the USOPC Bylaws.

B. Sport and General Paralympic Representatives. The following shall apply to individuals running for a Sport or General Paralympic Representative position.

1. An individual running for election must disclose any prior felony conviction, or any period of ineligibility served in sport (e.g., for discipline, SafeSport violation). 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 removal of the member once elected.
2. An individual running for election must disclose any possible conflict of interest to the AAC Ethics Committee, which shall determine whether the individual is eligible to run for election. (See Conflicts of Interest Policy).
3. During a given election cycle, an individual may run only for a Sport Representative position or a General Paralympic Representative position, not both.

C. Leadership. In addition to requirements for Members and Alternates, the following shall apply to individuals running for a Leadership position.

1. The individual must have previously served as a Representative or Alternate,
2. The individual must not have been convicted of a felony.
3. The individual must not have served any period of ineligibility for a SafeSport violation.

4. The individual must disclose any other period of ineligibility served in sport (i.e. for discipline) and any misdemeanor convictions within the ten (10) years preceding to the AAC Ethics Committee, which shall determine whether the individual is eligible to run for election.
5. The individual running for election must disclose any possible conflict of interest to the AAC Ethics Committee, which shall determine whether the individual is eligible to run for election. (See Conflicts of Interest Policy).

Section 5. Code of Conduct and Standards and Conflicts of Interest Policy. Each Member and Alternate must comply with the Code of Conduct and Standards of the AAC and the Conflicts of Interest Policy throughout the tenure of his or her term.

Section 6. Term. The term for Sport Representatives, General Paralympic Representatives, and Leadership shall be for one Quadrennium, commencing on January 1 of the year following the Summer Olympic and Paralympic Games through December 31 of that Quadrennium. Ex-officio members serve throughout the tenure of their appointment to the IOC/IPC Athletes' Commission.

Section 7. Term Limits.

- A. Sport and General Paralympic Representatives may not serve more than two (2) full terms on the AAC, regardless of sport.
- B. Individuals shall not be considered to have served a full term under the term limit requirements unless s/he was seated as the Representative for more than two (2) years of a term.
- C. Individuals serving in a Leadership position shall be allowed to serve a third term, provided s/he meets all other eligibility requirements.

Section 8. Removal. Any Member or Alternate may be removed for cause. The individual in question shall be given fair notice, including a statement of the cause, and an opportunity to be heard.

A. **Removal by the AAC.** Any Member may submit a complaint to the AAC Ethics Committee detailing the cause for proposed removal of a Member or Alternate. The Ethics Committee shall determine if sufficient cause exists to forward the matter to the Membership for potential removal.

B. **Removal by NGB Athletes.** Any athlete may submit a complaint to the AAC Ethics Committee detailing the cause for proposed removal of their Sport Representative or Alternate. The AAC Ethics Committee will work with the NGB/Sport Organization to facilitate processing the complaint. Each athlete who meets the requirements to serve as an AAC Sport Representative for the respective NGB shall be notified of the potential removal and is eligible to vote.

Section 9. Vacancies. All elections for vacancies shall be held in accordance with the AAC Member Elections and Voting Policy,

A. **Sport or General Paralympic Representatives.**

1. If a Representative 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, the NGB/Sport Organization shall hold an election. If the Alternate position becomes vacant in the final year of the Quadrennium, the position shall remain vacant.

B. Officers.

1. If the Chair position becomes vacant, the First Vice-Chair shall automatically assume the role.
2. If the First Vice-Chair position becomes vacant, the Second Vice-Chair shall automatically assume the role.
3. If the Second Vice-Chair position becomes vacant in the first three (3) years of the Quadrennium, the AAC shall hold an election from among the remaining members of the Leadership. If the Vice Chair position becomes vacant in the final year of the Quadrennium, the position shall remain vacant.

C. Leadership. If a Leadership position becomes vacant in the first three (3) years of the Quadrennium, the AAC shall hold an election as soon as reasonable at a Meeting of the Members. If a Leadership position becomes vacant in the final year of the Quadrennium, the position shall remain vacant.

Article IV. LEADERSHIP

Section 1. Governance of the AAC. Governance of the AAC shall be vested in the Leadership.

Section 2. Composition

The leadership shall be comprised of six (6) eligible athletes (as defined at XX of these bylaws).

Section 3. Officers

The Officers of the AAC shall be the Chair, the First Vice Chair and the Second Vice Chair. The duties of the officers will be as follows:

A. Chair. The Chair shall:

- i. Set all meetings and meeting agendas,
- ii. Preside at all meetings of the Membership and meetings of the Leadership
- iii. See that all Board Commitments, resolutions and oversight are carried into effect

- iv. Act as an official spokesperson for the AAC
- v. Exercise such powers and perform such other duties as from time to time may be assigned by the Leadership.

B. First Vice Chair. The First Vice Chair shall:

- i. Act in the place of the Chair in case of the Chair's temporary inability or unavailability to act, resignation or removal.
- ii. Exercise such powers and perform such other duties as from time to time may be assigned by the Leadership.

C. Second Vice Chair. The Second Vice Chair shall:

- i. Act in the place of the First Vice Chair in case of the First Vice Chair's temporary inability or unavailability to act, resignation or removal.
- ii. Exercise such powers and perform such other duties as from time to time may be assigned by the Leadership.

Section 2. Election of Leadership and Officers.

- A. **Composition.** Three (3) leadership shall be elected at a meeting of the scheduled summer games (quadrennium). Three (3) leadership shall be elected at a meeting of the scheduled winter games (mid-quadrennium). All Members are eligible to vote in the leadership election.
- B. **Staggered Election.** In order to enable staggering of the Leadership elections, in October of 2020, six (6) leadership members shall be elected. Three (3) will be elected for four (4) year teams and Three (3) will be elected for two (2) year terms. Those elected for two (2) year terms shall not have that term count against their term limit.
- C. **Officer Election.** Officers shall be selected by the Leadership from among their number and shall present their proposed slate of officers to the members for an approval vote at the next meeting of the membership after the summer and winter games leadership election meetings. The chair shall remain until the new leadership term begins and the members have approved the officer slate of the newly elected leadership.

- D. **Officer Eligibility.** Any one eligible to be a candidate for a Leadership role is eligible for any Leadership role.
- E. **Term Limit.** Leadership members are limited to no more than 2 terms.
- F. **Candidate Eligibility.** A leadership candidate must be eligible to run and vote as an athlete representative, as defined in Section IV and the time of their candidature.
- G. **Tie.** If there is a tie, then there shall be a second ballot and the election shall be repeated. If a 2nd ballot and election between two candidates does not produce a winner, then a coin toss will be used to determine the successful candidate.

Section 3. General Powers and Duties of the Leadership. The Leadership shall:

Serve to guide and ensure effective communication between the AAC, members and the USOPC.
Hire and supervise the AAC Executive Director.

- A. Organize, call, and preside over Meetings of the Membership.
- B. Oversee new Member orientation.
- C. Have the authority to make decisions on behalf of the AAC, in accordance with these Bylaws regarding Approval of Actions and Elections.
- D. Appoint Standing Committees of the AAC.
- E. Be responsible for maintaining the AAC Bylaws, keeping the AAC accountable to its Bylaws, and interpreting the Bylaws as necessary.
- F. Manage the budget, business and affairs of the AAC.

Article V. MEETINGS

Section 1. Meetings.

- A. **Meeting of the Members.** A Meeting of the Members occurs when the meeting is properly noticed, and a quorum of the members are in attendance.

- B. **Meeting of the Leadership.** A meeting of the Leadership occurs when scheduled by the Chair. Actions at the meetings of the Leadership are limited to those within the scope of action of the leadership and/or the officers of the AAC.

- C. **Annual Meeting of the Members.** There shall be an Annual Meeting of the Members held each year during the Olympic and Paralympic Assembly.

- D. **Mid-Quadrennial Meeting of the Members.** The annual meeting of the Members scheduled after the scheduled conclusion of the Winter Olympic and Paralympic Games

- E. **Orientation Meeting of the Members.** There shall be an Orientation Meeting of the Members, which shall occur within 30 days of the beginning of the Quadrennium.

- F. **Other Meetings.** Other Meetings may be set by the Chair. These meetings may have more limited scopes, purposes, and attendees.

- G. **Notice of Meetings.** Meetings shall be called with no less than five (5) days' notice. Notice of a meeting may be delivered via electronic mail or other electronic means.

- H. **Waiver of Notice.** A Member may waive notice of any meeting before, at, or after such meeting. The attendance of a Member at a meeting shall constitute a waiver of notice of such meeting, except where a Member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not appropriately called or convened.

Section 2. Order of Business. The Leadership has the authority to make procedural decisions in conducting the business of the AAC as long as the procedures are transparent and improve the effectiveness of the AAC. At a minimum, actions and elections at a Meeting of the Members shall follow: 1) motions, 2) seconds, 3) discussions, and 3) calls to vote.

Section 3. Open to the Public. All Meetings of the Members are open to the public, unless closed by majority vote of the Members, with a quorum present. The Chair may call for certain discussions to occur in Executive Session. Meetings of the Leadership are open to members, but the Chair may call for certain discussions to occur in Executive Session.

Section 4. Quorum. A quorum is established when a simple majority of Members eligible to vote at the meeting is present when the meeting is called to order.

Article VI. SPECIFIC ACTIONS AND ELECTIONS

Section 1. Actions or Elections Requiring a Meeting of the Members.

- A. Actions or elections that require a Meeting of the Members, properly noticed and with a quorum of the Members in attendance, include:
- i. elections for AAC Leadership and Officers;
 - ii. Nomination of athlete representatives to the USOPC Board;
 - iii. Nomination of an individual to serve as the Athlete Ombudsman;
 - iv. Recommendation of termination of the Athlete Ombudsman;
 - v. Removal of an AAC Member by the AAC, and

Amendments to the AAC Bylaws. For such actions and elections as listed above, votes will be limited to those actually present in-person at the Meeting, unless the Leadership devises an electronic voting process.

Section 2. Approval of Actions.

- A. The following actions require at least 2/3rd's support of those participating in the vote:

- i. Recommendation of termination of the Athlete Ombudsman, and
- ii. Removal of an AAC Member by the AAC.

B. Approval of all other actions require a simple majority support of those participating in the vote.

Section 3. Approval of Elections.

A. The following elections shall be accomplished through the Approval Voting Procedures as described in the AAC Member Elections and Voting Policy:

- i. AAC Leadership and Officers, and
- ii. nomination of an individual to serve Athlete Ombudsman.

B. Except for those elections set forth in Article VI, Section 3.A. of these Bylaws and except for the election of athlete representatives to the USOPC Board, all other elections, selections, nominations or appointments may be accomplished by the Nominating and Elections Committee.

Section 4. Electronic Voting

A. For any action or election, the Leadership may devise a process and votes may be taken electronically.

B. For such votes to be valid, the following requirements must be met:

1. Reasonable notice shall be given to all eligible voters of the decision to be made, including any relevant accompanying information.
2. If the action or election typically requires a Meeting of the Members, with a quorum of the Members in attendance, then at least a simple majority of Members must participate in the electronic vote.

3. The voting window must be open at least forty-eight (48) hours.

All approval requirements described above shall apply.

Section 5. Procedures for Election of Athlete Representatives to the USOPC Board

A. Pursuant to Section 3.2(d) of the USOPC Bylaws, the AAC shall be entitled to and shall elect three AAC athlete members to the USOPC Board. Pursuant to Section 3.5.2 of the USOPC Bylaws, at least one of the AAC athlete USOPC Board members must represent a Paralympic sport. These three seats shall be staggered as provided for in Section 3.6.2 of the USOPC Bylaws.

B. Sections 3.5.2 of the USOPC Bylaws provides that the AAC's election procedures for AAC athlete members to the USOPC Board must be developed in consultation with the USOPC Nominating and Governance Committee and approved by the USOPC Board.

C. As provided for in Section 3.5.2 of the USOPC Bylaws, an AAC athlete candidate for the USOPC Board must be a 10 Year Athlete, as defined in Section 1.3(dd) of the USOPC Bylaws. Further such AAC athlete candidate must meet the qualifications set forth in Section 3.7 of the USOPC Bylaws.

D. All AAC Members, as defined in these Bylaws who are in good standing, shall be entitled to vote for the AAC athlete member to the USOPC Board. If an AAC Member is not in attendance at a Meeting of the Members, the AAC Alternate Member is entitled to vote in the Member's place, as provided for in Article III, Section 2 of these Bylaws.

E. The AAC Nominating and Elections Committee shall be composed as set out in Article VII, Section 1.A. of these Bylaws.

F. The Nominating and Elections Committee shall:

- a. solicit candidates for the AAC athlete USOPC Board seat;
- b. determine if a candidate meets the eligibility requirements set forth in Article VI, Section 5.C. of these Bylaws;
- c. review and vet candidates;
- d. select candidates to stand for election;
- e. communicate with AAC Members and Alternate Members about the election;
- f. communicate with the USOPC Nominating and Governance Committee about the election and the needs of the USOPC Board; and,
- g. coordinate with and provide information to the Election Administrator so that the Election Administrator can conduct the election.

G. Prior to the election, the Nominating and Elections Committee shall make a call for candidates for the AAC athlete USOPC Board seat. The call shall set forth the eligibility requirements for service as an AAC athlete USOPC Board member. The call shall also provide information on the current USOPC Board configuration and needs. Nominations must be submitted in accordance with the Nominating and Election Committees' deadlines and procedures, however, a call for candidates must allow at least a two-week time period for the submission of nominations. Except, this two-week time period can be shortened, provided it is approved by the Leadership.

H. Any AAC Member or Alternate Member may nominate a candidate who meets the eligibility requirements of Article VI, Section 5.C. of these Bylaws and any individual meeting the eligibility requirements of Article VI, Section 5.C. of these Bylaws may nominate themselves as a candidate. No member of the Nominating and Elections Committee may be a candidate for the AAC athlete seat.

I. The Nominating and Elections Committee shall select candidates from those nominated who will then stand for election. In making this selection the Nominating and Elections Committee shall consider:

- a. the skills, qualifications, and experiences, including leadership experiences, of the candidate;
- b. the personal and professional integrity of the candidate;
- c. the demonstrated judgment of the candidate;
- d. the commitment of the candidate to fulfill their USOPC Board responsibilities, including having available time to attend Board meetings and perform required duties;
- e. the need to enhance the diversity of the USOPC Board;
- f. the opportunity to provide for representation of the Paralympic movement;
- g. the candidate's attributes as measured against the USOPC Nominating and Governance Committee's Board Member Service Criteria; and,
- h. other criteria, as determined by the Nominating and Elections Committee, indicating that the candidate has the capabilities needed to be a valuable USOPC Board member.

The Nominating and Elections Committee will explain to each selected candidate the responsibilities of USOPC Board service. Additionally, the Nominating and Elections Committee will explain to each selected candidate that they are to be a voice for the interests of athletes in serving the best interests of the USOPC.

J. The Nominations and Elections Committee may not nominate any candidate who is not eligible to serve on the USOPC Board, according to USOPC Bylaws or Policy.

K. In advance of the election, the Nominating and Elections Committee shall notify all eligible voters of the upcoming election for the AAC athlete seat. The notification shall state the names and summary of qualifications of the candidates selected by the Nominating and Elections Committee to run for the USOPC Board seat. Additionally, a candidate may include, if so inclined, a description of not more than one page of the candidate's qualifications and of the candidate's position on issues of importance to the candidate.

L. The election shall be conducted by the Election Administrator. The Election Administrator shall be an entity chosen by the USOPC.

M. The USOPC shall determine the election period, including the time and date by which the vote for the AAC athlete must take place.

N. The Executive Director shall provide to the Election Administrator a list of its Members and Alternate Members with their contact information (email address) at least 30 days prior to the election, which shall be the record date.

O. The vote for the AAC athlete member to the USOPC Board may be conducted at a Meeting of the Members, or via electronic voting as determined by the Leadership. If conducted at a Meeting of the Members, the Election Administrator shall provide a ballot to all AAC Members (and Alternate Members who have voice and vote because an AAC Member is not present in the case of a Meeting of the Members) entitled to vote. The ballot shall include the name of the candidates and voting instructions. If conducted by an electronic voting process, the Election Administrator shall send out the ballot to all AAC Members (or Alternate Members) entitled to vote. The ballot shall include the name of the candidates and voting instructions, including the time and date by which the ballot must be received by the Election Administrator in order to be counted. The Election Administrator shall ensure that the ballot and voting process is secure.

P. All AAC Members are entitled to cast one vote for each AAC athlete seat. If an AAC Member (or Alternate Member) votes for more than one candidate per seat or the voted ballot is indecipherable, then the ballot shall be declared invalid and not counted.

Q. The Election Administrator shall count the votes for each candidate. The candidate with the highest number of votes shall be elected as the AAC athlete member of the USOPC Board.

R. If there is a tie, then there shall be a second ballot and the election shall be repeated. If a 2nd ballot and election between two candidates does not produce a winner, then a coin toss will be used to determine the successful candidate.

S. The Election Administrator shall keep all returned ballots for a period of thirty days after the announcement of the election results. A candidate who wishes to contest the election results may examine the ballots at the Election Administrator's office. Any challenge to the election results shall be considered and determined by AAC Leadership. The determination of AAC Leadership shall be final. After a period of thirty days, or after the conclusion of any election challenge, whichever is later, the Election Administrator shall destroy the returned ballots. The Election Administrator shall not disclose how a Member (or Alternate Member) voted but shall keep such information confidential.

Article VII. COMMITTEES AND TASK FORCES

Section 1. Standing Committees. The Leadership shall appoint (4) Standing Committees for the Quadrennium: Ethics Committee, Roster and Records Committee, Communications Committee and Education Oversight Committee. Each Committee listed above shall include at least three (3) Members, including a member of Leadership. Additionally, a Nominating and Elections Committee, also designated a Standing Committee, shall be formed and appointed as set out in Article VII, Section 1.A. of these Bylaws.

A. **Nominating and Elections Committee.** The Nominating and Elections Committee shall determine and carry out fair and transparent processes for all elections, selections, nominations and appointees required by or requested of the AAC for athlete representatives (i.e., U.S. Olympic Endowment, USADA Board of Directors, SafeSport Board of Directors, Paralympic Advisory Committee, Athlete Service Coordinators, etc.). This Committee shall also coordinate the election processes for Sport and General Paralympic Representatives, as well as the Leadership of the AAC.

The Nominating and Elections Committee shall be comprised of six (6) members as follows:

- a. one member from Leadership;
- b. one member representing Olympic athletes;

- c. one member representing Paralympic athletes;
- d. one member representing Pan American and Parapan American athletes;
- e. one member representing individual sports; and,
- f. one member representing team sports.

Members of the Nominating and Elections Committee shall be appointed by the Chair with approval of Leadership.

The terms of the members of the Nominating and Elections Committee will be staggered, with the aim that an equal proportion of them will be appointed every four years. In order to accomplish staggering, the members of the Nominating and Elections Committee will be divided into two groups. Group one members shall serve for a one-time term of two years. Group two members shall serve for a one-time term of four years. Group one members shall consist of (a) the member representing Olympic athletes, (b) the member representing Pan American and Parapan American athletes and (c) the member representing individual sports. Group two members shall consist of (a) the member from Leadership (b) the member representing Paralympic athletes and (c) the member representing team sports. Thereafter the terms for group one and group two members are four years. A Committee member may be selected or appointed to a second four-year term. A Committee member is not eligible to serve for more than two consecutive terms. Each member, including a member selected or appointed to fill a vacancy, shall hold office until the expiration of the term for which he or she was selected or appointed and until the selection or appointment of a successor, or until that member's earlier resignation.

B. Ethics Committee. The Ethics Committee shall investigate and make determinations in cases involving an alleged violation of the AAC Bylaws, Code of Conduct and Standards or the Conflicts of Interest Policy, and shall make recommendations to the AAC if the case involves the potential removal of an AAC Member or Alternate.

The Ethics Committee shall be comprised of:

- a. One member of AAC Leadership
- b. One Olympic Athlete

- c. One Paralympic Athlete
- d. Two Independent Members (Independence defined as in the USOPC Bylaws)

C. **Roster and Records Committee.** The Roster and Records Committee shall maintain the minutes of AAC Meetings, records of AAC actions or elections, and the rosters of the AAC.

D. **Communications Committee.** The Communications Committee shall maintain the AAC website and direct communications of the AAC with its Members.

E. **Education Oversight Committee.** The Education Oversight Committee shall assess educational needs of the AAC and ensure that meeting presenters are made aware of pertinent and current AAC issues and consult with them regarding the relevance of their presentation to the AAC.

Section 2. Other Committees, Advisory Boards, Working Groups and Task Forces. The Leadership may authorize the establishment of and appoint Members to other committees, advisory boards, working groups or task forces from time to time, and assign duties accordingly. Appointment to and conduct of any such committee, advisory Board, Working Group or Task Force is subject to these Bylaws and AAC policies.

Section 3. Joint Nominating Committee Formed with the United States Olympic and Paralympic Association. The AAC shall participate in the Joint Nominating Committee of the United States Olympic and Paralympian Association. The AAC shall appoint:

- a. one member of Leadership shall be selected by the Leadership of the AAC and,
- b. two members shall be appointed by the AAC Chair with approval of the AAC Leadership, who are not members of the AAC Leadership.

The terms of the members and the obligations of the Joint Nominating Committee are as set forth in the USOPA Bylaws.

Article VIII. NONDISCRIMINATION

The Athletes' Advisory Council is committed to a policy of fair representation and will not discriminate or harass on the basis of age, race, sex, color, religion, national origin, disability, veteran status, sexual orientation, gender identity or expression, genetic information or any other status protected by federal, state or local law, where applicable.

Article IX. AMENDMENTS

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. Before AAC Members may vote on an amendment to the Bylaws, at least ten (10) days' notice must be given of the proposed amendment(s).

Article X – Executive Director

Section 1. Designation. The AAC shall have an Executive Director. The Executive Director will not be a member of Leadership or Membership but shall be invited to and expected to attend meetings of either. Leadership shall hire and oversee the Executive Director who shall be responsible as outlined below in Section 3 for competent implementation of Leadership and Membership's policies, guidance and strategic direction of AAC activities.

Section 2. Tenure. The Executive Director shall serve an indeterminate term.

Section 3. Responsibilities. The Executive Director shall:

- i. develop a strategy for achieving the AAC's mission, goals and objectives and present said strategy to the Leadership for approval;
- ii. prepare annual and quadrennial budgets for approval by Leadership;
- iii. act as an official spokesperson of the AAC;
- iv. directly, or by delegation, manage all staff functions.

CODE OF CONDUCT AND STANDARDS OF THE AAC

Each Member and Alternate of the AAC has a duty to respect the athletes s/he serves; exercise the duties and responsibilities of his/her position with integrity, collegiality, and care; and be responsible for his/her decisions. As such, each Member and Alternate is expected to:

- A. Act honestly, truthfully and with integrity in all dealings regarding his/her membership in the AAC.
- B. Comply with both the spirit and the letter of the law with regards to AAC Bylaws and Policies.
- C. Be responsible, transparent and accountable for his/her actions.
- D. Make attendance at all Meetings a high priority.
 - 1. If a Member is not able to be physically present at a Meeting of the Members, s/he shall notify the Chair of the AAC, as well as the Alternate, as soon as the Member determines that s/he cannot attend.
 - 2. Three or more consecutive absences or missing at least $\frac{1}{2}$ the Meetings of Members in a 2-year period, may constitute cause for removal.
- E. Be prepared to discuss the issues and business on the agenda, having read all background material relevant to the topics at hand.
- F. Put the interests of the AAC, and the athletes it serves, above personal interests.
- G. Represent the AAC in a positive and supportive manner.
- H. Show respect and courteous conduct in all Meetings.
- I. Serve as a role model to other athletes and as such shall not commit any act contrary to federal and state laws, the World Anti-Doping Code, the SafeSport Code, or any other rule of sport applicable.

1. Any arrest or conviction of a criminal act, determination of an anti-doping rule or SafeSport violation, or any imposition of a period of ineligibility from sport shall be immediately disclosed to the Ethics Committee.

The Ethics Committee shall have the authority and responsibility to investigate and make determinations regarding potential violations of this Code.

Any action taken by the Ethics Committee shall be approved only when a majority of Committee members determine that it is in the best interest of the AAC to do so, including issues that may impact the AAC's reputation or ability to conduct its own affairs responsibly and with integrity.

If the proposed action includes a recommendation for Removal from the AAC, the matter shall be presented to all Members, according to the Removal Section of the AAC Bylaws.

CONFLICTS OF INTEREST POLICY

Each Member and Alternate of the AAC has a duty to be free from influence of any conflicting interest and shall understand that a potential for conflict of interest needs to be recognized and disclosed. In addition to a Member's duty to recognize and disclose, potential conflicts of interests may be brought forward by any individual.

Such conflicts may include, but are not limited to:

- A. A familial or personal relationship with a staff/member of the USOPC, NGB, member organization, IOC, OCOG, bid committee, or other key stakeholders.
- B. A paid position within the USOPC, NGB, member organization, IOC, OCOG, bid committee, or other key stakeholders.
- C. An affiliation with a sponsor, organization or other entity that could call into question the actions of the AAC. (i.e., USADA, SafeSport, the IOC/IPC, etc.)

Disclosure Prior to Election. Prior to nominating him or herself to serve on the AAC (as a Sport or General Paralympic Representative, or Leader) one must disclose any potential conflict to the Ethics Committee of the AAC, which shall determine whether the individual is eligible to run for election.

Disclosure During One's Tenure on the AAC. Each Member or Alternate must promptly disclose any potential conflict to the Ethics Committee of the AAC, which may take appropriate steps to prevent influence, either on the general affairs of the AAC or on a particular deliberation or vote. If the proposed action includes a recommendation for removal of a Member of the AAC, the matter shall be presented to all Members, according to the Removal Section of the AAC Bylaws.

AAC MEMBER ELECTIONS AND VOTING POLICY

The AAC Member Elections and Voting Policy specifies eligibility requirements and election procedures for Members of the AAC. It also sets forth the Approval Voting Procedures, as required for 1) AAC Leadership and Officers, and 2) nomination of an individual to serve Athlete Ombudsman.

Section 1. Sport and General Paralympic Representatives.

- A. **Eligibility to Run.** Eligibility requirements are outlined in the AAC Bylaws.

- B. **Eligibility to Vote.** Those eligible to run are eligible to vote.

- C. **Process and Timeline Guidelines.** The Nominating and Elections Committee of the AAC shall make NGBs/Sport Organizations aware of the AAC Election process, including these Guidelines. The NGBs will be asked to follow the Guidelines, unless an alternate process/timeline is presented to and approved by the Nominating and Elections Committee. All dates relate to the year of the Summer Olympic and Paralympic Games.
 - 1. **By June 1.** The AAC Nominating and Elections Committee shall distribute the Process and Timeline Guidelines to each Sport Organization, along with the AAC Bylaws and Policies.

 - 2. **By July 1.** The Sport Organization shall distribute the Process and Timeline Guidelines to its eligible athletes, along with the AAC Bylaws and Policies. (The 10-year rule for AAC Representatives and Alternates is defined in the AAC Bylaws).

 - 3. **By October 1.** The Sport Organization shall call for self-nominations from eligible candidates.
 - a. Nominations should minimally include a written statement of intent and may include a resume or any other information pertaining to an athlete's ability to serve the Mission of the AAC.

 - b. Disclosures shall be made according to Eligibility requirements of the AAC Bylaws and the Conflicts of Interest Policy.

4. **By November 1.** The Sport Organization shall distribute the list of eligible nominees, along with statements of intent and other candidate submissions, disclosures, and voting instructions to eligible voters.
5. **By November 15.** The Sport Organization shall conduct an election where the top two candidates with the most votes are named the Representative and Alternate, respectively.
6. **By November 20.** The Sport Organization shall notify the AAC Nominating and Elections Committee of the results.

Section 2. Leadership.

- A. **Eligibility to Run.** Eligibility requirements are outlined in the AAC Bylaws.
- B. **Eligibility to Vote.** All AAC Members at the time of the election are eligible to vote.
- C. **Process and Timeline.** All dates relate to the scheduled year of the Summer Olympic and Paralympic Games.
 1. **By July 1.** The AAC Nominating and Elections Committee shall distribute the AAC Leadership Election process to AAC Members and Alternates, along with the AAC Bylaws and Policies, and make a reasonable effort to notify past AAC Members and Alternates who might be eligible. The process shall also be posted on the AAC website as Leadership eligibility does not require current service in AAC.
 2. **By August 1.** The Nominating and Elections Committee shall call for self-nominations from any eligible candidate.
 - a. Nominations should minimally include a written statement of intent and may include a resume or any other information pertaining to an athlete's ability to serve the Mission of the AAC as a Leader.
 - b. Disclosures shall be made according to Eligibility requirements of the AAC Bylaws and the Conflict of Interest Policy.

3. **By September 1.** The Nominating and Elections Committee shall distribute the list of eligible nominees, along with statements of intent and other candidate submissions, disclosures, and voting instructions to all Members.
4. **During the Last Meeting of the Members of the Quadrennium and Mid-Quadrennium.** The Nominating and Elections Committee shall conduct an election under the approval voting procedures where the top three (3) candidates with the most votes are named to the Leadership.

Section 3. Officers.

A. **Eligibility to Run.** Eligibility requirements are outlined in the AAC Bylaws and Policies.

B. **Eligibility to Vote.** All AAC Members at the time of the election are eligible to vote.

C. Process and Timeline.

1. **By November 15.** The Nominating and Elections Committee shall call for nominations from the newly elected Leadership.
 - a. Nominations should minimally include a written statement of intent and may include a resume or any other information pertaining to an athlete's ability to serve the Mission of the AAC as an Officer.
 - b. The nomination need not specify the particular Officer position, only that s/he wants to run for Officer.
2. **By December 1.** The Nominating and Elections Committee shall distribute the list of candidates for Officers, along with statements of intent and other candidate submissions to the current AAC and newly elected Members of the AAC for the upcoming Quadrennium.
3. **By December 15.** Any current Member of the AAC may submit a letter of support for an Officer candidate to the Nominating and Elections Committee.

4. **By December 31.** The Nominating and Elections Committee from the previous Quadrennium shall distribute any letters of support to newly elected Members of the AAC for the upcoming Quadrennium.

Section 4. Leadership or Officer Vacancies. Vacancies shall be filled in accordance with the AAC Bylaws. If an election is necessary, the Nominating and Elections Committee should endeavor to coordinate a process reflective of the intent of this Policy, timelines notwithstanding although as soon as possible. Electronic voting may be used.

- A. **Replacement Prior to Starting Leadership Term.** In the case that elected leadership should for any reason need to be replaced prior to starting their term in leadership there shall be a record kept, after each leadership election, to determine the order of runners up and used to determine replacement.

Section 5. Approval Voting Procedures. These procedures shall apply for the following elections: 1) AAC Leadership and Officers, and 2) nomination of an individual to serve Athlete Ombudsman.

- A. A ballot of candidates shall be distributed to all eligible voters.
- B. The ballot shall include a list of all candidates and instructions shall simply state, “Vote for each candidate of which you approve. You may vote for as many candidates as you wish, but you must vote for at least one (1).”
- C. Each vote for approval shall count equally, and the candidate with the most votes wins the election.
- D. If the election is for a position that involves more than one winner, then the appropriate number of candidates with the most votes win the election, so long as voters are aware how many positions will be filled associated with this vote.
- E. If there is a tie, then a ballot with the candidates affected by the tie will be compiled, and the above process repeated until the tie is broken.