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**Internationaler Schiess-Sportverband e.V.**  
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# **Official Statutes**

## **Rules**

### **and**

## **Regulations**

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# 1. CONSTITUTION OF THE ISSF

The International Shooting Sport Federation was founded in 1907 as the "Union Internationale des Federations et Associations Nationales de Tir", was dissolved in 1915 and reorganized in 1921 under the name of "Union Internationale de Tir". In 1939 activities were again suspended and the Union was reorganized in 1947 under the name: "International Shooting Union - UIT". On 15<sup>th</sup> July 1998 the Union changed its name to the present name "International Shooting Sport Federation". The Federation title in short form is "ISSF". The International Shooting Sport Federation is formally recognized by the International Olympic Committee as the sole controlling body of International Amateur Shooting Sports at international and worldwide levels of competition.

## 1.1.0 Purpose

1.1.1 Promotes and guides the development of the shooting sports, without discrimination on political, racial or religious grounds and strengthens bonds of friendship between shooting associations of all nations.

1.1.2 Strengthens contacts and collaboration between other sport organizations and bodies.

1.1.3 For achievement of its purposes the Federation:

1.1.3.1 issues technical rules;

1.1.3.2 licenses judges;

1.1.3.3 co-operates with the Organizing Committee of the Olympic Games in carrying out the organization of the shooting events and, as delegated by the IOC, supervises and controls all technical arrangements;

1.1.3.4 organizes World Championships;

1.1.3.5 encourages and supervises other international championships;

1.1.3.6 develops and promotes methods and programs of instruction;

1.1.3.7 researches educational, scientific and medical principles;

1.1.3.8 publishes official bulletins;

1.1.3.9 awards distinctions to those who have contributed to the achievement of the Federation's purposes.

## 1.2.0 ISSF Headquarters

1.2.1 The headquarters must be in the country of the President and of the Secretary General. If they have different domiciles, the Administrative Council must decide the location.

1.2.2 The Federation must be registered under the laws of the country in which the headquarters is located, subject to decision by the Administrative Council.



### **1.3.0 Membership**

- 1.3.1** The Federation must be composed of those National Shooting Organizations, which are duly recognized by the Federation as the sole controlling body of shooting sports, and further recognized by and affiliated with their National Olympic Committee.
- 1.3.2** For shooting organizations without a National Olympic Committee, "Provisional Membership" of the ISSF may be granted on the following terms.
- 1.3.2.1** Certification and recognition as the sole controlling body of amateur shooting sports in their country by an appropriate Government Agency.
- 1.3.2.2** A Provisional Member may have one delegate attend the General Assembly, but shall have no vote. Speaking rights shall be at the discretion of the Chairman.
- 1.3.2.3** A Provisional Member shall not be entitled to:
- 1.3.2.3.1** submit proposals to the General Assembly;
- 1.3.2.3.2** nominate a person for election to any ISSF office or committee.
- 1.3.2.4** A Provisional Member and its shooters may participate in all ISSF sanctioned events except the Olympic Games.
- 1.3.2.5** Participation is on the condition that no shooter from a Provisional Member country may:
- 1.3.2.5.1** obtain an Olympic MQS;
- 1.3.2.5.2** obtain an Olympic Quota.
- 1.3.2.6** Provisional Members shall pay an Annual Membership fee as determined by the General Assembly in accordance with 1.6.7.6.
- 1.3.2.7** All following sub clauses of Clause 1.3.0, with the exception of 1.3.4.3, shall apply to Provisional Members.
- 1.3.3** Membership is open to one Federation from each country. Countries with two member federations recognized prior to 1989 may retain dual membership, but no new applications for membership must be accepted from more than one federation per country;
- 1.3.4** Applicants must submit:
- 1.3.4.1** details on their foundation and organization;
- 1.3.4.2** a copy of their Constitution;
- 1.3.4.3** certification of recognition and affiliation as required in 1.3.1.
- 1.3.5** Membership is decided by majority vote of the Administrative Council and new members are reported to the General Assembly.
- 1.3.6** The applicant may submit a denied application directly to the General Assembly.





- 1.3.7** Members must not belong to and must not participate in championships of other Continental or International Shooting Associations which include events defined in the ISSF Regulations, except when authorized by the ISSF.
- 1.3.8** Annual Membership fees are due on January 1st and are to be paid within 30 days.
- 1.3.9** Membership may be withdrawn, effective at the end of the current year, on three (3) months notice to the Secretary General.
- 1.3.10** A member with limited financial resources may apply to the Executive Committee for a membership fee reduction.
- 1.3.11** A member is suspended from its rights by a delay of payments later than March 31st of the current year.
- 1.3.12** A member may be excluded by a default of two (2) years fees.
- 1.3.13** Payment of past due fees and a re-affiliation fee of Swiss Francs (CHF) 200.-- will reinstate membership.
- 1.3.14** A member may apply for special consideration of its membership, because of special circumstances.
- 1.3.15** Suspension and Expulsion
- 1.3.15.1** A member may be suspended if, in the opinion of the Administrative Council, the ISSF is better able to achieve any of its purposes by the suspension of a member;
- 1.3.15.2** A member may be expelled from the Federation for an action contrary to the Constitution or the General Regulations.
- 1.3.16** Special Arbitration agreement between the International Shooting Sport Federation - ISSF - and its members.
- 1.3.16.1** Any dispute arising from the present Statutes and Regulations of the ISSF which cannot be settled amicably, must be settled finally by a tribunal composed in accordance with the Statute and Regulations of the Court of Arbitration for Sport to the exclusion of any recourse to ordinary courts. The parties undertake to comply with the said Statute and Regulations, and to accept in good faith the award rendered and in no way hinder its execution.
- 1.3.16.2** Disputes between the ISSF and one or several of its members which are not settled finally by a decision by a body of the ISSF, may be submitted for arbitration by one or other of the parties to the Court of Arbitration for Sport (CAS) in Lausanne. Any decision taken by the said Court must be without appeal and binding on the parties concerned.



#### **1.4.0 Honorary Membership**

1.4.1 Individuals may be awarded honorary membership as the Federation's highest honor. Formal proposal and election by the General Assembly is required.

1.4.2 Honorary members may attend all meetings of the Federation, with voice but without vote.

#### **1.5.0 Organization and Administration**

1.5.1 The Federation must conduct its work through:

1.5.1.1 the General Assembly;

1.5.1.2 the Administrative Council;

1.5.1.3 the Executive Committee;

1.5.1.4 the Officers;

1.5.1.5 the Committees.

1.5.2 The General Assembly, Administrative Council or Executive Committee may form temporary Committees.

1.5.3 A candidate for any position must be a current member of, and have the support of, a Federation.

#### **1.6.0 The General Assembly**

1.6.1 The General Assembly consists of delegates representing the members.

1.6.2 The General Assembly convenes every two (2) years at the location of the World Championships (Elections Congress) and Olympic Games or at a location chosen by the Executive Committee after a unanimous vote.

1.6.3 An Extraordinary General Assembly must be convened by a decision of the General Assembly, or of the Administrative Council, or on written request by at least 25 members.

1.6.4 Proposals for the agenda by the members must be received three (3) months in advance.

1.6.5 The agenda and the documents must be mailed to all members and the Administrative Council two (2) months in advance.

1.6.6 Decisions by the General Assembly are restricted to items on the agenda. Items, excluding alterations of the Constitution or of the General Regulations, may be added to the agenda by the Administrative Council or upon approval by a 75 % majority vote in the General Assembly.



- 1.6.7** Functions of the General Assembly:
- 1.6.7.1** elections of the officers, members of the Administrative Council, Chairmen of the Committees, auditors and Honorary members;
  - 1.6.7.2** election of temporary Committees, such as Minutes or Election Committees;
  - 1.6.7.3** approval of the report of the auditors and other reports;
  - 1.6.7.4** choice of the countries to organize the World Championships;
  - 1.6.7.5** decisions on appeals regarding membership status;
  - 1.6.7.6** determination of membership fees;
  - 1.6.7.7** revision of the Constitution and of the General Regulations;
  - 1.6.7.8** dissolution of the Federation.
- 1.6.8** One Federation representing all shooting sports will have two votes and may be represented by one or two delegates.
- 1.6.9** Two Federations representing one country will each have one vote and one delegate.
- 1.6.10** Members may be represented by proxy, given in writing. One member may not represent more than one other member. Members with one vote may only hold one proxy vote. Members with two votes may hold two proxy votes.
- 1.6.11** The Members of the Administrative Council are ex-officio members of the General Assembly, with voice but without vote.
- 1.6.12** A quorum in the General Assembly is 25 % of the members (including proxies).
- 1.6.13** **Balloting**
- 1.6.13.1** All decisions are made by open vote and must require a simple majority, except when secret vote is requested by 20 % or more of members represented.
  - 1.6.13.2** Elections must be secret with the exception of elections which may be conducted by acclamation when there is only one candidate, or as many candidates as there are vacancies, and if no objection is raised by any member.
  - 1.6.13.3** Only ballots that contain votes for as many candidates, or fewer, as there are vacancies must be valid.
- 1.7.0** **The Administrative Council**
- 1.7.1** Consists of Officers, Chairmen of all Committees, except temporary Committees, the President or his Nominee from each Continental Confederation and 15 additional members elected by the General Assembly for a four (4) year term.



- 1.7.2** Functions of the Administrative Council:
- 1.7.2.1** admission, suspension and exclusion of members;
  - 1.7.2.2** election of five (5) of its 15 members who have been elected by the General Assembly to the Executive Committee for a four (4) year term;
  - 1.7.2.3** election of Committee members for a period of 2 years;
  - 1.7.2.4** examination of proposals to the General Assembly;
  - 1.7.2.5** approval of technical rules for shooting events and of rules for international badge-shooting competitions or similar programs;
  - 1.7.2.6** award of distinctions for outstanding service;
  - 1.7.2.7** appoints a replacement for any Officer, Administrative Council member or Committee member who resigns, becomes unable to fulfill his duties for other reasons, is removed, or if a vacancy occurs;
  - 1.7.2.8** ensures that the purpose of the Federation is promoted and decides on the Headquarters and registration (see 1.2.0).
- 1.7.3** A quorum is 50 % of the members.
- 1.7.4** Proxy voting will not be permitted.
- 1.7.5** All decisions must be taken by majority vote of the members present and by open ballot, except for the elections. For urgent matters, decisions can be taken without a meeting, by postal vote; but a majority of 75 % is required.
- 1.7.6** Meets at least once per year.
- 1.8.0** **The Executive Committee**
- 1.8.1** Consists of the Officers, the Chairman of the Technical Committee, and five (5) other members who must be elected by the Administrative Council from its 15 members, elected by the General Assembly for a four (4) year term.
- 1.8.2** Functions of the Committee:
- 1.8.2.1** ensures that the decisions of the General Assembly and the Administrative Council are put into effect;
  - 1.8.2.2** supervises and co-ordinates administrative services and functions;
  - 1.8.2.3** establishes guidelines and procedures for the ISSF bodies and decides on the Annexes to the ISSF General Regulations;
  - 1.8.2.4** acts on behalf of the Administrative Council in urgent matters;
  - 1.8.2.5** decides on the country to organize the World Championships in case of a default by the selected host;
  - 1.8.2.6** designates the Delegates or Representatives, and Jury Members for all Championships under direction of the ISSF;
  - 1.8.2.7** acts on matters not assigned to other Committees;
  - 1.8.2.8** decides on the design and use of ISSF emblems;



- 1.8.2.9** after agreement of the ISSF President with the IOC President on the number of quotas for the Olympic Games, the Executive Committee establishes and supervises the "Special Regulations for the Participation in the Shooting Events of the Olympic Games".
- 1.8.3** A quorum is eight (8) members.
- 1.8.4** Meets at least twice per year.
- 1.9.0** **The Officers**
- 1.9.1** The Officers of the Federation must consist of:
- 1.9.1.1** the President;
- 1.9.1.2** the Secretary General who is also the Treasurer;
- 1.9.1.3** four (4) Vice-Presidents.
- 1.9.2** The President, or in his absence the Secretary General or one Vice-President, must preside over the General Assembly, the Administrative Council and the Executive Committee.
- 1.9.3** The Officers are elected by the General Assembly for a four (4) year term.
- 1.9.4** The Officers may attend the meetings of all Committees, except the Election Committee, with voice but without vote.
- 1.9.5** The Federation is legally represented by the President or the Secretary General.
- 1.10.0** **The Technical Committee**
- 1.10.1** Consists of a Chairman and five (5) Members.
- 1.10.2** Functions of the Committee:
- 1.10.2.1** assists Section Committees in the development of shooting rules and the sport of shooting;
- 1.10.2.2** co-ordinates rules for different shooting events;
- 1.10.2.3** co-ordinates proposals from the Section Committees;
- 1.10.2.4** nominates to the Executive Committee Delegates and Representatives for all competitions under the direction of the ISSF;
- 1.10.2.5** evaluates and assists in range design, range equipment and operational procedures for all competitions under the direction of the ISSF;
- 1.10.2.6** verifies and approves world records.
- 1.10.3** Reports to the Administrative Council or the Executive Committee.
- 1.10.4** Meets at least once per year.



## **1.11.0 The Section Committees**

**1.11.1** Committees will be elected for the following sections:

**1.11.1.1** Rifle shooting;

**1.11.1.2** Pistol shooting;

**1.11.1.3** Shotgun shooting;

**1.11.1.4** Running Target shooting.

**1.11.2** Each Section Committee consists of a Chairman and seven (7) Members.

**1.11.3** Each Section Committee must be responsible for the formulation of the shooting rules, and must consider all technical questions relating to organization, arms and regulations in their field, including rule interpretation.

**1.11.4** Each Section Committee reports to the Executive Committee and the Administrative Council.

## **1.12.0 The Judges' Committee**

**1.12.1** Consists of a Chairman and seven (7) Members.

**1.12.2** Functions of the Committee:

**1.12.2.1** ensures uniform application of the shooting rules;

**1.12.2.2** provides guidelines for international judges;

**1.12.2.3** prepares and conducts courses for judges and jury members;

**1.12.2.4** approves applications for judges licenses;

**1.12.2.5** nominates to the Executive Committee Juries for Championships or Games.

**1.12.3** Reports to the Executive Committee and the Administrative Council.

**1.12.4** Meets at least once per year.

## **1.13.0 The Statutes and Eligibility Committee**

**1.13.1** Consists of a Chairman and seven (7) Members.

**1.13.2** Functions of the Committee:

**1.13.2.1** studies the Constitution and the General Regulations;

**1.13.2.2** considers the changes or additions proposed by others;

**1.13.2.3** studies rules concerning eligibility for Championships and Olympic Games;

**1.13.2.4** considers individual eligibility matters.

**1.13.3** Reports to the Executive Committee and the Administrative Council.



#### **1.14.0 The Medical Committee**

**1.14.1** Consists of a Chairman and Members.

**1.14.2** Functions of the Committee:

**1.14.2.1** examines medical questions relating to shooting and submits guidelines and specified proposals;

**1.14.2.2** supports the organization and conduct of the Anti-Doping Control according to rules approved by the Administrative Council;

**1.14.2.3** promotes the exchange of experience by publications and bulletins and by organizing special events.

**1.14.3** Reports to the Executive Committee and the Administrative Council.

#### **1.15.0 The Athletes Committee**

**1.15.1** Consists of a Chairman and six (6) Members.

**1.15.2** Functions of the Committee:

**1.15.2.1** To gather information and opinions from athletes on their needs and problems with regard to the Olympic Games and major ISSF international championships.

**1.15.2.2** To voice opinions and make recommendations on these topics and forward them to the relevant bodies of the ISSF.

**1.15.2.3** To establish contact and coordinate activities with the Athletes Committees of other international federations.

**1.15.2.4** To participate in working groups, to ensure the best possible conditions for the training, accommodation and living conditions for the athletes as well as for the conduct of the competitions at the major international championships.

**1.15.2.5** To support the fight against drugs and doping.

**1.15.2.6** To establish a direct link with the athletes within the ISSF.

#### **1.16.0 Committees**

**1.16.1** Decisions in all ISSF Committees are taken by a majority of the votes cast.

**1.16.1.1** The Chairman and the Members have one (1) vote each. Abstentions and blank or spoilt votes are declared invalid. Voting by proxy is not allowed. The vote is held by secret ballot if the Chairman so decides, or at the request of one attending member. In the event of a tie, the Chairman of the meeting also has the casting vote.

**1.16.2** In all Committees of the ISSF, a minimum of one member should be female. If no female candidate is nominated, or if a female candidate is not elected, one (1) position on the committee must be declared vacant until the position can be filled in accordance with Article 1.7.2.7.



## **1.17.0 The Auditors**

**1.17.1** The Auditors must examine the accounts and financial transactions and give a written report to the General Assembly.

## **1.18.0 Finance**

**1.18.1** The financial year runs from January 1st to December 31st.

**1.18.2** In each meeting of the Administrative Council the Secretary General reports on the financial status.

## **1.19.0 Continental Confederations**

**1.19.1** The ISSF recognizes the importance of Continental Confederations for the promotion and organization of shooting, and supports their formation and work.

**1.19.2** The National Shooting Federations of a continent, which are ISSF members, may form a Continental Shooting Confederation or Federation.

**1.19.3** The recognition of Continental Confederations and approval of their Statutes are executed by the Administrative Council. Their Constitution and Regulations must be in accordance with the Constitution and Regulations of the ISSF.

**1.19.4** The purposes of Continental Confederations must cover:

**1.19.4.1** promotion and further the development of shooting sport within the Continent, in accordance with the Rules and Constitution of ISSF;

**1.19.4.2** promotion of training courses and competitions within the continent;

**1.19.4.3** organization of Continental Championships on a regular basis;

**1.19.4.4** representation in the ISSF Administrative Council (Article 1.7.1).

**1.19.5** The Administrative Council may form a special Ad Hoc Committee, chaired by a Vice-President, to assist in the formation of new Continental Confederations organizing Continental Championships.

**1.19.6** Continental Confederations must submit reports on their activities to each meeting of the Administrative Council and General Assembly.

## **1.20.0 Alteration of the Constitution**

**1.20.1** Proposals must be received by the Secretary General's office at least three (3) months before the General Assembly and distributed to the members and the Administrative Council, in accordance with Article 1.6.5.

**1.20.2** A two thirds majority in the General Assembly, at which at least 25 % of the members are represented, must approve all changes.

**1.20.3** Changes of the Constitution become effective immediately upon approval, except that previously established terms of office must be completed.





## **1.21.0 Languages**

- 1.21.1** English is the permanent official language. The Constitution and all regulations, rules and legal or official communications must be published in the English language. The resolution of disputes must be conducted in the English language.
- 1.21.2** English, French, Spanish, German and Russian are recognized languages. Simultaneous translation should be provided at General Assemblies.
- 1.21.3** The Executive Committee may permit the use of other languages in Administrative Council meetings and General Assemblies.
- 1.21.4** In Continental and World Championships the language of the host country may be used in the program, in addition to English.

## **1.22.0 Dissolution of the Federation**

- 1.22.1** A demand for dissolution of the Federation must be received six (6) months before the General Assembly and mailed to all members and the Administrative Council five (5) months in advance.
- 1.22.2** A three quarters majority in the General Assembly at which at least 25 % of the members are represented must approve the dissolution of the Federation.

## **1.23.0 Registration of the Federation according to Article 1.2.2.**

- 1.23.1** The Federation according to the decision by the Administrative Council has its Headquarters in Munich, Germany and must be legally registered under the name: "International Shooting Sport Federation, registered society (ISSF)" (Internationaler Schiess-Sportverband, eingetragener Verein, ISSF), and must be entered into the register of the proper court.
- 1.23.2** The Federation observes, exclusively and without reservation, beneficial purposes according to the section "Tax aid and abet" of the Tax laws of Germany. It acts selflessly and observes primarily non-profit making purposes.
- 1.23.3** Funds of the Federation may only be used for constitutional purposes. Members receive no financial gain from the Federation. No person must be privileged by expenditures which are contrary to the purposes of the Federation or by disproportionately high compensations.
- 1.23.4** In case of dissolution of the Federation or suspension of the tax exception by the German Government, any remaining assets must be given to the National Olympic Committee with the injunction for exclusive use for beneficial purposes for the international shooting sport.
- 1.23.5** Alterations to the Constitution and dissolution of the Federation must be reported to the Finance Office of the place of registry.



This Constitution was approved by the Extraordinary General Assembly of the UIT on July 27<sup>th</sup>, 1980 in Moscow, and replaced the "Constitution of the UIT, Edition 1978". This edition includes amendments and corrections approved by the General Assemblies on July 15<sup>th</sup>, 1998 in Barcelona, ESP, on March 21<sup>st</sup>, 2000 in Sydney, AUS and on April 18<sup>th</sup>, 2004 in Athens, GRE.

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# Constitution Annex 1

## Guidelines to the “Constitution of the ISSF”

### **To Article 1.3.3**

The ISSF accepts the sole governing body of all amateur shooting sport in each country. If several Federations govern different sections of the shooting sport, the ISSF recommends their unification into one central organization.

### **To Article 1.3.4.1**

Applicants are required to submit a short history of their Federation with details of its foundation and organization, explaining its structure, the sections of shooting sport in which they participate; and giving information of the approximate number of members, affiliated clubs or organizations and the names of their officers.

### **To Article 1.3.10**

A Federation representing all shooting activity in one country pays the full membership fee. Two Federations of the same country will each pay half of the full fee. The Administrative Council will decide the fee for new members at the time of their admission. Any member may apply for the reduction of the membership fee according to Article 1.3.10 of the Constitution. Applications must be submitted before December 31<sup>st</sup> of the current year. A financial statement showing the principal source of income and revenue from membership fees, together with information on the number of members and clubs of affiliated organizations, is to be submitted with the application.

### **To Article 1.3.15**

Before the Administrative Council takes action the member concerned shall be given the opportunity to present their case. A member may be suspended if, in the opinion of the Administrative Council, the ISSF is better able to achieve any of its purposes by the suspension of the member.

### **To Article 1.4.2**

The Honorary Members shall be invited to the General Assemblies and World Championships.

### **To Article 1.5.1**

Decisions:

Unless any other arrangements are expressly made, decisions will become effective immediately after they are made.



### **to Article 1.5.3**

A candidate nominated for election or re-election to any position in the ISSF, must be a current member of, and have the support of, his national Federation or be a current member and have the support of another Federation. Any Federation proposing a candidate for one of the ISSF Committees is obliged to assist him with the costs of travel, accommodations and meals in connection with his attendance at Committee meetings. All nominations must be received by the Secretary General two months before the election. If, at the time of the election, there are fewer candidates than vacancies for any position, additional nominations may be submitted at the General Assembly. Member Federations that nominate new candidates must submit a statement of qualifications for the position for each candidate. A candidate for any position in the ISSF is not required to hold a special position in his own Federation. Every person elected to a position in the ISSF serves solely in the interests of, and is responsible to the ISSF.

### **to Article 1.6.4**

A Review Committee that is appointed by the Executive Committee prior to the General Assembly shall examine the proposals of the members. The Review Committee reports to the General Assembly.

### **to Article 1.6.5**

Notice of a General Assembly together, with the agenda and the documents, shall be given by the President and the Secretary General by letter, sent at least two (2) months in advance.

### **to Article 1.6.6**

Minutes shall be recorded of the business transacted in the General Assembly and shall be signed by the presiding officer.

### **to Article 1.7.2.4**

Examination of the proposals to the General Assembly by the Administrative Council includes the right to make recommendations concerning these proposals.

### **to Article 1.7.2.7**

Before the Administrative Council takes action the person/s concerned shall be given the opportunity to present their case.

### **to Article 1.9.5**

The legal representation is executed by the President and the Secretary General each of whom has an individual right of representation.

### **to Article 1.10.2.2 and 1.10.2.3**

The authority to co-ordinate includes the authority to review proposals.

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## 2. Terms of Reference

### 2.1.0 **Statement of Principle**

2.1.1 Every person elected to a position in any ISSF body serves solely in the interest of, and is responsible to the Federation. In performing his responsibilities he must ensure that all provisions of the Constitution, General Regulations and other rules of the ISSF will therefore be given priority in all decisions.

2.1.2 All persons elected or appointed to the ISSF serve on an honorary basis and without salary.

2.1.3 By accepting election or appointment everyone agrees to devote the time necessary to accomplish the duties required by their position.

### 2.2.0 **Description of Functions**

#### 2.2.1 **President**

##### Objectives

Successful leadership and direction of the ISSF ensuring a balanced promotion of all sections and activities of the amateur shooting sport and also observing the needs of tradition and development.

##### Principal Duties and Responsibilities

Convenes and presides over Assemblies and meetings according to the Constitution.

Supervises the execution of decisions; activities of ISSF bodies; ensures the proper observance of the Constitution, General Regulations and other rules.

Ensures that the ISSF obligations to Member Federations, Continental Confederations, Organizing Committees and International or National Sport Organizations are fulfilled.

Represents the ISSF in legal matters in conjunction with the Secretary General.

Acts on behalf of, or represents, the ISSF, as circumstances require.

##### Authority

Acts as Chairman of the General Assembly, the Administrative Council and the Executive Committee.

Acts in urgent cases on matters not provided for in the Constitution or General Regulations. Such actions, however, require subsequent approval by the Administrative Council or Executive Committee.



## **2.2.2 Vice-Presidents**

### Objectives

Support and assist the President in leading and directing the ISSF.

### Principal Duties and Responsibilities

As delegated by the President, convene and preside at ISSF meetings in the President's absence or at his request.

Carry out duties assigned by the Administrative Council or Executive Committee or as requested by the President.

Perform special assignments or assist and supervise specific parts of ISSF activities on a permanent basis on request of the Executive Committee or the President.

### Authority

Act on behalf of the President in his absence or on his request.

## **2.2.3 Secretary General**

### Objectives

Operates the Headquarters for efficient conduct of all ISSF business.

### Principal Duties and Responsibilities

Represents the ISSF in legal matters together with the President.

Acts as ISSF Treasurer.

Represents the President at his request.

Performs duties defined in description of Headquarters operations.

### Authority

Full authority over all ISSF employees. For further details see description of Headquarters operations.



## **2.2.4 Members of the Committees**

### **Objectives**

Assistance, support and advice to the Administrative Council and the Executive Committee in all matters assigned to them.

### **Principal Duties and Responsibilities**

All Committees of the ISSF shall deal with all matters within their field of interest as an advisory body and shall be responsible for the technical and other activities assigned to them by the Constitution or the Administrative Council and the Executive Committee.

All members of the Committees act and vote as independent members and not as representatives of their National Federations.

Each Chairman must designate his substitute in the event of his absence, and a Recording Secretary for each meeting.

### **Authority**

Each Chairman represents his Committee in the Administrative Council. The Committee Chairman may act on behalf of his Committee in urgent cases, and on request of the President, Secretary General, the Administrative Council, or the Executive Committee. He must inform his Committee members of any action taken.

## **2.3.0 Rules for Meetings**

### **2.3.1 Frequency**

The ISSF Committees meet as stated in the Constitution, on request of the President, Secretary General, the Administrative Council, or the Executive Committee, or on request by a Committee Chairman.

If possible meetings shall be scheduled in conjunction with World Championships or other important shooting sport events.

### **2.3.2 Notices**

Notices for Committee meetings will be sent by the Secretary General. For this purpose the Chairman must submit the agenda, documents and any other information for the meeting early enough to permit mailing of the notices at least two (2) months in advance of the meeting date.

### **2.3.3 Recording Secretary**

The Chairman must appoint a Recording Secretary for each meeting. The Recording Secretary will prepare minutes, which must be signed by the Chairman after agreement by the members who attended. The minutes must be submitted to the Secretary General within two (2) months of the meeting.



## **2.3.4 Order of Business**

**2.3.4.1** Appointment of Recording Secretary.

**2.3.4.2** Roll-call of Members attending.

**2.3.4.3** Reading and approval of the minutes of the previous meeting.

**2.3.4.4** Review of Actions and Outstanding business from these minutes.

**2.3.4.5** New business on the agenda.

**2.3.4.6** Recommended place, date and time of the next meeting.

## **2.3.5 Quorum and Voting Procedure**

A quorum in Committee meetings is 50 % of the members (including the Chairman), unless otherwise stated in the Constitution. Proxy voting is not permitted. Each member of the Committee (except the Chairman) has one vote. The Chairman votes only in case of a tie, when he shall cast the deciding vote. All decisions are taken by open ballot, except when a secret vote is requested by 50 % or more of the members (excluding the Chairman) present. A postal vote may be conducted in the interval between meetings. When a postal vote is required, the Chairman must send to each member (and a copy to the ISSF Headquarters) a clear statement of the question to be voted upon, with a request that each member must return his vote before a stated date. Within eight (8) days of closing the postal vote, the Chairman must send a report and the result of the vote to the ISSF Headquarters. A non-response will be taken to signify an affirmative vote.

## **2.4.0 Rules for Co-operation between Section Committees and the Technical Committee**

Whenever a Section Committee deals with matters concerning the formulation of shooting regulations or rule interpretation (Art. 1.11.3 of the Constitution), the Chairman must submit a report and copy of the documents to the Chairman of the Technical Committee within 10 days after the meeting (Art. 1.10.2.1, 1.10.2.2 and 1.10.2.3 of the Constitution). If the Technical Committee considers that a re-examination of the proposal is necessary, the Chairman of the Technical Committee will inform the Chairman of the Section Committee concerned as soon as possible, however, not later than two (2) months after receipt of the proposals.





## **2.5.0 ISSF Headquarters**

- 2.5.1** The ISSF Headquarters, under direction of the Secretary General, conducts the business of the ISSF. Correspondence, preparation of circular letters and reports, preparation and mailing of summons to meetings are, among others, the duties of the Headquarters.
- 2.5.2** All work, communications and decisions arising from the Constitution or action by the General Assembly, the Administrative Council and the Executive Committee is carried out as a matter of course by the Headquarters under supervision of the Executive Committee. The Secretary General is directly responsible to the President for operation of the Headquarters.
- 2.5.3** All affairs related to finances such as accounting and ISSF budget preparation are performed by the ISSF Headquarters. The President of the ISSF is kept currently informed as to the state of affairs and must give his approval on all important matters. A short financial report is presented at each meeting to the Administrative Council and the Executive Committee.
- 2.5.4** The President, Administrative Council Members and Executive Committee Members will all receive a copy of documents concerning any matter of special importance.
- 2.5.5** The Secretary General is the employer of all who work in the Headquarters of the ISSF. This will be in conformity with the labor laws in effect at the headquarters of the ISSF, with regard to all related matters. The Executive Committee and the Administrative Council will be informed of all current important personnel matters at their next meeting.
- 2.5.6** The Secretary General will work independently, within the limits of his authority. In his capacity as Secretary General, and as a member of the Executive Committee, he has the right and duty at all times to coordinate the work of the various ISSF bodies. He is responsible for covering the financial obligations of the ISSF while remaining within the budget. The direction of the transactions and entering into contracts with other organizations, sporting or otherwise, commercial firms, etc. are within the usual authority of the Secretary General; however the President and the ISSF bodies concerned must be made aware of all such transactions or contracts.

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