



2. Terms of Reference

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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.

Principle 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.

Principle 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.

Principle 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.

Principle 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 co-ordinate 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.