

# INTERNATIONAL SHOOTING COMMITTEE FOR THE DISABLED



## BY LAWS

February 7, 2009

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### **1. GENERAL ASSEMBLY REGULATIONS**

#### **1.1 Invitation**

1.1.1 Notice of a General Assembly shall be given at least four (4) months prior to the meeting. Motions and topics to be discussed shall be submitted to the Secretariat in writing at least three months before the General Assembly.

1.2.1 The agenda needs to be distributed by the Secretariat at least six (6) weeks prior to the meeting. Date as per postmark shall be sufficient proof of a timely service.

#### **1.2 Rights of those attending**

1.2.1 Accredited delegates to the General Assembly are members of the National Federations who are full member of the ISCD. They are grouped

in delegations. Only one vote per accredited member is allowed, on payment of the current prescribed annual membership fee.

1.2.2 Candidate-Members and Observers may attend plenary sessions. The Chairperson may invite a Candidate-member or Observer to attend and to speak.

1.2.3 Representatives of the ISCD Zonal Committees and Standing Commissions have a right to attend and to speak at General Assemblies

### **1.3 Chairperson and Vice-Chairperson**

1.3.1 The Chairperson of the General Assembly shall be the President of the ISCD, or in his absence, the Vice-President, or in his absence, an Executive Committee member designated by the President.

### **1.4 General Powers of the Chairperson**

1.4.1 In addition to exercising the powers conferred upon him elsewhere by these rules, the Chairperson shall declare the opening and closing of each meeting of the General Assembly, shall direct the discussion, ensure observance of these rules, and accord the right to speak, put questions to the vote and announce decisions. The Chairperson, subject to these rules, shall have control of the proceedings of the Assembly and over the maintenance of order at its meetings. He shall rule on points of order and shall have in particular the power to propose adjournment or suspension of a meeting.

1.4.2 Debate shall be confined to the question before the General Assembly and the Chairperson may call a speaker to order if his remarks are not relevant to the subject under discussion.

### **1.5 Standing items for the agenda**

1.5.1 Motions and topics for discussion at the General Assembly will be included in the agenda together with the following standing items:

- Hearing and receiving the reports of the Executive Committee and the President.
- Receiving and approving the minutes of the previous General Assembly;
- Electing the Executive Committee members (at the General Assembly during the World Championships);
- Approving the budget and the membership fee policy;
- Considering and approving the policy and procedures for nomination and election of Executive Committee members;
- Approving and admitting members to the ISCD;
- Considering and approving the financial reports and audited accounts and thereby discharge the Bodies of the Organization;
- Considering and approving the bylaws outlining the Members' rights and obligations;

## **1.6 Conduct of proceedings**

### **1.6.1 Points of order**

During the discussion of any matter, a delegate may at any time raise a point of order, and the point of order shall be immediately decided by the Chairperson in accordance with the rules of procedure. A delegate may appeal against the ruling of the Chairperson. The appeal shall be immediately put to the vote, and the ruling of the Chairperson shall stand unless overruled by a majority of two thirds of the delegations present and voting.

A delegate may not, in raising a point of order, speak on the substance of the matter under discussion.

### **1.6.2 Adjournment of Debate**

During the discussion of any matter, a delegate may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, one delegate may speak in favour of and one against the motion, after which the motion shall be immediately put to the vote.

### **1.6.3 Time limit on Speeches**

The Chairperson may propose to the General Assembly limitation of the time allowed to each speaker and the number of times each delegate may speak on any question.

### **1.6.4 Closing of list of Speakers**

During the course of the debate the Chairperson may announce the list of speakers and, with the consent of the Assembly, declare the list closed. The Chairperson however, may accord the right to reply to any delegate if, in his opinion, a speech delivered after the list closed makes this desirable.

### **1.6.5 Suspension or Adjournment of the Meeting**

During the discussion of any matter, a delegate may move the suspension or the adjournment of the meeting. No discussion on such motion shall be permitted, and shall be immediately put to the vote.

### **1.6.6 Voting Resolutions and Amendments**

Each proposal or amendment shall be put to the vote after discussion. However, each proposal or amendment may be announced by the Chairperson as adopted. When several amendments are proposed they shall be disposed of in the order in which they are furthest from the original proposition.

## **1.7 Voting**

1.7.1 Voting procedures shall be as stated in the ISCD Constitution

1.7.2 The General Assembly shall have a quorum when at least 20 % plus 1 of the Members, entitled to vote is present.

- 1.7.3 All decisions are made by simple majority, except for expulsion and Constitutional amendments.

The Chairperson shall appoint scrutinisers from among the delegates for all the secret and roll call votes, and for any other votes for which he deems it necessary. Scrutinisers may be appointed to serve throughout the Assembly.

- 1.7.4 When the Chairperson announces that a vote shall be taken, no delegate may interrupt such a vote except to raise a point of order concerning the manner in which such vote is being taken.

## **1.8 Reporting**

1.8.1 Summary reports in English will be made by the Secretary for all plenary sessions. Any delegate may request the recording in its fullest extent of any statement, and the individual making the statement is requested to provide the Secretary with a written text at the end of the meeting.

1.8.2 Minutes shall be drawn up for each General Assembly and shall be signed by the chairman and the recording clerk of the Assembly.

## **2. REGULATIONS FOR THE CONDUCT OF ISCD EXECUTIVE COMMITTEE MEETINGS**

### **2.1 Convening**

2.1.1 The ISCD Executive Committee meetings shall be convened in accordance with the constitution of ISCD.

2.1.2 The invitation and call for topics for discussion for the Executive Committee meetings shall be sent out 40 days prior to the meeting to each of the members of the Executive Committee. The Agenda and meeting papers will be sent out 21 days before the meeting.

2.1.3 The Executive Committee shall meet after each Assembly meeting, without needing to be convened.

### **2.2 Procedure**

2.2.1 When the number of members present has been checked and the apologies for absence, if any, read out, the President shall open the meeting, and start the discussion on the various subjects on the Agenda.

2.2.2 The Executive Committee may not reach decision unless 50% plus one of the members is present.

2.2.3 Regarding the reading of the minutes of the previous meeting; if written comments on the draft sent by the Secretariat to each member of the

Executive Committee are not presented at least 24 hrs before the meeting, the minutes may be taken as read and approved.

Written comments presented at least 20 days before the date of the meeting may limit the reading of the minutes to the comments only. The Secretariat shall state in each case those comments accepted and evoked, and they shall be incorporated in the final draft. The Secretary shall state the reasons why the others are excluded or rejected;

Subjects for the Agenda must be sent in written to the Secretariat at least 28 days before the start of the meeting.

2.2.4 After the adoption of the Agenda, no subject may be discussed that is not on the Agenda, except in the case of extreme emergency, and provided that the President or five members present propose that it be discussed, and that approval to discuss is passed by the majority. Once it is approved it shall be discussed in the normal way.

2.2.5 The President shall conduct the discussions, shall decide when the subject in question has been sufficiently debated, and shall order votes to be cast and shall declare the result.

### **2.3 Attendance at Executive Committee meetings**

2.3.1 Any member who does not attend two consecutive meetings (without a reasonable excuse) shall be deemed to have resigned his position, and as a result shall receive no further notice to attend.

2.3.2 When any Executive Committee member has been invited by any country to attend any meeting or events as a representative of the ISCD, any duly justified expenses will be paid by the host. If the expenses are not paid by the host then the payment of any expenses must be authorised by the Executive Committee.

2.3.3 The date and, if possible, the venue of the next Executive Committee meeting shall be set at the last session of each meeting.

### **2.4 Voting**

2.4.1 All voting shall be done by show of hands, except when, at the request of any member, a secret ballot is agreed. Voting by name may also be requested.

2.4.2 All decisions are taken by simple majority. The Chairman of the meeting has an additional casting vote.

## **3. TASKS OF THE EXECUTIVE COMMITTEE**

3.1 The Executive Committee shall meet twice a year.

3.2 The Executive Committee shall establish a programme and ensures it is carried out.

- 3.3 The Executive Committee appoints commissions and commission members.
- 3.4 The Executive Committee receives reports from all commissions.
- 3.5 The Executive Committee is the custodian of all assets and properties of the organisation.
- 3.6 The Executive Committee proposes candidates for vacancies occurring in the Executive Committee and commissions through resignation, death or any other reason. These appointments are subject to ratification by the General Assembly at the next meeting.

## **4 PROCEDURES TO BE AGREED BY EXECUTIVE COMMITTEE**

### **4.1 Finances**

- 4.1.1 All expenditure must be within the agreed budgets or in accordance with special authorisation of the Executive Committee.
- 4.1.2 Anyone wishing to increase expenditure must receive authorisation through the Executive Committee.
- 4.1.3 All claims or accounts for payment must be submitted to the President for certification.
- 4.1.4 The President will maintain a record of commitments approved and will keep close liaison with the Financial Officer, to ensure that all expenditure is within the funds available.

### **4.2 Printing matters**

- 4.2.1 All printing matters have to be approved by the Executive Committee.
- 4.2.2 The ISCD authorises the President to execute official publications with the ISCD logo.

### **4.3 Criteria for travel and accommodation**

- 4.3.1 The Executive Committee will decide on:
- Who is to attend a meeting or event;
  - What costs will be paid by the ISCD;
  - What budget or other provisions will apply.
- 4.3.2 The President will produce in co-operation with the Financial Officer a budget for every ISCD meeting or event;
- 4.3.3 The person concerned will receive a full list of what travel and accommodation costs are approved of, before every meeting or event;
- 4.3.4 Arrangements may be made by:
- The travel advisor of the ISCD;

- The local travel agency.

4.3.5 Travel costs shall be reimbursed to a scale determined annually by the Executive Committee;

4.3.6 Accommodation and insurance shall be taken in account, but all other costs involved i.e. refreshments, telephone, etc. shall be at own expense.

4.3.7 Requests for payment must be submitted to the secretariat on an expense-form, supported by the relevant bills;

4.3.8 After approval, the expense form will be forwarded to the Financial Adviser for payment.

## **6. REGULATIONS GOVERNING, RULES, POLICIES, INSTRUCTIONS AND PROPOSALS OF THE COMMITTEES, COMMISSIONS & WORKGROUPS**

6.1 The Rules, Policies, By Laws and all instructions edited by the Committees, Commissions and workgroups shall be subject to final approval by the Executive Committee.

6.2 All proposals by the Zonal committees shall be agreed by the majority of the members attending the meeting before being presented and tabled at the Executive Committee.

## **7. REGULATIONS GOVERNING THE MEMBERS OF THE COMMITTEES, COMMISSIONS AND WORK-GROUPS**

7.1 Members of Committees, Commission or workgroups, elected or appointed, may be suspended or have their membership terminated by the Executive Committee and/or on recommendation of a 2/3 majority of the full Committee concerned, for reasons of not following established ISCD policies or not fulfilling their duties;

7.2 Substitutes for appointed members in any ISCD committee will be allowed observer status only;

7.3 All Committees, Commissions or workgroup have the right to fill any vacancy on their Committee;

7.4 The Executive Committee members are ex-officio members with only speaking rights at all ISCD Committees and Assemblies,

## **8. SECRETARIAT**

8.1 Correspondence to the ISCD is only officially received when sent to the Secretariat address.

- 8.2 Only documents, sent at least 4 weeks before the next Executive Committee meeting, can be discussed during the meeting, unless the members vote otherwise;
- 8.3 The working languages of the organisation, also during the General Assembly, and the Executive Committee meetings, shall be English as well as all the documentation.  
Translations of documents and interpretation at meetings are the responsibility of the member organisations.
- 8.4 The Headquarters of the organisation is located in xxx, in the country where the constitution of the organisation is legally registered.

## 9 BOARD OF ADMINISTRATION

- 9.1 The Board of Administration has the following members:
- The President
  - The Vice-President
  - The 1 executive member
  - The 3 Zonal representatives (ex-officio)
  - The Advisory Athletes' Representative – to be selected by the athletes
  - The Medical Officer – to be selected
  - The Technical Officer – to be selected
  - 2 Administrators (financial & legal) – to be contracted/appointed
- 9.2 The Board of Administration shall meet at least once each calendar year. The Board of Administration shall adopt regulations to govern its own conduct, Zonal Regulations to govern the conduct of the regions, and regulations to govern ISCD **Commissions**.
- 9.3 The President shall
- be responsible for the convening and conduct of all meetings of the General Assembly, Board of Administration and Management Committee.
  - prepare an agenda for all meetings of these bodies.
  - countersign any document appointing members to the commissions established by ISCD, on the recommendation of other ISCD officers.
  - have ultimate responsibility for all matters relating to ISCD.
- 9.4 The responsibilities of other Board of Administration members and the conduct of its meetings shall be governed by the Board of Administration regulations.
- 9.5 Any Board of Administration member (other than the Chairpersons of Zonal Committees) who fails to attend two consecutive meetings of the Board of Administration shall be removed and shall be replaced by a person appointed by the Board of Administration. The new member

shall hold office until the next General Assembly in the year of the World Championships.

9.6 Any Board of Administration member (other than the Chairpersons of Zonal Committees) who resigns from office shall be replaced by a person appointed by the Board of Administration. The new member shall hold office until the next General Assembly in the year of the World Championships.

9.7 In the event that the President fails to attend two consecutive Board of Administration meetings or resigns, that person shall be replaced by the Vice-President.

9.8 The decisions of the Board of Administration shall be made by show of hands of the elected members. In the case of a tied vote, the President or his/her deputy shall have a casting vote.

## **10. ZONAL REPRESENTATION IN THE BOARD OF ADMINISTRATION**

10.1 Geographic Division of the world has been established as follows:

- European Zone (with inclusion of isolated countries in Africa)
- Asia/Oceania Zone
- American Zone

10.2 The representative to the Board of Administration of each of the 3 Zones shall be elected by the nations of the Zone.

10.3 The representatives will serve for four years.

10.4 In case a Zone has no Zonal committee, the position will remain vacant.

## **11. ZONAL COMMITTEES**

### **11.1 Composition, authority and tasks**

9.1.1 Each Zonal Committee shall be composed as followed:

- Chairperson
- Secretary
- Zonal Technical Officer
- Zonal Referee Commissioner.

9.1.2 The Chairperson of the Zonal Committee shall be an ex officio member of the Board of Administration.

9.1.3 The Chairperson, Secretary and the Zonal Technical Officer of the Zonal Committee shall be elected by the Zonal Assembly. Their election shall be for a period of four years. After this period they shall be eligible for re-election.

The Zonal Referee Commissioner shall be appointed by the ISCD Executive Committee, on nomination of the ISCD Technical Commission,

after consultation of the Zonal committee, for a period of four years, and shall not be elected by the Zonal Assembly.

9.1.4 The Zonal Assembly shall be held in the years between the General Assembly and shall have a quorum when at least 20 % plus 1 of the Members, entitled to vote are present.

9.1.5 The Zonal Committee shall not have more than three members who live in the same nation or who have the same nationality.

9.1.6 Nominations for Zonal Committee:

Each ISCD member nation in a Zone may nominate candidates only from its own nation for election to the Zone Committee. The Zonal Committee may nominate candidates from any nation for election to the Zonal Committee. Nominations shall be sent to the Zonal Secretary in writing at least two months before the Zonal Assembly. All nominees shall send their curriculum vitae and their signed agreement to their nomination to the Zonal Secretary, at the same time as their nomination is sent.

The Zonal Secretary shall send a list of nominations at least one week before the Zonal Assembly to the ISCD Executive Committee and the ISCD member nations within the Region.

9.1.7 If there shall be a vacancy in the Zonal Committee between Zonal Assemblies, the Zonal Committee shall be authorised to fill this vacant position until the next Zonal Assembly for the following : Secretary and Technical Officer. Vacancies in the two other positions shall be appointed by the ISCD Executive Committee, after consultation of the Zonal committee. If a vacancy shall be filled in this way, the person appointed shall hold office until the next Zonal Assembly, when an election shall take place.

9.1.8 The Zonal Committee shall:

- Present an annual budget for the approval of the ISCD Executive Committee, on the recommendation of the ISCD Financial Officer.
- Spend the budget as approved by the ISCD Executive Committee.
- Collect Zonal fees (except membership fees).
- Organize Zonal Competitions
- Develop all promotional activities within their Zone.
- Be accountable for all its actions to the ISCD Committee and the Zonal Assembly.

## **9.2 Responsibilities of the Zonal Committee**

9.2.1 The Zonal Committee shall be responsible:

- To manage and control it's Zone in accordance with ISCD rules and regulations.
- To carry out all tasks given to it by the ISCD Executive Committee or the Zonal Assembly.
- To nominate chairpersons for Zonal working groups.
- To control the finances of their Zone.
- To promote the Sport in their Zone.
- To control the entry procedure to the Zonal Competitions.

9.2.2 The ISCD Executive Committee may give the Zonal Committee the authorisation to be represented by Zonal Committee members in meetings with other Regional Sport Departments or Regional Sports Federations.

### 9.3 Tasks of Zonal Committee members

#### 9.3.1 Chairperson

The Chairperson shall be the official representative of the Zonal Committee, and may delegate his/her tasks on official occasions, excluding the representation in the Executive Committee meetings.

The Chairperson shall:

- chair the Zonal Committee and the Zonal Assembly.
- control the implementation of ISCD Executive Committee decisions and policy in the Region.
- control the implementation of Zonal policy after decision by a majority of the Zonal Committee.

#### 9.3.2 Secretary

The Secretary shall be responsible for all administrative affairs and correspondence with ISCD and member nations in the Zone.

The Secretary shall

- prepare and distribute minutes of all meetings of the Zonal Committee and the Zonal Assembly.
- take responsibility for other administrative affairs as requested by the Zonal Committee.
- keep records of all Zonal data and send an annual update to the ISCD President.

#### 9.3.3 Finances

Finances shall be controlled by the Chairperson. (This person is referred to below as the Financial Controller.)

Expenditure will be agreed by the Secretary.

The Zonal fiscal year shall be the calendar year.

The Financial Controller shall:

- publish a complete Zonal financial report each year. This report shall be presented to the ISCD Financial Officer, the ISCD Executive Committee and the ISCD member nations in the Zone.
- verify all income and expenditure of the Zone.
- keep up to date records of Zonal finances
- allow, if requested, the ISCD Financial Commission to inspect the Zonal accounts.

The Zonal fiscal report shall need approval from the Executive Committee

#### 9.3.4 Zonal Technical Officer

The Zonal Technical Officer shall be responsible for the control and management of the Zonal competitions.

The Zonal Technical Officer shall:

- ensure that up to date rules for Zonal competitions are available.

- ensure that competition organisers provide all that is required by ISCD Rules and Regulations.
- make a report after each Zonal competition, including the results, to the ISCD Secretariat.
- keep all results of official Zonal competitions.
- act as co-ordinator between a tournament organiser and the ISCD Classifier , Referee and the organisation of a workshop.
- set up the Zonal competitions calendar each year. This calendar shall be sent to the ISCD member nations in the Zone and the ISCD Secretariat.

#### 9.3.5 Zone Referee Commissioner

The Zone Referee Commissioner shall be appointed by the ISCD Executive Committee, by nomination of the ISCD Technical Commission, after consultation of the Zone Committee, and shall be ex officio a full member of as well the ISCD Referee Commission as the Zone Committee.

The Zone Referee Commissioner shall:

- appoint the ISCD referees for all approved International competitions.
- make a report after each competition to the ISCD Technical Commission.
- organise the training program for candidate ISCD referees and refresher training for official ISCD license-holders, on behalf of the ISCD Technical Commission.

#### 9.3.6 Promotion Task

The Zonal Committee shall be responsible for all promotional activities in the Zone.

It shall:

- ensure that all official documents conform to ISCD house style as set by the ISCD Executive Committee.
- have frequent contact with the ISCD Executive Committee about Zonal activities and media plans.
- develop, in co-operation with the ISCD Executive Committee, all necessary promotional material.

### 9.4 Meetings

9.4.1 The Zonal Committee shall meet at least once a year.

The Chairperson may invite Zonal advisers and/or Commission members to attend Zonal Committee meetings.

### 9.5 Reports

9.5.1 At all meetings minutes shall be taken by the Secretary.

These minutes shall be sent no more than four weeks after the meeting to Zonal Committee members and the ISCD Secretariat.

## **9.6 Votes and decisions**

9.6.1 Each full Committee member shall have one vote

9.6.2 Decisions may only be taken if at least 50% of the Committee members are present.

9.6.3 Decisions shall be by simple majority (50% + 1) of valid votes cast. If a vote shall be tied, the Chairperson shall have an additional (casting) vote.

## **10. TECHNICAL COMMISSION**

### **10.1 Composition of the technical commission**

10.1.1 Consist of a Chairman and 3 (three) to 5 (five) Members.

10.1.2 The Chairman will represent the technical commission as Technical Officer in the ISCD Executive Committee.

10.1.3 Nomination for the Technical Commission shall be sent to the Secretariat in writing at least two months before the General Assembly. All nominees shall send their curriculum vitae and their signed agreement to their nomination to the Secretariat, at the same time as their nomination is sent. The Secretariat shall send a list of nominations at least one week before the General Assembly to the ISCD Executive Committee and the ISCD member nations.

10.1.4 The positions will be appointed by the Executive Committee.

10.1.5 All members are appointed for a 4 year term and can be re-appointed.

### **10.2 Functions of the Commission.**

The Technical Commission will:

- Assists the executive committee and referees in the development of shooting rules and the sport of shooting
- Advises the Executive Committee in all matters of Rules and Regulations
- Ensure uniform application of the shooting rules
- Provide guidelines for international referees
- Prepare and conducts courses for referees
- Approve applications for referee's licences
- Conducts all ISCD international referee courses
- co-ordinates for different shooting events
- co-ordinates proposals from the Executive Committee and referees
- Nominates with the ISCD President to the Executive Committee referees and Representatives for Championships under the direction of the ISCD

- Evaluates and assists in range design, range equipment and operational
- Procedures for all competitions under the direction of the ISCD
- Reports to the Executive Committee
- Meets at least once per year

## **11. MEDICAL COMMISSION**

### **11.1 Composition of the technical commission**

10.1.1 Consist of a Chairman and 3 (three) to 5 (five) Members.

10.1.2 The Chairman will represent the medical commission as Classification Officer in the ISCD Executive Committee.

10.1.3 Nomination for the Medical Commission shall be sent to the Secretariat in writing at least two months before the General Assembly. All nominees shall send their curriculum vitae and their signed agreement to their nomination to the Secretariat, at the same time as their nomination is sent.

The Secretariat shall send a list of nominations at least one week before the General Assembly to the ISCD Executive Committee and the ISCD member nations.

10.1.4 The positions will be appointed by the Executive Committee.

10.1.5 All members are appointed for a 4 year term and can be re-appointed.

### **11.2 Functions of the Medical Commission.**

11.2.1 In general the Classification officer is responsible for appointing classifiers for all ISCD championships, qualification tournaments and World Cup competitions.

11.2.2 The Classification officer keeps records of the ISCD classifiers, their address, telephone, fax and e-mail details.

11.2.3 Submits recommended classifier nominations for ISCD championships to the Executive Committee for approval;

11.3.4 Submits the classification records of athletes to the Secretariat for registration in the athletes database;

## **12. THE ATHLETES COMMISSION**

### **12.1 Aims/Responsibilities**

12.1.1 To establish and ensure an effective method of communication with athletes in all appropriate international forums.

12.1.2 To act as an athlete advisory body.

## **12.2 Functions/Representation**

12.2.1 The Athletes Commission shall advise the relevant departments concerning the welfare of athletes taking part in ISCD events.

12.2.2 The Athletes Commission shall assist all other existing and future committees and Commissions.

12.2.3 The Athletes Commission shall advise where appropriate in all aspects of organising events.

12.2.5 The Athletes Commission Chairperson is the Athletes Representative on the Board of Administration.

## **12.3 Athletes Assembly**

12.3.1 The Athletes Assembly shall have their Assembly at the Summer Paralympics, where the appropriate elections shall take place.

12.3.2 Nomination Procedure  
Nomination forms must be sent out six (6) months in advance of the relevant Athletes Assembly to the ISCD nations.

12.3.3 Each country will be requested to nominate up to three athletes, indicating the representative for rifle, pistol and SH2 events to ensure wide representation. Nomination can be send to the ISCD Secretariat latest 14 days before the Athletes Assembly.

12.3.4 The Athletes Assembly shall normally consist of:

- All members of the Athletes Commission.
- One (1) appointed international Athlete per country, who is presently competing in the ISCD.

12.3.5 The only persons eligible to vote in the election of the Athletes Commission are the persons referred to in art. 12.3.4.

## **12.4 Athletes Commission Membership**

12.4.1 The relevant representatives of the Athletes Commission shall be elected at the Paralympic Games and shall normally consist of minimum 3 and maximum 5 members:

- The Chairperson/secretary elected at the Shooting Paralympic Games Athletes Assembly (SPGAA).
- The Representative of rifle events at the SPGAA.
- The Representative of pistol events elected at the SPGAA.

- The Representative of SH2 events elected at the SPGAA.

## **12.5 Athletes Commission Meetings**

12.5.1 The Athletes Commission shall communicate with the Executive Committee and meet when appropriate.

12.5.2 The quorum shall be 3 of the elected members.

12.5.3 All elected members of the Commission shall have the right to vote.

12.5.4 The Chairperson shall convene meetings during World Championships or at the request of the ISCD Executive Committee.

## **12.6 Reporting**

12.6.1 The Chairperson of the Athletes Commission is responsible for keeping accurate records of information.

12.6.2 The Chairperson will report all relevant matter from Board of Administration meetings to the Athletes Commission, within one month of receiving the official minutes/information.

12.6.3 Minutes of the Athletes Commission meeting will be circulated to the members of the Executive Committee within one month of the meeting.

12.6.4 A copy of the recommendations of the Athletes Commission will be presented at the next ISCD Executive Committee meeting. The Executive Committee will decide with recommendations of the Technical- and/or Medical Commission.

12.6.5 The Chairperson shall circulate a report to the ISCD General Assembly. This shall be sent to the ISCD Secretariat at least two (2) months before the relevant General Assembly.

## **13. HONORARY MEMBERS OF THE ISCD**

13.1 The Executive Committee may honour former Presidents, Vice-Presidents or Executive Board members for the merit they have earned by their work within the ISCD by appointing them "Honorary Life President", "Honorary Life Vice-President" or "Honorary Life Member" of the ISCD. These persons may participate in the ISCD Congresses. They may also attend the Executive Board meetings in a consultative capacity only if invited.

13.2 Persons accepting any honorary title are no longer eligible for membership in any of the ISCD bodies, either by election or by appointment.

## **14. DATA BASES**

14.1 The Executive Committee is the owner of all databases of the ISCD;

14.2 The data bases concerning classification of the players are only located at Executive Committee Secretariat;

14.2.1 The information from the classification database will only be given to:

- the concerned nation about their own athletes
- the medical officer
- the appointed classifiers for a competition
- Secretariat to supply the athletes I.D.-cards

14.3 A copy of the classification database is available for the medical officer for control and up-dating corrections;

14.4 Information from the databases for purposes other than above, may only be given after approval of the Executive Committee

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