



## **Constitution of the International Clay Target Shooting Federation**

**As amended December 16th, 2022.**

### **ARTICLE I**

#### **1. Title**

- a) The organisation shall be called the International Clay Target Shooting Federation; hereinafter referred to as the ICTSF.

### **ARTICLE II**

#### **2. Interpretation**

Throughout this Constitution save where inconsistent with the text:

- a) "DTL" shall mean Down the Line and "ESP" shall mean English Sporting
- b) ACTA shall mean the Australian Clay Target Association Inc.
- c) NGB shall mean any organisation which is the National Federation, Association or Union responsible for clay target shooting activities in any country and including the constituent countries of the United Kingdom
- d) He means he/she

### **ARTICLE III**

#### **3. Object**

- a) To encourage the international development of clay target shooting and to foster friendship and sportsmanship among the Federations and or Associations and or Unions of the clay target shooting world
- b) To assist member bodies to promote the sport of clay target shooting within their countries
- c) To educate public opinion regarding the importance of and the benefits to be derived from, the pursuance of properly organised clay target shooting and generally to encourage the sport of clay target shooting throughout the member countries
- d) To administer/award/conduct/regulate the ICTSF World Championships of Down the Line and English Sporting
- e) To regulate the Mackintosh DTL postal match, which will be administered by the ACTA

## **ARTICLE IV**

### **4. Membership.**

- a) Membership of the Federation is open to any organisation which is the recognised NGB responsible for clay target shooting activities in its country (only one body per country will be recognised except where the representative National body is discipline specific); and is willing to observe the rules laid down by the ICTSF
- b) An application for membership shall be supported by copies of the applicant's constitution and by-laws or similar documents and such other data as the Administrative Council determines
- c) An applicant may be elected to Membership by the Federation after determination by the General Assembly that the requirements for membership have been met
- d) The acceptance of membership to the Federation shall bind each NGB to uphold all the provisions of these Articles and any rules or actions of the Federation or the Administrative Council
- e) Any NGB failing in these obligations or ceasing to meet the eligibility requirements may be suspended or expelled by the Federation
- f) Disciplinary action taken against any individual member, or any NGB, will be applied by all member federations towards that NGB
- g) Where the General Assembly considers an application for membership to the Federation and the applicants country of residency is already represented in the ICTSF by an Association, Federation or Union from the applicant's country, that existing member shall have the right of veto to reject the new application for membership
- h) Such right of rejection of the application contained in sub paragraph (g) herein must be exercised during the General Assembly which considers the particular application for membership of that applicant
- i) Any application for membership must be received by the ICTSF and notified to each member NGB as an agenda item not less than 28 days prior to the AGM

## **ARTICLE V**

### **5. Withdrawal of Membership to ICTSF**

- a) Any NGB may withdraw from membership by notifying the Administrative Office in writing to that effect
- b) Any NGB so withdrawing after this time shall remain obligated for its annual dues for the year in which withdrawal occurred

## **ARTICLE VI**

### **6. Correspondence with Member Organisations**

- a) A member Association, Federation or Union must circulate any memorandum concerning ICTSF matters to all other members (contact details will be supplied

by member NGB's) without exception)

## **ARTICLE VII**

### **7. Finances**

- a) Member NGB's shall pay annual dues, as shall be determined by the General Assembly, payable in pounds sterling (£)
- b) The financial statements of the Federation for the year ending the preceding 31<sup>st</sup> of December shall be circulated to the membership by 31<sup>st</sup> March each year. These accounts will then be submitted for approval at the next General Assembly meeting
- c) Member NGB's will/may be suspended from membership by the Administrative Council if their fees are not paid within 60 days of being due. Invoices for fees and dues shall be sent by the Treasurer's Office to member NGB's by way of email and where necessary post to the last known address. Upon suspension an NGB's position in any rotation of events will be removed
- d) Any member NGB not paying dues in one year will have to re-apply for membership the following year and will not be considered for any Championship rotation for a period of 3 years
- e) Day to day vouched expenses i.e. cost of administrative items including stationery, postage, printing and other communications incurred by the Administrative Office shall be paid by the Federation
- f) Expenses for travel and hotel accommodation must be authorised by the Administrative Council as per the ICTSF bye laws
- g) Insurance and maintenance of the Championship trophies will be borne by the members of the Federation
- h) No NGB may incur any expense on behalf of the Federation, and no representative of the Federation shall have authority to incur any expense except as expressly authorised by the Administrative Council
- i) The expense of conducting the Championships shall be borne by the NGB hosting it
- j) No monies (fees/salary) are payable to any Council member other than expenses approved by the Council
- k) The cost of authorised travel (economy level) by one NGB delegate to an ICTSF meeting will be recoverable from Federation funds by NGBs to a maximum of an agreed figure as set by time to time by the Administration Council
- l) If expenses in a given year result in a deficit in the Federation's account the deficit shall be shared by member NGBs in the same proportion as their annual dues

## **ARTICLE VIII**

### **General Assembly**

#### **8.1 Meetings**

- a) The member Associations, Federations or Unions of the Federation shall meet annually as agreed before the start of a Championship and at the place of the Championship for a General Assembly meeting

- b) The General Assembly will be chaired by the President or in his absence the Vice President
- c) The host NGB shall be responsible for the provision of a venue for the General Assembly and the compilation of minutes
- d) At any General Assembly Meeting of the Federation each member NGB shall be entitled to be represented by two nominated Delegates
- e) Each member NGB shall be entitled one vote
- f) Each Delegate shall be certified/confirmed by the NGB as its delegate to the Administrative Office in advance
- g) Delegates will consider and discuss all matters on an agenda which has been distributed to all member NGB's one calendar month prior to the meeting and if necessary vote on any item therein
- h) No matter will be voted on that has not been included on the agenda
- i) The General Assembly shall conduct the affairs of the Federation, subject to the provisions of this constitution
- j) The General Assembly shall nominate and elect the President and Vice President
- k) The President and Vice President shall serve a term of three years. The term shall commence immediately following the current World Championship and will conclude immediately following the World Championship three years later
- l) If the President ceases to be the member NGB delegate, he shall cease to be the Federation President and the Vice President shall assume office for the remainder of the term. If the Vice President ceases to be the member NGB delegate, he shall cease to be the Federation Vice President the vacancy shall be filled by a vote of the Admin Council from amongst their number. (2015)
- m) The President shall preside at meetings of the Federation and of the Administrative Council, and in general shall perform the customary duties of office
- n) The President shall not have a casting vote on any issue
- o) The meetings of the General Assembly shall approve the annual accounts
- p) The meetings of the General Assembly shall set the annual fees payable by the member NGB's
- q) Proxy voting shall not be allowed at any General Assembly meeting
- r) In the event of a tie, the status quo shall remain
- s) In any year where more than one ICTSF World Championship takes place the General Assembly will be held at the DTL event

## **8.2 Attendance/Entitlement**

- a) At meetings of the Federation each member NGB shall be entitled to be represented by two delegates and shall have one vote through its voting delegate and who must be present at the meeting in person or by video conferencing
- b) In addition, general meetings may be attended by up to three further nominated observers from each member NGB who if present will be in a non-voting capacity

## **8.3 Quorum**

- a) Six member NGB's represented by Delegates present from at least six countries shall constitute a quorum at a meeting of the Federation
- b) The six countries present must include at least one representative from northern

and southern hemispheres

## **ARTICLE IX**

### **9. Administrative Council**

- a) The Administrative Council shall comprise one delegate from all member NGB's
- b) The President shall chair all meetings of the Administrative Council or in his absence the Vice President.
- c) The duties of the Administrative Council are to conduct the day to day affairs of the Federation. This may be done by mail/e-mail/fax/video and telephone conferencing
- d) The Administrative Council shall appoint a Treasurer and Secretary of the ICTSF (who may not necessarily be a member of the Administrative Council). This position may be combined
- e) The Administrative Council may at its discretion appoint sub-Councils and co-opt other persons in a non-voting capacity to assist in its work
- f) Member NGB's shall have the right to change its appointee to the Administrative Council; any such change shall become effective when the Administrative Office receives notification thereof
- g) The Administrative Council shall meet as required at the administrative office of the ICTSF or at a location or by incorporeal means as agreed by the majority of the Administrative Council members
- h) Six Member NGBs represented by Delegates present from at least six countries shall constitute a quorum at a meeting of the Administrative Council
- i) The six countries present must include at least one representative from Northern and Southern hemispheres
- j) Subject to Clause 9.d, voting by proxy shall be allowed for items listed on an agenda that has been circulated to all NGB's at least 1 month prior to Administrative Council meetings
- k) Official proxy notification must be lodged with the administrative office at least 48 hours prior to the meeting

## **ARTICLE X**

### **10. Language**

- a) The official language of the Federation shall be English.

## **ARTICLE XI**

### **11. Championships**

- a) The ICTSF World Championships shall be held on an annual basis rotating between the disciplines of DTL and ESP, at a time decided by the Admin Council.
- b) Rules of all competitions as determined from time to time by the Administrative Council shall apply

## **ARTICLE XII**

### **12. Administrative Office**

- a) The Federation's Administrative Office shall be located in the country as agreed from time to time by the Federation
- b) The Administrative Office shall keep the records of the Federation and of the Administrative Council, give notices of all meetings and conduct all votes by e-mail/mail, carry on the correspondence of the Federation, and perform all other customary duties
- c) The accounts of the Federation shall be kept at a location as agreed from time to time by the Federation

## **ARTICLE XIII**

### **13. Dissolution/Suspension of Federation**

- a) In the event of dissolution of the Federation, such use or other disposition of any monies or trophies shall be made by the ICTSF Administrative Council before its dissolution
- b) The ICTSF shall retain title to the Championship Trophies, and shall make arrangements for their insurance and for their safekeeping during any suspension of the Championships

## **ARTICLE XIV**

### **14. Amendments**

- a) This constitution may be amended as and when necessary at a meeting called by the Federation, provided notice of any change is sent to all current member organisation at least 1 month in advance of the date of any such meeting and then only with 75% majority affirmative vote of those Member Associations, Federations or Unions entitled to vote at the meeting called

### **ICTSF Bye Laws:**

- 1) Each member Association, Federation or Union must provide contact details for three persons on behalf of the NGB, one of whom should be their secretary (2008)
- 2) Membership of the ICTSF shall run from January to December annually (2009)
- 3) Only current Association, Federation or Union members of the ICTSF may enter Teams in ICTSF World Championships (2009)
- 4) Individual participants who are members of any member Association, Federation or Union may enter any ICTSF World Championships (2009)

- 5) Individual participants who are from countries which are not members of the ICTSF may enter any ICTSF World Championships by becoming a member of the host Association, Federation or Union (2009)
- 6) Any layout not being used in competition at an ICTSF World Championship may be used for practice during the event (2009)
- 7) ~~Where a member Association, Federation or Union fields an "Open" Team at an ICTSF World Championship their voting delegate shall be entitled to a full refund of vouched economy air fare plus £600 (2010)~~ Deleted 16<sup>th</sup> December 2022 refer bylaw 45.
- 8) Expenses shall be approved and paid in arrears at the General Assembly following the Championship for which they are incurred (2010)
- 9) The Individual and Team World Champions are responsible for the cost of bringing the awarded Trophy back to their home country (2010)
- 10) The ICTSF will reimburse the cost of getting the Individual and Team World Championship Trophy to the next Championship venue (2010)
- 11) The World Champions home NGB will pay for the engraving of the trophies (2010)
- 12) ICTSF World Championships will accrue a levy of 10% of the individual and Team entry fees payable by the host Association, Federation or Union to the ICTSF (2010)
- 13) The discipline rules for DTL and ESP will be those published in CPSA booklet 1 (2015)
- 14) An Open Team will consist of 5 persons of any category with 4 scores to count (2011)
- 15) A ladies, junior, veteran and super veteran Team will consist of 3 persons with 2 scores to count (2015)
- 16) The DTL event shall be called the ICTSF World DTL Championships with the number of the event incorporated in the title (2011)
- 17) The ESP event shall be called the ICTSF World English Sporting Championships with the number of the event incorporated in the title (2011)
- 18) The ICTSF logo will be used extensively at all ICTSF events (2011)
- 19) The host nation's class banding will be used for ICTSF World Championships. Competitors must have shot a minimum of 300 targets to secure their classification with their home NGB. Competitors without a classification will be classified after day one of competition (2012)
- 20) In addition to the classes the following categories will apply for individuals: Open, Lady, Junior, Veterans and Super Veterans (2015) (2021)
- 21) Individual Lady, Junior, Veteran and Super Veteran winners to third place will receive a medal but no cash prize

- 22) Individual Open winners to third place will receive a medal and a cash prize and the third place cash prize must exceed first place in the class prizes (2012)
- 23) Medals to third place will be awarded to Teams in the following categories Open, Lady, Junior, Veteran and Super Veterans (2015)(2021)
- 24) A Venue where steel shot is compulsory will not be considered for ICTSF World Championships (2012)
- 25) Venues for the World DTL Championships will have a number of layouts as agreed from time to time by the Admin Council for a particular event (2015)
- 26) The ICTSF will supply and pay for the medals used at ICTSF World Championships (2013)
- 27) Team ties at the ICTSF World DTL Championships would be decided at the end of day 2 (2013)
- 28) The ICTSF President will present the awards to the winners in Individual Open 1,2,3; Individual categories 1,2,3, and Teams categories 1,2,3. The host country will present the awards to the individual classes/grades. (2013)
- 29) The same engraver will be used for the inscription of winners details on ICTSF awards to ensure uniformity. The award will be returned to the CPSA at least 6 months before it is needed at the next Championships so that it can be engraved (2013)
- 30) The individual/Association holding an ICTSF award will be responsible for the safe keeping and insurance of same (2013)
- 31) Administrative Council candidates (one per member Association) must be nominated within 2 weeks of the ICTSF General Assembly concluding (2013)
- 32) The ICTSF World English Sporting Championship will be conducted over 200 targets, 100 each day with a 25 target Super Final. The number of participants in the Super Final will be 5 plus ties. (2013)
- 33) Following a General Assembly, decisions made will be ratified by the Administrative Council via an Electronic Vote within 3 months of the meeting. (2014)
- 34) The wearing of Hearing protection and Shooting glasses shall be highly recommended at all ICTSF Championships except those hosted by Ireland or any constituent NGB of the United Kingdom where the wearing of hearing protection and safety glasses shall be mandatory. (2016)
- 35) Rescinded 14<sup>th</sup> July 2022.
- 36) A NGB voting delegate will receive 50% of a vouched economy airfare but no



accommodation allowance to attend an ICTSF meeting if the NGB does not field an Open Team. (2014)

37) Shooters residing in an ICTSF member country must be a member of the ICTSF recognised NGB to compete at ICTSF events. (2014)

38) Team shoot-offs will be conducted in accordance with Rule 18.34 from the CPSA Booklet 1. Shoot offs will comprise three members from each team. (2014) (2021)

39) The adoption of the Host Agreement where all terms supersede all other By-Laws in this document. (2015)

40) A Manager medal shall be awarded to the manager of each of the placed open teams at every world championship (2015)

41) Three (3) year trial whereby approximately half (50%) of the estimated ICTSF revenue from each world event conducted from 2017 to 2019 inclusive be used to promote the event and the ICTSF. Each host country to provide a calculation of estimated ICTSF income from the event and a quote and precis of the program content. (2016)

42) The age categories in the Mackintosh Postal event shall be aligned with the ICTSF age categories. As this is a postal competition both Veteran and Super-Veteran age groups shall shoot separate Mackintosh events. (2016) (2021).

43) AAA grade, colts, lady colts (Under 16 on the 1<sup>st</sup> of January in the year of the competition) and disabled to be added to the ESP events in the Northern Hemisphere. (2017)

44) Effective from 1<sup>st</sup> January 2022 the following Age Banding Criteria will apply to all ICTSF events:

- Juniors shall be less than 21 years of age on the 1st of January in the year of the competition.
- Veterans shall be aged 55 years or over on the 1st of January in the year of the competition.
- Super Veterans shall be aged 65 years or over on the 1st of January in the year of the competition. (2021)

45) Where a member Association, Federation or Union fields an "Open" Team at an ICTSF World Championship their voting delegate shall be entitled to a full refund of vouched economy air fare plus £200 per day they are in the Host Country whilst attending to ICTSF business up to a maximum of 6 Days.