

# Discipline (Rifle/Shotgun/Pistol) Council

## Terms of Reference and Policy

Approved by SFC Board of Directors : \_\_\_\_\_(DATE)

Type of Committee/ Council: Communications; Project oversight; Governance

### General Purpose:

The Rifle/ Shotgun/ Pistol Councils (referred to hereafter as the Discipline Council) are to act as communication channels between the discipline members and the SFC leadership. They also act as the conduit to ensure collaborative organization of the national championships and any other SFC sanctioned and led events; ensuring these are conducted with the discipline experts and leaders.

### Key Responsibilities and Scope of Authority:

Ensuring regular discussion and discourse between the SFC leadership and active members of the shooting disciplines. Ensuring collaboration between the SFC staff and discipline experts in the delivery of SFC sanctioned key events such as (but not limited to) the National Championships, Junior Championships; Parasport events, SFC sponsored Grand Prix's and Team selection events. The Discipline councils can make recommendations to the Board and Executive Director regarding issues of concern.

### Composition and Appointment:

When becoming an SFC member each individual must indicate a primary discipline (Rifle, Shotgun Pistol, No specific discipline). The members in good standing, that have identified a particular discipline, make up that Discipline's Council. The Discipline Director<sup>1</sup> will be the chair of the Discipline council. In the absence of a Discipline Director, the Chair of the SFC board will act as the Chair of the Discipline Council until such time a replacement can be temporarily appointed and then elections held. Each council member who was a member in good standing on the date six (6) months immediately preceding any members' meeting and who continues to be in good standing on the date of such meeting shall have the right to vote at such meeting.

The Discipline council can create subcommittees to improve communication, or to take on a project or event planning and delivery.

### Meetings and Decision Making process:

Meetings are virtual and will be called by the Discipline director at least 2 times per year<sup>2</sup>. Meeting dates are determined by the Discipline Director ensuring a date and time that most active members can attend either in person or virtually and additional meetings will be scheduled in the event of 20 or more

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<sup>1</sup> The Discipline director is elected at the SFC Annual Membership meeting by council members for a three year term as per the SFC Bylaws

<sup>2</sup> Asking membership if 2 meetings are appropriate

members of the council requesting a special meeting. The Agenda of these meetings will include at least; 1) report from the Executive Director and staff on items pertaining to the discipline; 2 ) a Q and A session for membership to ask questions of their Discipline Director and the SFC Executive Director. 3) a report on progress of subcommittees; 4) updates/ reports on SFC sanctioned events and a call for volunteers to organize the next event. Decisions will be made by a majority. Quorum is 15<sup>3</sup> or more council members eligible to vote. The method of voting shall be a show of hands or verbal confirmation (if acceptable by the meeting voters). The exception to this, is if a secret ballot is demanded by any member present.

## Resources:

No specific funding is available to a council. Projects taken on by the subcommittees may have an associated budget (ie Nationals) . The Executive Director and specific staff will support the meeting administration and voting

## Reports:

Subcommittees requiring reports include those planning and delivering SFC Sanctioned events. High level written minutes of the Council meetings must be filed with the SFC through the Executive Director.

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<sup>3</sup> Asking membership if 15 is an adequate quorum