



**ASIAN SHOOTING CONFEDERATION**

## **ASC Constitution**



# ASC Constitution

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## **0 FOUNDATION OF THE ASIAN SHOOTING CONFEDERATION**

The formation of the Asian Shooting Confederation was fully supported in principle by Members of the Asian countries present at the 18<sup>th</sup> Olympic Games held in Tokyo in 1964. It was finalized at the 5<sup>th</sup> Asian Games held in Bangkok in December, 1966. The first General Assembly meeting was held on July 20, 1967, at the Tokorozawa Ranges near Tokyo, Japan.

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## 1 PURPOSE AND OBJECTIVES

The Purpose of the Asian Shooting Confederation (hereinafter referred to as ASC) is to promote and guide the sound development of amateur Shooting Sports in full accordance with the Constitution, Rules and Regulations of the International Shooting Sport Federation (hereinafter referred to as ISSF) and to strengthen the bonds of friendship and good relations among Member Federations and within the Shooting Sport community as a whole, without political, racial or religious differentiation. Further, the ASC will directly or indirectly promote and ensure the common interest of all its Members within the ISSF.

- 1.2 The Objectives of the ASC consist of:
  - 1.2.1 Conducting permanent communications between the Member Federations for the exchange of ideas on the development and perfection of Shooting Sports, in close cooperation with the ISSF.
  - 1.2.2 Acting as the only official link between Member Federations and the ISSF in all matters relating to the ASC activities, the ASC supervised competitions and the ASC recognized shooting events, training courses and maintaining the Asian Records.
  - 1.2.3 Organizing, conducting and regulating the Asian Shooting Championships.
  - 1.2.4 Conducting shooting events at the Asian Games under the supervision of ISSF.
  - 1.2.5 Encouraging and supervising Regional and other international competitions in Asia.
  - 1.2.6 Supporting the formation of regional organizations in Asia for the further promotion of Shooting Sports, provided that their aims, structure and regulations conform to those of the ISSF and the ASC

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- 1.2.7 Encouraging in a general way all efforts to further strengthen good fellowship between the shooters of the Asian countries, based on the love, as well as respect for their own country, thereby reinforcing international confidence and goodwill.
- 1.2.8 Publishing an official periodical bulletin to keep Member Federations informed of the current development and progress of the shooting activities in Asia.
- 1.2.9 Organizing educational and training programs, in close cooperation with the ISSF and its competent Committees.
- 1.2.10 Licensing judges in accordance with the ISSF Rules and Regulations.
- 1.2.11 Awarding Orders of Merit to those who have contributed to the Promotion and development of the Shooting Sports.

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## **2 HEADQUARTERS**

- 2.1 The Headquarters of the Confederation shall be in the country of domicile of the President and/or of the Secretary General, upon a decision by the President.
- 2.2 The ASC must be registered in accordance with the laws applicable in the country of the headquarters.
- 2.3 Funds of the ASC shall be deposited with a bank as decided by the ASC Executive Committee.

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## **3 MEMBERSHIP**

- 3.1 The ASC is composed of Asian Shooting Associations or Federations of Nations represented in the Olympic Council of Asia. Each Association or Federation shall be approved by the ASC as the sole governing body of the Shooting Sports in their respective countries, and must be recognized and affiliated with their respective National Olympic Committees and with the ISSF.
- 3.2 Affiliation of Federations belonging to Non-Asian Nations, or to Nations not represented in the Olympic Council of Asia, is subject to the approval of the ASC General Assembly, with the exception of those that have already been recognized prior to the year 2005.
- 3.3 Membership is open to one Association or one Federation from each country. Countries with two Member Federations recognized prior to 2005 may retain dual membership, but no new applications for membership may be accepted from more than one Federation per country.
  - 3.3.1 If a country is represented by two Member Federations, each Federation pays half the membership fee.
- 3.4 Membership is decided by simple majority vote of the ASC Executive Committee and new members so admitted are reported to the ASC General Assembly.
- 3.5 Applications for membership are made in writing to the ASC and must include:
  - 3.5.1 Regular ASC application form duly completed with full details about the foundation, organization and structure of the applying Association or the Federation.
  - 3.5.2 The document(s) relating to the official recognition of the applicant by the respective National Olympic Committee.

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- 3.5.3 A copy of the Official Constitution or Statutes of the applicant.
- 3.6 Applicants may submit rejected or denied applications directly to the ASC General Assembly.
- 3.7 The Annual Membership Fee is revised every two years by a simple majority vote in the ASC General Assembly. The Annual Membership Fee is payable on the first (1<sup>st</sup>) of January of every calendar year and must be paid by January the thirty first (31<sup>st</sup>).
- 3.7.1 If an application for Membership is approved on or before the first (1<sup>st</sup>) of December of a certain year, the Annual Membership Fee is payable, in full, for that year.
- 3.7.2 Member Federations failing to pay the Annual Membership Fee or any other amount outstanding by January 31<sup>st</sup> of a certain year are automatically deprived of all privileges of membership including the right of voting, participation in all official competitions, etc., until such payment is made. This rule applies retroactively to any amount still outstanding at the moment of adopting the Constitution.
- 3.7.3 If the Annual Membership Fee or any other outstanding amount is not paid for three consecutive years, the defaulting Member Federation is deemed expelled from the ASC. The ASC may, however, decide to suspend such expulsion.
- 3.7.4 In case of expulsion for any unpaid fee(s) or amount(s), the membership of the defaulting Member may be restored upon payment of the outstanding fee(s) or amount(s) in addition to a re-affiliation fee of USD 150.
- 3.7.5 A member with limited financial resources may apply to the ASC for a membership fee reduction.
- 3.8 All Member Federations are fully aware of, accept and apply the ASC Communication Policy annexed hereto (Annex A).

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- 3.9 Member Federations must refrain from active participation in or affiliation to any other international or regional shooting sport federation which is not recognized by the ASC and/or the ISSF.
- 3.10 Member Federations should always refer to the ASC as the only official link with the ISSF in all matters relating to any ASC supervised competitions, and any ASC recognized shooting event, any training course and the maintenance of the Asian Records.
- 3.11 A Federation Member may also be expelled from the Confederation if the ASC considers that the conduct of that particular Member is detrimental to the interests or contrary to the purpose of the Confederation.
- 3.11.1 All reinstatement of a previously expelled member is subject to payment, by that member, of a USD 150 re-affiliation fee.
- 3.12 Major changes in the authority, organization or structure of a Member Federation must be notified to the ASC in writing within 30 days of such change.

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## **4 HONORARY MEMBERSHIP AND DISTINCTIONS OF MERIT**

- 4.1 The rare distinction of Honorary Membership, with or without an honorary title, may be granted to individuals for outstanding services to the ASC, as the Confederation's highest honour.
- 4.2 Honorary Memberships will be decided by the ASC General Assembly on recommendation by the ASC President or the ASC Executive Committee.
- 4.3 Honorary Members may attend all meetings of the ASC, with voice but without vote.
- 4.4 The ASC may award most deserving individuals and shooters with distinctions of merit in the form of cups, medals, plates or other similar trophies.

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## 5 STRUCTURE AND ADMINISTRATION

- 5.1 The Confederation conducts its affairs through the following bodies:
  - 5.1.1 The General Assembly
  - 5.1.2 The Executive Committee
  - 5.1.3 The Technical and Judges' Committee
  - 5.1.4 The Medical and Anti-Doping Committee
- 5.2 The General Assembly and the Executive Committee may establish temporary Committees and Sub-committees as required based on circumstances.
- 5.3 Candidates for any official position within the ASC must be current members of and enjoy written support by their own Federation.
- 5.4 Nominations for elections are submitted at least three (3) months before, and published at least two (2) months before the General Assembly is convened. They shall contain personal information related to the candidate and his or her personal CV.
- 5.5 Members of the ASC Executive Committee, the Chairmen of the various Committees and Sub-committees, and other ASC Officials hold office for a four-year term. They remain in office until the new elections of the Executive Committee, and they may be re-elected.
- 5.6 If a member of the ASC Executive Committee dies, resigns, or becomes unable to fulfil his/her duties for any other reason, the next in order of voting by the ASC General Assembly may be co-opted by the Executive Committee.

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- 5.7 If the Chairman of a Committee or Sub-committee dies, resigns, or becomes unable to fulfil his/her duties for any other reason, the Committee concerned may nominate one of its members to be Chairman until the next elections are conducted.
- 5.8 Under no circumstances shall any officer take advantage of expenses paid by the ASC in excess of those incurred.

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## 6 THE GENERAL ASSEMBLY

- 6.1 The ASC General Assembly is the supreme body of the ASC.
- 6.2 The General Assembly consists of delegates representing Member Federations. Only these delegates are entitled to vote.
  - 6.2.1 One Member Federation representing all Shooting Sports in its own country is entitled to two votes and may be represented by one or two delegates. If a country is represented in the ASC by two Member Federations, each Federation is entitled to one vote and to be represented by one delegate.
  - 6.2.2 Member Federations may be represented by proxy, given in writing. One Member Federation may not represent more than one other Member Federation. Member Federations with one vote may only hold one proxy vote. Member Federations with two votes may hold two proxy votes.
  - 6.2.3 Proxies must be filed with the ASC, in writing, on the official Member Federations' letterhead, at least three (3) weeks before the General Assembly is convened.
  - 6.2.4 The ASC publishes the proxy lists at least two (2) weeks before the General Assembly is convened.
  - 6.2.5 Members of the ASC Executive Committee, and Honorary Members, are *ex officio* participants in the General Assembly, with voice but without vote, unless they are also delegates representing Member Federations.

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- 6.3 Ordinary meetings of the General Assembly are held every two (2) years, preferably where the Asian Shooting Championships or the Asian Games are conducted, unless otherwise decided by the ASC President.
- 6.3.1 Extraordinary meetings of the General Assembly may be summoned by the President upon decision of the Executive Committee or upon written request by the association of at least 25% of the total number of current Member Federations.
- 6.4 The General Assembly deals with items on the agenda. Member Federations willing to have a matter included in the agenda must submit their proposal in writing to the ASC, in English, at least three (3) months before the General Assembly is convened. The same applies to eventual proposals for the amendment hereof.
- 6.4.1 An eventual demand for the dissolution of the ASC must be submitted at least six (6) months before the General Assembly is convened (see section 9 hereof).
- 6.4.2 The ASC Executive Committee or a two third ( $\frac{2}{3}$ ) majority of the General Assembly may add other agenda items for discussion, excluding amendments to the Constitution or to the General Regulations.
- 6.4.3 The General Assembly can take final decisions only on matters that are included in the agenda.
- 6.5 Summons of the meeting of the General Assembly together with the Agenda, the Annual Report, the Report of the Committee of Auditors and the Nominations for Elections are distributed to Member Federations at least two (2) months before the General Assembly is convened.
- 6.6 Minutes of the General Assembly's proceedings are published and distributed to all Member Federations as soon as possible, normally not later than one (1) month after the Meeting.

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- 6.7 Decisions taken by the General Assembly are immediately effective unless otherwise determined by the Assembly.
- 6.8 Meetings of the General Assembly are held under the Chairmanship of the President or, in his absence, by one of the Vice Presidents in the order of age seniority, or, if necessary, by another Member of the ASC Executive Committee specifically elected by the General Assembly.
- 6.9 A quorum in the General Assembly shall be 25% of all Member Federations, including proxies.
- 6.10 Before the official opening of the General Assembly, the Secretary General calls the roll of voting powers, establishes the voting list and announces to the Assembly the total number of eligible votes.
- 6.11 Generally, the vote on all matters, other than elections, takes place by a show of hands and is decided by simple majority of those present. The President may cast a vote in the event of a Tie.
  - 6.11.1 A secret ballot may be requested by any ten voting delegates present at the meeting, in which case the voting rules defined in Art. 6.2.1 to 6.2.5 hereof will be applied.
  - 6.11.2 Elections are conducted by secret ballot, except 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.
  - 6.11.3 In case elections are conducted, only ballots that contain votes for as many candidates, or fewer, as there are vacancies, are valid.
  - 6.11.4 Proposals to amend this Constitution must be approved by a two third ( $\frac{2}{3}$ ) majority of Members.

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- 6.12 If required, urgent decisions may be taken by the ASC in between two General Assembly meetings, and communicated as quickly as possible to all Member Federations. If such decisions are in the General Assembly's scope of responsibility, they must be included in the agenda of the next General Assembly for final ratification.

### FUNCTIONS OF THE GENERAL ASSEMBLY

- 6.13 The General Assembly exercises the following functions:
- 6.13.1 Electing the President of the ASC
  - 6.13.2 Electing five (5) Vice Presidents, one (1) Secretary General and eight (8) other members of the ASC Executive Committee.
  - 6.13.3 Deciding on eventual nominations for Honorary Membership.
  - 6.13.4 Approving the general rules for the organization of the Asian Shooting Championships and Asian Games.
  - 6.13.5 Selecting countries that will host future Asian Shooting Championships for a maximum period of four (4) years ahead
  - 6.13.6 Establishing temporary Committees and Sub-committees, as required.
  - 6.13.7 Approving the Annual Report and any other relevant report by the President, Vice-Presidents, Secretary General, or Chairmen of the Committees.
  - 6.13.8 Approving proposals set forth by any Member Federation.
  - 6.13.9 Deciding on applications for affiliation to the ASC.
  - 6.13.10 Revising Annual Membership Fees once in every two years.

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- 6.13.11 Deciding on eventual proposals to amend the ASC Constitution and /or General Regulations.
- 6.13.12 Approving eventual changes brought into the ASC General Regulations by the ASC Executive Committee.
- 6.13.13 Approving the appointment of the external auditors proposed by the ASC Executive Committee.
- 6.13.14 Dissolving the Confederation.

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## 7 THE EXECUTIVE COMMITTEE

- 7.1 The ASC Executive Committee consists of:
- The President of the Confederation elected by the ASC General Assembly
  - The five (5) Vice presidents elected by the ASC General Assembly
  - The Secretary General elected by the ASC General Assembly
  - Eight (8) members elected by the ASC General Assembly.
- 7.1.1 Each Vice President is assigned specific duties and responsibilities by virtue of a decision of the President.
- 7.1.2 The Secretary General acts also as Treasurer of the ASC.
- 7.1.3 In relation to legal matters, responsibility rests with the President and the five Vice Presidents.
- 7.1.4 If a two third ( $\frac{2}{3}$ <sup>rd</sup>) majority of the Executive Committee finds that President is unable to fulfil his/her official duties, one of the Vice Presidents may be appointed to perform the duties of the President.
- 7.1.5 The President is entitled to recruit permanent or temporary staff for the Headquarter office to relieve routine work load if needed.
- 7.1.6 Members of the Executive Committee may be appointed to any additional position in other ASC Committees.
- 7.2 The Executive Committee meets at least once a year, preferably where the Asian Shooting Championships or the Asian Games are staged, unless otherwise decided by the President. The quorum is 50% of the members. No proxy is accepted.
- 7.2.1 All members of the Executive Committee must attend at least one meeting of the Executive Committee a year, unless otherwise justified by very serious circumstances and excused

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accordingly by the other members of the Executive Committee.

- 7.2.2 The Executive Committee may adopt administrative measures against anyone of its own members who will be in breach of the previous rule.
- 7.3 Summons of the meeting of the Executive Committee together with the agenda and other relevant documents are distributed to the members at least six (6) weeks before the meeting is convened.
- 7.4 The Executive Committee is the only competent body to decide on interpretation of this Constitution. Its decision is final.

### FUNCTIONS OF THE EXECUTIVE COMMITTEE

- 7.5 The Executive Committee is responsible to fulfil the ASC purpose and objectives (see section 1 hereof), in particular by exercising the following functions:
  - 7.5.1 Organizing and conducting administrative and general work within the ASC, in accordance with this Constitution and to decisions taken by the ASC General Assembly.
  - 7.5.2 Appointing the Chairmen and the Members of the Technical and Judges' Committee and of the Medical and Anti-Doping Committee for a four-year term.
  - 7.5.3 Establishing temporary Committees or Sub-committees to resolve specific problems or tasks in the Shooting Sports, as well as appointing their Chairmen and their Members for a four-year term.
  - 7.5.4 Appointing the Chairmen and Members of Temporary Committees or Sub-committees eventually established by the General Assembly.

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- 7.5.5 Ensuring the proper preparation and organization of ASC supervised competitions and shooting events.
- 7.5.6 Supporting the organization of regional competitions, on request.
- 7.5.7 Setting the schedules for major competitions in Asia, in compatibility with those of the ISSF and in other continents.
- 7.5.8 Setting up guidelines for Shooting Sports and defining the ASC shooting programme in general.
- 7.5.9 Examining and approving programmes and detailed procedures of championships and other competitions.
- 7.5.10 Supervising regular production, publication and transmission of the Asian Shooting Sports Records list.
- 7.5.11 Preparing proposals for Honorary Membership for submission to the ASC General Assembly.
- 7.5.12 Awarding distinctions of merit within the principles laid out by the ASC.
- 7.5.13 Deciding on admission, suspension and eventual expulsion of Member Federations.
- 7.5.14 Changing or updating the ASC General Regulations as needed, e.g. following changes introduced to the ISSF Regulations. Such changes require final approval by the ASC General Assembly.
- 7.5.15 Examining reports prepared by the President, the Vice-Presidents, the Secretary General, other members of the Executive Committee and the Chairmen of all Committees and the Sub-committees.
- 7.5.16 Examining proposals by Member Federations and submitting them to the ASC General Assembly.

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- 7.5.17 Deciding on design and use of official ASC emblems and Logo.
- 7.5.18 Dealing with all matters and taking all decisions that may not be handled by other ASC Committees.
- 7.5.19 Deciding on eventual urgent matters as per Art. 6.12 hereof.
- 7.5.20 Bearing responsibility for the good management of ASC finances through a well-established and recognized external auditing company approved by the ASC General Assembly.

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## **8 COMMITTEES AND SUB-COMMITTEES**

- 8.1 The other two permanent Committees of the ASC are the Technical and Judges' Committee and the Medical and Anti-Doping Committee.
- 8.1.1 Each of the above-mentioned permanent Committees consists of a Chairman and a maximum of eight (8) Members, all appointed by the ASC Executive Committee. Preferably, both sexes should be represented.
- 8.1.2 The two permanent Committees advise and support the ASC on all technical matters or issues related to the preparation and organization of shooting events, and work in accordance with the General Guidelines.
- 8.2 Meetings of the two permanent Committees are convened by each Chairman as required, at least once a year after approval by the ASC President.
- 8.2.1 The Chairman of each permanent Committee must forward to the ASC:
- The minutes of the Committee meetings within two (2) weeks after the meetings
  - The Committee's proposals to the ASC at least six (6) weeks before the next ASC Executive Committee meeting

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- 8.3 The Technical and Judges' Committee consists of a Chairman and eight (8) members, so that all shooting disciplines are represented in three (3) groups, as follows:
- Rifle + Running Target: represented by three (3) individuals, preferably comprised of both the sexes
  - Pistol: represented by three (3) individuals, preferably comprised of both the sexes
  - Shotgun: represented by three (3) individuals, preferably comprised of both the sexes
- 8.3.1 Each one of the three (3) discipline groups appoints a spokesperson within the group. The Chairman of the Technical and Judges' Committee will be the spokesperson for his/her own discipline group.
- 8.3.2 The Chairman of the Technical and Judges' Committee and the other two spokespersons constitute the discipline reference group, which coordinates proposals, drafts and notifications to the ASC.

### FUNCTIONS OF THE TECHNICAL AND JUDGES' COMMITTEE

- 8.4 The Technical and Judges' Committee exercises the following functions:
- 8.4.1 Dealing with technical matters, issues and topics concerning Rifle, Pistol, Running Target and Clay Target Shooting disciplines.
- 8.4.2 Dealing with questions concerning Shooting Ranges, Range and various technical equipment.
- 8.4.3 Working on the correct interpretation of shooting rules, in collaboration with the Technical Committee and the Section Committees of the ISSF [namely Rifle Shooting, Pistol Shooting, Shotgun Shooting and Running Target Shooting].

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- 8.4.4 Recommending Juries to the ASC for the Regional Championships and the Games
- 8.4.5 Organizing and conducting coach, referee and judge courses at least once a year
- 8.4.6 Setting guidelines for the activities of judges and referees within the ASC
- 8.4.7 Submitting periodical reports to the ASC

### FUNCTIONS OF THE MEDICAL AND ANTI-DOPING COMMITTEE

- 8.5 The Medical and Anti-Doping Committee exercises the following functions:
  - 8.5.1 Researching and finding methods of application for improving the shooting performance of Asian shooters
  - 8.5.2 Conducting Anti-Doping Control according to the ISSF Anti - Doping Rules based on the World Anti-Doping Code (the “Code” which can be obtained from the World Anti - Doping Agency - WADA).
  - 8.5.3 Advising and instructing Asian countries and Member Federations hosting shooting competitions in the handling of medical and anti-doping affairs
  - 8.5.4 Submitting periodical reports to the ASC
- 8.6 If temporary Committees or Sub-committees are established, they are supervised by the ASC Executive Committee or by one of the two permanent Committees.
  - 8.6.1 Temporary Committees and Sub-committees consist of a Chairman and a maximum of four (4) members, all appointed by the ASC Executive Committee. Preferably, both sexes should be

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represented.

- 8.6.2 At least one member of the supervising body must also be a member of such Temporary Committee or Sub-committee.
- 8.6.3 Temporary Committees and Sub-committees report to their own supervising body.
- 8.7 Chairmen of all Committees and Sub-committees may be invited to attend meetings of the ASC Executive Committee, with voice but without vote.

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## 9 DISSOLUTION OF THE CONFEDERATION

- 9.1 A request of dissolution of the Confederation shall be included in the agenda of the ASC General Assembly. To be considered, a written proposal must be submitted to the ASC at least six (6) months before the General Assembly is convened. In the absence of such notice, the request may only be dealt with during the next General Assembly meeting.
- 9.2 The dissolution of the Confederation should be approved by the ASC General Assembly with a three fourth ( $\frac{3}{4}$ <sup>th</sup>) majority of all voting members present.
- 9.3 In case of dissolution of the ASC, any remaining assets after payment of all liabilities, shall be divided among Member Federations. All official records shall be handed over to the ISSF.

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## 10 MISCELLANEOUS

- 10.1 English is the permanent official language of the ASC.
- 10.1.1 The English text of this Constitution, the General Regulations, the Competition Rules and any other ASC official document prevails over any translation available whatsoever.
- 10.1.2 When Asian Shooting Championships are held, the organizing country may add its own language(s) to the programme, instructions, announcements, etc., along with English, as a mandatory language.
- 10.2 The ISSF Eligibility Rules apply to the Members of the ASC
- 10.3 The ISSF Rules prevail on any matter not covered by this Constitution or by the General Regulations
- 10.4 The spirit of good sportsmanship shall prevail over the interpretation of rules and problems and conduct of competitions. International friendship shall take privilege over the mere process of winning.
- 10.5 The ASC financial year runs from January 1<sup>st</sup> to December 31<sup>st</sup>.
- 10.6 Annexes hereof:  
  
Annex 'A' - ASC Communication Policy

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## **ANNEX 'A' TO ASC CONSTITUTION**

### **ASC COMMUNICATION POLICY**

#### **A.1. INTRODUCTION**

- A.1.1. This policy was drafted for the general purpose of building up a reliable, quick, and as far as possible an inexpensive communication system between the ASC Headquarters, the ASC Member Federations and the ASC Officials. It was also drafted with a view to avoid unnecessary burdens on the ASC financial budget and to avoid distracting the ASC Headquarters' personnel from more important operational activities.
- A.1.2. This policy does not cover communication between the ASC Headquarters and non ASC external interlocutors.
- A.1.3. This policy shall be considered as an integral part of the ASC Constitution.

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### A.2. PRINCIPLES

- A.2.1. The ASC Headquarters communicate with ASC Member Federations and the ASC Officials through inexpensive modern means, namely by e-mail and on the Web.
- A.2.2. Any ASC Member Federation and any ASC Official must be equipped for official communication through e-mail and on the Web, including the ability of downloading attachments and reading most common document and image formats, including the popular "PDF" format.
- A.2.3. All ASC Member Federations and ASC Officials must provide the ASC Headquarters with an official or unofficial e-mail address, which they are responsible to keep permanently valid and capable of receiving reasonable amounts of data, such as small document attachments. The ASC favours the use of popular web-based e-mail services that offer, free of charge, good reliability, capacious mail boxes, spam protection, and easy access from anywhere in the world.
- A.2.4. The ASC Headquarters may not be held responsible for any communication failure due to disregard of the above-mentioned principles.
- A.2.5. Any e-mail message, with or without attachments, exchanged between the ASC Headquarters and the ASC Member Federations or the ASC Officials, is considered as official ASC correspondence and is treated accordingly by the ASC Headquarters. Information appearing in the header of the message (date, subject, etc.) serves as term of reference.

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- A.2.6. As a general rule, the ASC Headquarters does not require acknowledgement of receipt on outgoing e-mail messages. Lack of any automated error response to such messages is interpreted by the ASC Headquarters as a successful communication, without any further engagement on their side, except in cases and circumstances covered in the ASC Headquarters' internal guidelines.
- A.2.7. In case of automated error response to outgoing e-mail messages, e.g.: *undeliverable, user unknown, mailbox full, etc.*, the ASC Headquarters will behave at their discretion according to the particular circumstances and to the ASC Headquarters' internal guidelines, without bearing further responsibility towards the concerned addressees.
- A.2.8. In case of communications that cannot take place by electronic means, such as forwarding of non documentary material, the ASC favours traditional shipping services (normal or registered airmail). The ASC does not make use of private couriers unless dictated by very particular circumstances and upon approval by the ASC President.
- A.2.9. The ASC Headquarters are responsible to dress up more detailed internal guidelines inspired to the above-mentioned principles, for application by the ASC Headquarters' secretarial and technical staff.

