

Interallied Confederation of Reserve Non-commissioned Officers



INTERNAL REGULATIONS

CISOR - Internal Regulations

Previous Version: February 2011

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Article 1 Object

The Interallied Confederation of Reserve non-commissioned Officers (CISOR) is governed by its statutes, by its internal regulations, by its basic rules of military sports competitions and by the annexes of the aforementioned regulations.

Article 2 Administration

The administration of CISOR is in accordance with Articles 9 to 21 of its statutes.

Each national association affiliated with CISOR is governed by its own statutes and regulations, established and registered in accordance with its local legislation.

However, the aforementioned statutes and regulations cannot include any clauses that would be in conflict with any of the clauses of the internal regulations and statutes of CISOR.

In application of Article 4 of the statutes, CISOR only admits a single national association of non-commissioned officers per nation. This requirement also applies to national associations that are admitted as observers as well as guest nation.

Article 3 Subscriptions and collection

- The amount of the annual subscription fee will be proposed to the Central Committee by the country assuming the presidency.
- The amount must be set, at the latest, in the third quarter of the 2nd year of the presidency.
- The amount of the annual subscription fee is to be collected by the country assuming the presidency, as of the 2nd quarter of the year in which it takes up its function.
- The subscription fee must be paid by the member countries and observers by the 30st of June of each year, at the latest.
- The amount of the annual subscription fee for an observer country is 50% of that for a member country.
- The amount of the annual subscription fee for a guest nation is 50% of that for a member country.

Article 4 Function of the Central Committee

Article 4.1 Signature document

On the occasion of each meeting of the Central Committee and the commissions, the secretary general delivers a signature document indicating by national association the name, rank and function of each delegate.

Article 4.2 Agenda

The agenda is drafted by the president of CISOR and the Central Office. It is joined to the convocation addressed to each national association two months prior to the date set for the meeting.

Through its national president, each national association can request that additional points of order be added to the agenda.

The Central Committee confirms the agenda.

Article 4.3 The presidency and the conducting of debates.

The Central Committee is presided over by the current president of CISOR. In the event the president is unable to attend, a replacement can be selected from among the members of the Central Office.

Only the president and the vice-presidents have the right to speak at the meeting table. The other members are authorized to participate in the debates, only within the framework of their function and only when authorized by the president or by one of the vice-presidents. To this effect, four members per delegation will be seated at the meeting table. One interpreter per delegation is allowed.

Article 4.4 Languages

For all meetings, the presidency must provide translation services (simultaneous, if possible) in the two official languages of CISOR.

The official minutes of the meetings will be drafted in the two official languages of CISOR. In the event of a difficulty in the interpretation, a consensus will be sought by comparing the notes taken by the different delegations.

If it is a problem of translation, the text drafted in the native language of the president of the session will be considered the document of reference.

Article 4.5 Gifts and souvenirs

An exchange of gifts, medals and souvenirs can be organized by the Central Committee on the occasion of the various ceremonies or congresses.

In all cases, it must be a voluntary operation to which the associations are free to participate or not.

During a meeting, ceremony or event, no gift or medal of an official nature can be given to a civil or military authority, unless such has been formally agreed upon by the Central Committee.

The exchange of gifts and souvenirs between nations is only allowed at the time of transition of the presidency.

In circumstances, only the president of CISOR has the choice of offering a gift or souvenir to the participating nations or to the military and civil authorities.

Article 5 Places of meeting and events.

The national association holding the CISOR presidency organises the congresses, the Military Days and the Central Committee meetings in the cities and localities of its choice. It can receive assistance in all of its activities from the civil and military authorities of its home country as well as from its own local associations.

The calendar of activities (Central Committee meetings, congresses, competitions) will be communicated by the office of the president no later than the 30th of September of each year.

The meetings and events can be held in either a civil or military local.

However, the places of meeting and events must reflect the prestige of CISOR.

The organisers must present to the Central Committee appropriate civil or military lodging facilities, in line with the standing of an international military association.

Article 5.2 Protocol

Article 5.2 .1 Official banquets

A table of honour will be prepared for each official banquet, in line with international protocol.

The following persons are to be seated there:

- the president of CISOR
- the highest military authority
- the highest civil authority
- the vice-presidents, to the extent possible

Article 5.2.2 Ceremonies

During the opening and closing ceremonies, only the flags of the affiliated nations will be raised or brought forth, and the national anthem of the organising host country will be played.

During parades, each nation represented will march behind its national colours.

Article 5.3 The transition of the presidency

Article 5.3.1

The transition of the presidency should take place, at the latest, at the end of the 2nd quarter of the year of investiture.

Article 5.3.2

The program for the ceremony of the transition of the presidency should be communicated to the delegations at the latest at the time of arrival of the delegations.

Article 6 Expenses

Each national association is responsible for the expenses of its delegation.

The representatives of an observer association must themselves pay for all their expenses.

The representatives of a guest nation must themselves pay for all their expenses.

The expenses relating to the invited civil or military guests are taken in charge exclusively by the organising host nation and under no circumstances by CISOR.

No country is to pay for the expenses of another country.

Article 7 Central Office

The execution of decisions taken by the Central Committee and the current management of CISOR come under the responsibility of CISOR's Central Office under the conditions stipulated in Article 11 of the statutes and the following articles:

Article 7.1 Designation

The members of the Central Office are chosen by the president of CISOR at the moment of taking office, with the accord of the president's national association. The president informs the Central Committee.

Article 7.2 Vacancy - temporary replacement

In the event that a post is vacant, the president of CISOR can at any moment replace any member of the Central Office, with the accord of his national association. He informs the Central Committee about the move.

Article 8 Attributes of the president of CISOR

As mentioned in Article 12 of the statutes, the president of CISOR represents the association with regard to the civil and military authorities of the countries whose national associations are members of CISOR.

He can be represented by another member of the Central Office or by the CISOR vice-president concerned in the matter, and delegate his signature in accordance with the needs of the case. In the event that the CISOR president is temporarily unable to exercise the functions of his office, his powers are passed onto a member of the Central Office, who will temporarily fulfil the duties of the president until the latter is able to resume his role. In the event that the office of the president is made vacant through a death, a resignation, a dismal or a serious fault, the national association charged with the presidency designates a temporary replacement president for CISOR.

The nearest Central Committee ratifies this nomination, which is valid only for the remainder of the mandate already underway.

Article 9 Attributions of the secretary general

Under the authority of the president of CISOR, the secretary general drafts the official minutes of all the meetings of the various authorities of the association.

- He keeps the registers updated and executes all the formalities.
- He handles the regular sending of all convocations to the different meetings and assumes their material organisation.

Article 10 Attributes of the treasurer general

Under the authority of the president of CISOR, the treasurer general is in charge of everything related to the management of the association's finances.

- He handles all operations of collection and payment.
- He keeps a daily and in part double accounting of all operations.

At the end of the mandate, he provides a report on his management to the Central Committee and renders for approval and quietus the accounts and final results after receiving the report from the auditors designated by the country that is taking the presidency.

Article 11 Attributes of the technical delegate

Under the authority of the president of CISOR, the technical delegate assures all the functions of implementation, co-ordination and surveillance of all technical events of a military nature.

He handles the liaison between his accredited counterparts from the other national associations, as well as with all military authorities.

He presides over the Technical Committee, and assists and advises the president of CISOR during all military events that involve CISOR.

Article 12 Congresses

During his presidency, the president of CISOR is obliged to organise in collaboration with his national association a congress of prestige, to which are invited all the members of the national associations that make up CISOR.

The congress serves to promote and to debate in seminars the themes relating to security, reinforcement and the improvement of relations between the Armies and Civil Societies.

It must reinforce the international sentiment of CISOR members. It is an occasion of friendly exchange between the non-commissioned officers from the various nations represented by CISOR and their families, as indicated in Article 2 of the statutes.

Toward this goal, the organisers will plan common events, ceremonies and, to the extent possible, military demonstrations, designed to increase the reciprocal knowledge of the participants. The congress will be the occasion to convene the Central Committee for the second statutory meeting of the year.

The financial conditions of the congress are directly and totally decreed by the national association responsible for its organisation.

It assumes all deficits, if any arise.

Under no circumstances can the expenses of the civil or military persons from the delegations or others be taken in charge by CISOR without unanimous agreement from the Central Committee, without which they remain the responsibility of the organising association.

Article 13 Military sports competitions

During his presidency, the president of CISOR is obliged to organise, in collaboration with his national association and with the direct collaboration of his technical delegate, a military sports competition open to all military reserve who are members of the national associations that make up CISOR or other interallied or international organization.

The number of participants, accompanying or invited, is freely determined, both in terms of a maximum or even a minimum, by the president of CISOR and his organisation committee.

The rules relating to the organisation of the competition are listed in the basic rules adopted by the Central Committee. Following approval from the Technical Committee, all modifications to these rules must be the object of a communication to the Central Committee, which acts as the final arbiter in such matters.

A person cannot be a member of a team or participate in the competition:

- if, when he is listed on the roles of the active army in his country, he has not been a member for at least two years in a national association of reservists;
- An observer association can participate in the Military Days competitions, under the conditions stipulated in Article 17 of the statutes.

Article 14 Technical Committee

Under the presidency of the technical delegate from the association that is assuming the CISOR presidency, the Technical Committee gathers together the technical delegates of each national association, who can be assisted by an aide of their choice, although it should be noted that only the technical delegate has the right to speak during a session.

The Technical Committee is obliged to include a representative from each member nation. Each nation must make an effort to send the same representatives. In case of absence, the other nations continue the work on their own.

The mission of the Technical Committee is to keep the basic rules up to date, in accordance with Article 25 of the statutes.

It assumes the overall responsibility for the organisation of the Military Days. It meets at the request of the president of CISOR.

Its reporter is the delegate from the nation that assumes the presidency.

Article 15 Basic rules

As indicated in Article 25 of the statutes, the basic rules come under the responsibility of the Technical Committee, but they require the approval of the Central Committee.

It determines the rules relating to each of the disciplines of the competition, the scoring of events, the course of events, the jury, the final ranking and the awarding of prizes.

Article 16 Implementation of internal regulations

Articles 26, 27 and 28 of the statutes apply to the internal regulations as well as to the basic rules.

Article 17 Commissions

Besides the Technical Committee, there is one commission at CISOR:

- The Legal Commission

Article 17.1 Composition:

- The commissions are obliged to include a representative from each member nation.
- Each nation must make an effort to always send the same representatives.
- In case of absence, the other nations continue the work on their own.
- Each has as its president-reporter the delegate of the nation that is assuming the presidency of CISOR.

Article 17.2 Missions:

Article 17.2.1. Legal Commission:

- Ensure respect of the application of the statutes, regulations and protocol by each of the member nations and by the observer nations.
- Analyse requests for modifications from member nations, then make a report with commentary for presentation to the Central Committee.
- Submit to the Central Committee all proposals for resolving a difference of opinion or a possible litigation that might arise between CISOR member delegations.
- Complete the dossier for a request for membership from an observer nation and present it, along with an opinion, to the Central Committee.
- Study the evolution of an observer nation at political and military level, with a view to proposing to the Central Committee a two-year extension, in the quality of observer nation, or the simple rejection of such an extension.
- Provide the Central Committee with a prior opinion on the potential admission of new associations.
- Reinforce co-operation between all the countries and open up CISOR.

Article 18 Honorary titles and merit

The Central Committee of CISOR has the power to award honorary titles and the merit of CISOR, according to the following stipulations:

Article 18.1 Fundamental rules

Honorary titles and the merit of CISOR are:

- The bronze, silver and gold badges of merit
- The quality of honorary member
- The honorary presidency

The quality of honorary member and the merit of CISOR are acquired through numerous personal services or by particularly sustained activities:

- either within the Central Committee;
- or by the pursuit of activities and works that have helped the development of CISOR or the establishment of international relations;
- or by active participation in congresses or military and sports competitions.

Only CISOR members can be awarded the title of honorary member and/or of merit.

Honorary members can be invited to participate in activities organised by the national association to which they belong when the latter assumes the presidency of CISOR.

Article 18.2 Awarding of honours

The awarding of CISOR honours of merit respects an ascending value from bronze to silver and then to gold.

The right to the award and the awarding falls due:

- For the bronze insignia: to every national association at its own management level.
- For the silver insignia: to the central Committee based on 2/3 of Vice-presidents vote, further to proposals of national associations.
- For the gold insignia: to the Central Committee based on 2/3 of the vote of Vice-presidents attending the session.

Article 18.3 Quota

The Central Committee is allotted the following quota of badges of merit:

- Bronze badges, a maximum of 10 per association and per year;
- Silver badges, a maximum of two per national association and per year;
- Gold badges, one medal per year for CISOR, all associations included, by unanimous decision of the Central Committee.

These awards cannot be cumulative from one year to the next.

No person can receive a silver badge if he has not been a holder of the bronze badge for at least three years; with the exception of the departing president, as stated in the following article, no person can receive the gold medal if he has not been a holder of the silver medal for at least five years.

Article 18.4 Awarding of distinctions

Only the president of a national association has the right to award the CISOR bronze badge. Only the president or vice-president of CISOR has the right to award the silver badge; they cannot delegate this function to a third party. Only the current president of CISOR has the right to award the gold badge.

The title of honorary member is awarded, by unanimous agreement of the Central Committee members, on the basis of a proposal from the president of a national association, on behalf of a particularly active and devoted member of the Central Committee whose mandate is coming to an end.

In reference to Article 14 of the statutes, a president of CISOR who is coming to the end of his mandate can be named for two years as honorary president of CISOR by the Central Committee: the nomination must be pronounced with unanimity of votes. He then receives the CISOR gold badge of merit.

A CISOR badge or a title of honorary member must be presented during an important event, in order to convey the proper esteem both to the recipient as well as to CISOR.

Article 18.5 Chancellery

The management of the inventory of medals and the operations of chancellery regarding the gold and silver badges of merit are handled by France.

The chancellor of CISOR is designated by the president of the French national association.

He centralises the attribution of gold and silver merit badges awarded each year.

The operations of chancellery regarding the bronze merit badges are handled by the national associations.

CISOR merit honours and the quality of honorary member can be withdrawn by the Central Committee, by unanimous vote, on the grounds of serious fault, on the basis of a proposition by the president of a national association and after the party concerned has been invited to provide a defence in writing.



Article 19 Emblem

The CISOR emblem consists of a golden sword pointing upwards, bearing the CISOR acronym on its blade and supporting in its lower half above the hilt a golden globe showing the world in black. In escutcheon, the insignia is placed upon a blue shield.

The present internal rules of order, which comprise 13 pages, have been adopted in a plenary session during the Central Committee meeting of **19 October 2013 in Toulouse (France)**.

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| CISOR- President | | |
| CISOR- Secretary General | | |
| VP Germany | | |
| VP Austria | | |
| VP Belgium | | |
| VP Denmark | | |
| VP Finland | | |
| VP France | | |
| VP Italy | | |
| VP Luxembourg | | |
| VP Poland | | |
| VP Slovenia | | |
| VP Switzerland | | |
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