

# Inter-allied Confederation of Reserve Non-commissioned Officers



## **INTERNAL REGULATIONS**

### **CISOR - Internal Regulations**

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## **Article 1      Object**

The Inter-allied 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      Delegation**

The delegate of CISOR is the image of CISOR and wears the uniform of the country she or he represents. The delegate is aware this of and knows and follows the conduct of a non-commissioned officer in general.

The delegate of CISOR is at work as an active soldier during meetings which CISOR provides. The delegate of CISOR does nothing to harm the image of CISOR in general.

The delegate of CISOR is individually responsible for her or his conduct as a non-commissioned officer.

## **Article 3      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 association or similar official organization representing the country's non-commissioned officers. This requirement also applies to countries that are admitted as observers.

## **Article 4      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 2<sup>nd</sup> 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 30<sup>st</sup> 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.

## **Article 5      Function of the Central Committee**

### **Article 5.1      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 5.2** 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.

**Article 5.3** 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.

**Article 5.4** 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.

In other 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 6** Places of meetings and events

The national association holding the CISOR presidency organizes 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 host 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 30<sup>th</sup> of September of each year.

The meetings and events can be held in either a civil or military local. The Commissions' meetings between Central Committees can also be virtual meetings.

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

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

## Article 6.1 Protocol

### Article 6.1.1 Official banquets

A table of honor 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 6.1.2 Ceremonies

During the opening and closing ceremonies, whenever possible, only the flags of the affiliated nations will be raised or brought forth, and the national anthem of the organizing country will be played. In case of shared presidency, the national anthem of both the country holding the presidency and from the country hosting the meeting will be played according to national military regulations.

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

## 6.2 The transition of the presidency

### Article 6.2.1

The transition of the presidency should take place, at the latest, at the end of the 2<sup>nd</sup> quarter of the year of investiture. Whenever any exception to this article is desired, it shall be discussed and approved by the Central Committee.

### Article 6.2.2

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 7 Expenses**

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

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

## **Article 8 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 8.1 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, then confirmed by the Central Committee.

#### **Article 8.2 Vacancy - temporary replacement**

In the event that a post is vacant, the president of CISOR can temporarily replace any member of the Central Office. The nomination shall be confirmed at the next Central Committee meeting.

#### **Article 9 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 or similar body of official 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 fulfill 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 10 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 remains in office for four (4) years and can be voted again upon the expiration of his term. He can be removed for serious deficiencies at any time by the Central Committee by a majority vote of the affiliated associations.

- 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 organization.

#### **Article 11 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 12 Attributes of the Office Manager**

Under the authority of the president and secretary general, the office manager assists them in daily life organization and performs other tasks as requested.

### **Article 13 Attributes of the Vice Presidents**

The Vice-Presidents' main task is strategic planning and collaboration with outside entities. It prepares proposals to the Central Committee and handles any tasks that do not fall under any other commission's jurisdiction.

It may also delegate tasks to the Legal or Technical Commissions as necessary.

The Vice-Presidents' Commission meets before every Central Committee meeting. It may also meet between Central Committee meetings whenever requested by the President or by any Vice-President, and its meetings may be held via teleconference. All proposals issued by the Vice-Presidents' commission are processed by the Central Committee, where decisions are taken on whether to adopt the proposal or not.

### **Article 14 Attributes of the technical delegate**

Under the authority of the president of CISOR, the technical delegate from the Central Office assures all the functions of implementation, co-ordination and surveillance of all technical events of a military nature, competitions and communication issues. 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 Commission and assists and advises the president of CISOR during all military events that involve CISOR.

### **Article 15 Attributes of the technical commission**

The Technical delegate from the Central Office gathers together the technical delegates of each national association. Each delegate may be assisted by an aide of their choice. However, only the technical delegate himself has the right to speak during a session.

The Technical Commission shall include a representative from each member nation. Each nation must make an effort to consistently send the same representatives to every meeting. In the absence of any country's delegate, other nations continue the work without them.

The mission of the Technical Commission is to keep the basic rules up to date, in accordance with Article 24 of the statutes. It assumes the overall responsibility for the organization of the Military Days. It meets at the request of the technical delegate of the Central Office.

The Technical Commission meets before every Central Committee meeting and may also meet between Central Committee meetings at the request of the chairman of the commission. Meetings may also be held via teleconference. The commission's proposals are brought forth to the Central Committee which makes a decision on whether to implement the proposal or not.

### **Article 16 Attributes of the legal delegate**

Under the authority of the president of CISOR, the legal delegate from the Central Office assures all the functions of implementation, co-ordination and surveillance of all legal events and education events. He handles the liaison between his accredited counterparts from the

other members. He presides over the Legal Committee, and assists and advises the president of CISOR in events that involve CISOR.

### **Article 17 Attributes of the Legal Commission**

The legal delegate of the Central Office gathers together the legal delegates of each national association. Each delegate may be assisted by an aide of their choice. However, only the legal delegate himself has the right to speak during a session.

The Legal Commission shall to include a representative from each member nation. Each nation must make a reasonable effort to always send the same representatives. In case of any representative's absence, other nations continue their work without them.

The Legal Commission meets before every Central Committee meeting and may also meet between Central Committee meetings at the request of the chairman of the commission. Meetings may also be held via teleconference. The commission's proposals are brought forth to the Central Committee which makes a decision on whether to implement the proposal or not.

The Legal Commission has the following tasks:

- Ensure respect of the application of the statutes, regulations and protocol by each of the member nations and by the observer nations.
- Analyze 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.
- Develop education matters among members.

### **Article 18 The Congress**

During his presidency, the president of CISOR is obliged to organize 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 organizers will plan common events, ceremonies and, to the extent possible, military demonstrations, designed to increase the reciprocal knowledge of the



participants. The congress will also be the occasion to convene the Central Committee for its statutory meeting.

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

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 organizing association.

### **Article 19 Military sports competitions**

During his presidency, the president of CISOR is obliged to organize, in collaboration with his national association and with the direct collaboration of his technical delegate, a military sports competition.

As indicated in Article 14 of the statutes, the basic rules come under the responsibility of the Technical Commission, 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 20 Implementation of internal regulations**

Articles 24, 25 and 26 of the statutes apply to the internal regulations as well as to the basic rules.

### **Article 21 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 21.1 Fundamental rules**

Honorary titles and the merit of CISOR are:

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

The quality of honorary member and the medal of 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 organized by the national association to which they belong when the latter assumes the presidency of CISOR.

## Article 21.2 Awarding of honors

The awarding of CISOR honors 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 a maximum of 10 medals per member state per year
- For the silver medal: to the central Committee based on 2/3 of Vice-presidents vote, further to proposals of national associations, for a maximum of 2 per member state per year
- For the gold medal: to the Central Committee based on 2/3 of the vote of Vice-presidents represented the session, one medal per year for CISOR, all members included.

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

No person can receive a silver medal badge if he has not been a holder of the bronze medal 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 21.3 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 16 of the statutes, a president of CISOR who is coming to the end of his mandate can be named for two years as past president of CISOR by the Central Committee. 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 21.4 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 centralizes 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 honors 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 defense in writing.



**Article 22    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 12 pages, have been adopted in a plenary session during the Central Committee meeting of 10 February 2018 in Turku, Finland.

<b>CISOR- President</b>		
<b>CISOR- Secretary General</b>		
<b>VP Germany</b>		
<b>VP Austria</b>		
<b>VP Belgium</b>		
<b>VP Denmark</b>		
<b>VP Finland</b>		
<b>VP France</b>		
<b>VP Netherlands</b>		
<b>VP Spain</b>		
<b>VP Poland</b>		
<b>VP Slovenia</b>		
<b>VP Switzerland</b>		