



INTERNAL REGULATIONS OF CLiMS

established in pursuance of the article 7 of the letter of intention of the 26th October 2000
regarding the organisation and the running of the
Comité de Liaison International des organismes Militaires Sociaux

The heads of the delegations have approved this regulation
during the Spring session organised in Krakow from the 15th to the 18th of April 2013
(Paragraph 3 amended "Running of the Permanent Secretariat")

INTERNAL REGULATIONS OF CliMS

The present internal regulations, according to the Article 7 of the letter of intention regarding the organisation and running of CliMS, have the purpose of defining in particular the provisions concerning:

- the appointment of the Chairman and the Vice-Chairman and the procedure for exercising their duties
- the organisation of meetings
- the running of the permanent secretariat
- the admission of new members
- the cancellation fees

1. Appointment of the Chairman and Vice-Chairman

1.1 Chairman

The chairman must belong to the social organisation of one of the signatory parties. He is chosen from among the CliMS members who submit their candidature before the autumn meeting during which the appointment is to be made.

The candidacy is individual and by nomination.

The heads of the delegations vote by secret ballot and the chairman is elected by simple majority.

The duration of the term of office is two years with the possibility of re-election.

The responsibilities of the chairman are the following:

- he chairs the meeting of the heads of delegations, the working meetings and the plenary meetings;
- he sets the agenda;
- he represents CliMS at official events;
- he oversees the implementation of and compliance with the decisions taken.

1.2 Vice-Chairman

The vice-chairman is elected under the same conditions as the chairman.

He fulfils the duties and functions of the chairman in the absence of the chairman or if he resigns.

2. Organisation of the Meeting

2.1 Venue of the Meetings

During the annual autumn session, each signatory party can apply to organise one of the sessions of the following year.

The meetings will preferably take place in an establishment which could be made available for bilateral exchanges, so that the participants can become acquainted with the running of the institutions of the partner nations.

The organising will preferably party sends the CLiMS secretariat - at the latest three month before the session - all relevant information (accommodation, costs, route, meeting schedule, meals, excursions, and so on) needed for issuing of the invitation. It arranges the local transportations, reservations and all other matters directly with all the partners.

2.2 Organisation of the Sessions

2.2.1 - Autumn session (October)

The heads of delegation are required to attend the autumn session, which latest in principle 3 days.

All types of meetings mentioned 2.3 may be organised.

2.2.2 - Spring session (April)

Each signatory party is represented at this session, which lasts in principle 2 days but the delegations are in principle limited. Only working and bilateral meetings may be organised.

2.3 Procedure

The chairman sets the agenda of the meetings and chairs the discussions.

- ⇒ Decisions concerning the letter of intention and the admission of new members are taken unanimously by the committee.
- ⇒ Other decisions are taken by simple majority vote.
- ⇒ If no majority can be found, the chairman has the casting vote.

Each signatory party has one vote.

Different types of meetings may be organised:

- a) **Meeting of the heads of the delegations:** Meeting during which decisions are taken concerning the functioning of the CLiMS, the letter of intention, the chairmanship, the election and appointment of the chairman and the vice-chairman.
- b) **Plenary meeting:** Forum in which the heads of the delegations (or their delegates) and invited guests participate. The chairman sets the agenda.
- c) **Working meeting:** Forum in which the complete delegations participate and where a general exchange topic is discussed. The chairman sets the agenda.
- d) **Bilateral meetings:** Meeting between 2 signatory parties, during which all practical details regarding the holiday proposals are discussed.

2.5 Working Languages

English and French are the working languages (the same applies for the permanent secretariat).

Each signatory party has to arrange for English translations during the meetings.

2.6 Accommodation and Meals for the Participants

The accommodation, paid for by the participants, will preferably be provided in a holiday centre of the organising signatory party.

The participants pay for all meals, except for the official banquet of the autumn meeting.

3. Running of the Permanent Secretariat

The delegation of one signatory party is entrusted with the permanent secretary ship of the CLiMS, as decided upon in a meeting of the delegation heads.

Its tasks are the following:

- assisting the presidency and the vice-presidency in their tasks
- Drawing up, on the chairman's instructions, , the invitations, the agenda and the minutes of the meetings and to communicate them in due time to all CLiMS delegations as well as any change or information likely to interest the delegations,
- to manage the Internet side of CLiMS (updating, on the basis of the information given by the delegations, proposals for improvements, information before and after the meetings)
- to establish an annual financial balance, to be presented during the autumn meeting
- to preserve and exploit the archives

The permanent secretariat receives an annual allowance from each nation, which amount is determined during the chairmen's meeting upon presentation of the expense account.

4. Admission of New Members

Any nation wishing to join the Comité de Liaison International des Organismes Militaires Sociaux must apply in writing to the secretariat of the organisation. This application must be processed at the following autumn meeting. If all the member nations approve it, a delegation from the applicant nation is invited to attend the next autumn meeting as an observer.

During this meeting, the nation invited as an observer must give a presentation of its organisation and its aims.

Concurrently, the Chairman of CLiMS himself will give a presentation of the purpose and the organisation of the committee.

At the end of this meeting, the applicant nation must confirm in writing that it still wishes to join CLiMS and state the date from which it wishes its membership to take effect.

Observer status can only be granted to a delegation for a period of one year (2 meetings).

5. Cancellation fees

In case of cancellation of holiday stays the following fees will be applied:

Until 30 days prior arrival.....No cancellation fees

From 29 to 1 day prior arrival.....30% of the booking costs

No show.....100% of the booking costs

These cancellation fees will be applied by common cancellation reasons except the following:

- Death of the applicant, spouse, child or parents
- Hospital stay (only with medical certificate) of the applicant, spouse or child

- Military deployment