



**INTERNATIONALER MUSIKBUND  
CONFÉDÉRATION INTERNATIONALE DES SOCIÉTÉS MUSICALES  
INTERNATIONAL CONFEDERATION OF MUSIC SOCIETIES**

**Sitz / Siège / Seat**

**Gönhardweg 32  
CH – 5000 Aarau  
Schweiz / Suisse / Switzerland**

# Rules of Procedure

# Rules of procedure (RP)

for

- Executive board
- Committees
- Auditors

Effective from .....

The present rules of procedure were approved by the General Assembly on .....  
and form the basis for the Confederation’s leadership by the Executive Board and its  
Committees as well as its other bodies.

All bodies shall act in accordance with the Statutes, CISM’s guiding principles and the strategic  
objectives set by the General Assembly.

CISM does not discriminate on the basis of gender. The masculine form is used exclusively for  
reasons of readability.

## **1 EXECUTIVE BOARD**

- 1.1. CISM's strategic leadership shall consist of the Executive Board with at least three members elected by the General Assembly.

The Executive Board shall jointly be responsible for the objectives set in the Statutes as well as the implementation of the resolutions passed by the General Assembly.

The delegates shall elect the President.

The General Assembly shall elect the members of the Executive Board. The Executive Board shall assign the following roles among its members:

- Vice President / Head of Committees
- Head of the Music Committee
- Head of the Finance Committee
- Head of the PR / Communication Committee

The roles and responsibilities of the Committees shall be defined as below (Art. 2 – 6)

The Executive Board shall primarily be responsible for:

The preparation of necessary amendments to the rules of procedure for proposal to and approval by the General Assembly.

The setting of project schedules and budgets to be submitted for approval by the General Assembly as well as ensuring their proper implementation.

The procurement of the financial, human, and physical resources required for the implementation of the set objectives and projects.

The approval of the periodical reports submitted by the Committees.

The preparation of the agenda, budgets, and project plans to be reviewed by the General Assembly.

The Executive Board may assign operational tasks to professional entities/individuals.

The operations primarily include the tasks listed below with the responsibility always remaining with the Executive Board:

- Manage the Confederation's secretariat and execute all administrative tasks concerning the general business activities.
- Prepare meetings, conferences and other events organised by CISM and assist the Confederation's member bodies.
- Take minutes at meetings, conferences, general assemblies, etc., submit them to the responsible entities in a timely manner and be responsible for their archiving.
- Participate in the project management of all CISM bodies and cooperate with external organisations and institutions.

- Plan and execute the General Assembly as well as conferences in collaboration with the President or a member of the Executive Board.
  - Translate all reports, protocols, rules and general correspondence into the official languages, mainly English, French and German.
  - Manage the archive, procure, distribute and give out awards as requested and in accordance with the rules applicable.
- 1.2. The Executive Board shall convene a meeting as often as business requires and at least twice per year. The meetings shall be convened by the President by presenting the agenda a month before the set date.
  - 1.3. The Executive Board shall be required to meet if at least two of its members request so by presenting the agenda.
  - 1.4. The Executive Board shall pass resolutions by a simple majority. In the event of a tie, the President shall have the casting vote.  
The Executive Board shall form a quorum when at least three of its members are present. Resolutions may be passed in written form and unless a member requests deliberations, and, subsequently, included in the next meeting's minutes.
  - 1.5. Meeting participants and their substitutes are entitled to a per diem fixed by the Executive Board and reimbursement of travel expenses. The Executive Board shall issue a separate set of rules in this regard.
  - 1.6. In accordance with the Statutes, the President or Vice President along with another member of the Executive Board shall have the legally binding signature for CISM.
  - 1.7. The members of the Executive Board shall not be personally liable for the debts of CISM.
  - 1.8. Each member of the Executive Board shall be responsible for the member relations with the associations and, in particular, represent CISM's interests within their respective region.
  - 1.9. The members of the Executive Board may be assigned further duties, such as presentation of awards, media relations, youth work, or events.

## **2 PRESIDENT**

- 2.1. The President shall chair the General Assemblies as well as the meetings of the Executive Board and lead negotiations.
- 2.2. In his function as President, he shall represent CISM externally and maintain relations with the member associations and all institutions and authorities CISM is in contact with.
- 2.3. He shall regularly update the Executive Board on the business activities and events having taken place since the last meeting.
- 2.4. He shall coordinate the current activities related to the objectives set and oversee the implementation of the resolutions passed.
- 2.5. He shall be the liaison with technical/professional executive organs and oversee their activities.

### **3 VICE PRESIDENT**

- 3.1. In the event of absenteeism, the Vice President shall substitute for the President with all rights and obligations.
- 3.2. The Executive Board may delegate special duties to the Vice President.

### **4 HEAD OF THE MUSIC COMMITTEE**

- 4.1. The Head of the Music Committee, composed of all presidents of the member associations' music commissions, shall fulfil the duties below on behalf of the Executive Board:
  - Maintain internal and external relations, in particular, with the member associations to represent their interests on an international level and engagement of CISM.
  - Create content, project schedules and budgets for the annual work programme.
  - Implement and further develop the objectives set by the Statutes in accordance with Articles 2.1. and 2.2. "Purpose and Objectives".
  - Prepare the programme for meetings, projects and other events concerning the Confederation's musical engagement.
  - Participate in the project management of all CISM bodies and the collaboration with external organisations and institutions.
  - Plan and execute the music projects, in particular, in cooperation with the member associations and other internal or external entities or organisations.
  - Collaborate with the other committees.
- 4.2. The Head of the Music Committee shall carry out his mandate with the following responsibilities and competencies:
  - He shall be responsible for the proper and timely execution of all duties listed herein and report to the Executive Board.
  - To fulfil the duties assigned, the Committee Head may set up a music commission composed of international brass music experts, preferably, technical experts representing the member associations. The Executive Board shall elect the members of the music commission.
  - He may delegate certain tasks to a project group composed of competent members or entities, however, the responsibility shall remain with the Head of the Committee.
  - He shall be authorised to retrieve information from internal and external sources and to contact individual consultants and consulting entities.
  - In agreement with the Executive Board, he shall be authorised to confirm and forward payments for processing to the Finance Committee on behalf of his committee and within the given budget.

- 4.3. He shall report comprehensively to the Executive Board on the activities, events, and projects of his committee.
- 4.4. He shall be responsible for the timely budgeting of his committee's activities in collaboration with the other committees.

## **5 HEAD OF THE FINANCE COMMITTEE**

- 5.1. Der The Head of the Finance Committee shall fulfil the duties below on behalf of the Executive Board:
  - Manage finance and accounting, prepare the budget and annual financial statements for submission to the Executive Board. The accounting shall be done in compliance with standard principles. The chart of accounts shall be submitted to the Executive Board.
  - Execute all financial transactions and collect member fees.
  - He shall be responsible for the proper and timely execution of all duties listed herein and report to the Executive Board.
  - He shall be authorised to retrieve information from internal and external sources and to contact individual consultants and consulting entities.
  - Collaborate with the other committees.
- 5.2. The Head of the Finance Committee shall carry out his mandate with the following responsibilities and competencies:
  - He shall be responsible for the proper and timely execution of all duties listed her-ein and report to the Executive Board.
  - He may delegate certain tasks to a professional entity chosen by the Executive Board, however, the responsibility shall remain with the Head of the Committee.
  - He shall be authorised to retrieve information from internal and external sources and to contact individual consultants and consulting entities.
  - He shall act under his responsibility and may carry out expenditures within the set budget.
  - Invoices concerning other committees shall be confirmed and, if necessary, justified by the respective head.
  - He shall be the sole signatory for all financial transactions.
- 5.3. He shall report comprehensively to the Executive Board on the current business activities and finances of the Confederation.
- 5.4. He shall be responsible for budgeting and the timely submission of balance sheets as well as profit and loss statements of all accounts along with their analysis.

## **6 HEAD OF THE PR/COMMUNICATION COMMITTEE**

- 6.1. Der The Head of the PR/Communication Committee shall fulfil the the duties below on behalf of the Executive Board:
- Manage marketing and communication vis-à-vis internal and external stakeholders and maintain an online presence.
  - Ensure a comprehensive information policy vis-à-vis all bodies of CISM and its members using the communication tools available.
  - Collaborate with all other committees.
- 6.2. The Head of the PR/Communication Committee shall carry out his mandate with the following responsibilities and competencies:
- He shall be responsible for the proper and timely execution of all duties listed herein and report to the Executive Board.
  - He may delegate certain tasks to a professional entity chosen by the Executive Board, however, the responsibility shall remain with the Head of the Committee.
  - He shall be authorised to retrieve information from internal and external sources and to contact individual consultants and consulting entities.
  - He shall act under his responsibility. In agreement with the Executive Board, he shall be authorised to confirm and forward payments for processing to the Finance Committee on behalf of his committee and within the given budget.
- 6.3. He shall report comprehensively to the Executive Board on his current activities.
- 6.4. He shall be responsible for the timely budgeting of his committee's activities in collaboration with the other committees.

## **7 AUDITORS**

- 7.1. The financial audit shall be conducted in compliance with standard accounting principles and the laws applicable in the country of the Confederation's seat.
- 7.2. The Auditors shall be representatives of a member association and have the necessary qualifications.
- 7.3. The Auditors shall be elected by the General Assembly and shall be a member thereof.

The rules of procedure were adopted by the Management Board at its meeting on 28 June 2019 in Oberentfelden. It will be submitted to the next Assembly of Delegates for approval.

It shall then come into force immediately.

Aarau, 28 June 2019

The board

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President

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Vice President and Head of the  
PR / Communication Committee

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Head of the Music Committee

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Head of the Finance Committee