



**BYLAWS  
AND  
REGULATIONS**



## **Conferencia Interamericana de Seguridad Social**



**Centro Interamericano de  
Estudios de Seguridad Social**

Este documento forma parte de la producción editorial de la Conferencia Interamericana de Seguridad Social (CISS)

Se permite su reproducción total o parcial, en copia digital o impresa; siempre y cuando se cite la fuente y se reconozca la autoría.

**INTERAMERICAN CONFERENCE  
ON SOCIAL SECURITY'S**

**BYLAWS**

## **C O N T E N T S**

	<b>PAGE</b>
<b>SECTION I</b>	
<b>Purpose and Definition</b>	<b>7</b>
<b>SECTION II</b>	
<b>Relations with other Agencies</b>	<b>8</b>
<b>SECTION III</b>	
<b>The Members</b>	<b>8</b>
<b>SECTION IV</b>	
<b>The Bodies</b>	<b>9</b>
<b>SECTION V</b>	
<b>Permanent Interamerican Committee     on Social Security</b>	<b>10</b>
<b>SECTION VI</b>	
<b>Executive Commission</b>	<b>12</b>
<b>SECTION VII</b>	
<b>CISS Presidency</b>	<b>13</b>
<b>SECTION VIII</b>	
<b>General Secretariat</b>	<b>14</b>
<b>SECTION IX</b>	
<b>American Social Security Commissions</b>	<b>16</b>
<b>SECTION X</b>	
<b>Interamerican Center for     Social Security Studies</b>	<b>18</b>
<b>SECTION XI</b>	
<b>Members rights and duties</b>	<b>22</b>
<b>SECTION XII</b>	
<b>Properties and Financial Resources</b>	<b>23</b>
<b>SECTION XIII</b>	
<b>Regular Provisions</b>	<b>24</b>
<b>SECTION XIV</b>	
<b>General Provisions</b>	<b>25</b>
<b>TRANSITORY PROVISIONS</b>	<b>26</b>

**The First General Extraordinary Assembly of the  
Interamerican Conference on Social Security  
agrees:**

**First: To approve Bylaws that read as follows:**

**INTERAMERICAN CONFERENCE  
ON SOCIAL SECURITY'S  
BYLAWS**

---

## **SECTION I**

### **PURPOSE AND DEFINITION**

**ARTICLE 1. The Interamerican Conference on Social Security (CISS) is a permanent technical specialized international agency, with the aims and powers set by current bylaws. Mexico City is the seat of CISS and its actions bodies.**

**ARTICLE 2. CISS'S goals are the following:**

- A) To contribute to the development of social security in the countries of the Americas and to cooperate with social security institutions and administrations.**
  - B) To issue statements, adopt resolutions and formulate recommendations in the field of social security and to promote their dissemination so they will be included in policies and planning programs.**
  - C) To thrust cooperation and exchange of experiences amongst social security institutions and administrations and other agencies working in that field.**
  - D) To promote and orient manpower training in social security institutions.**
  - E) To compile and disseminate social security's breakthroughs.**
-

## SECTION II

### RELATIONS WITH OTHER AGENCIES

ARTICLE 3. CISS will have permanent relations with International Labor Organization, Pan American Health Organization, Organization of American States and other international agencies, through its Permanent Interamerican Committee on Social Security to enter into agreements with them.

## SECTION III

### THE MEMBERS

ARTICLE 4. CISS will be integrated by full members and associate members

ARTICLE 5. Institution accredited by each country of the Americas as their representative of Social Security will be CISS full member.

CISS' associate members are those institutions and agencies of the countries of the Americas managing one or several social security branches: established through a government Act, and compulsory for covered population, as well as non-profit.

ARTICLE 6. Member's affiliation and disaffiliation procedures will be regulated by Permanent Interamerican Committee on Social Security's Regulations.

## SECTION IV

### THE BODIES

**ARTICLE 7.** CISS bodies are the following:

- The General Assembly
- The Permanent Interamerican Committee on Social Security (CPISS)
- The CISS' General Secretariat
- The American Commissions on Social Security (CASS)
- The Interamerican Center for Social Security Studies (CIESS)

**ARTICLE 8.** The General Assembly is CISS' deliberating and resolution body.

**ARTICLE 9.** The General Assembly is made up by full and associate members.

Besides members, CISS General Secretariat, CASS Boards of Directors, and CIESS Board of Directors and Directorship will be convoked to meetings of the General Assembly.

**ARTICLE 10.** Related Institutions and organizations, and personalities invited by CISS' Chair will be able to attend General Assembly meetings as observers.

**ARTICLE 11.** The General Assembly has the following functions:

- A) To set forth the necessary policies and standards to attain Conference's goals.
  - B) To issue statements, adopt resolutions and formula
-



- A) To set forth the necessary policies and standards to attain Conference's goals.
- B) To issue statements, adopt resolutions and formula te recomendations relative to social security.
- C) To promote cooperation measures amongst CISS' member institutions, international agencies and related institutions and organizations to thrust and develop social security.
- D) To approve CISS' comprehensive activities program and triennial Activities Report.
- E) To elect CISS' President and three Vice-Presidents from full members and the CISS' Secretary General.
- F) To amend totally or partially CISS' bylaws and General Assembly's regulations.

ARTICLE 12. The General Assembly shall hold a regular meeting every three years, and an extraordinary meeting when summoned to by CPISS or by the Executive Board.

## SECTION V

### PERMANENT INTERAMERICAN COMMITTEE ON SOCIAL SECURITY

ARTICLE 13. The Permanent Interamerican Committee on Social Security is the executive and governing body.

ARTICLE 14. CPISS is made up by CISS' full and associate members and by CISS' General Secretariat.

**ARTICLE 15.** In addition to members of the General Assembly, summons shall be made to CISS General Secretariat, CASS' Boards of Directors, and CIESS Board of Directors and Director.

**ARTICLE 16.** CPISS has the following responsibilities:

**A) To enforce and supervise compliance of General Assembly's decisions, formulating corresponding procedures regulations.**

**B) To conduct necessary activities to meet General Assembly's decisions.**

**C) To maintain CISS' relations with member institutions, international agencies and other related institutions and organizations.**

**D) To approve agreements signed with international agencies, institutions and other related social security institutions, and also to supervise compliance.**

**E) To authorize summons to CISS' bodies meetings and to approve corresponding venue, dates and agendas.**

**F) To approve annual reports and programs, that according to current bylaws should be submitted to its considerations by CISS' bodies, and to supervise their enforcement.**

**G) To approve CISS' budget, balance and income and expenditures statement.**

**H) To pass and amend CISS' bodies regulations, save the General assembly's regulations.**

**I) To resolve CISS' affiliation and disaffiliation requests.**

**J) To elect its Executive Board.**

---

L) To elect the members of CISSS' Board of Directors except the President, and to appoint its Director.

M) To set and review CISSS' members fees.

N) To submit to the General Assembly the Amendments to CISSS' bylaws, with necessary experts' opinions enclosed.

ARTICLE 17. CPISS will hold one regular meeting every year, and extraordinary meetings whenever these are summoned to by the Executive Board.

The regular meeting will be held in organization's headquarters, save when CISSS members majority decides otherwise.

## SECTION VI

### EXECUTIVE COMMISSION

ARTICLE 18. CPISS will have an executive commission made up by CISSS' President, and Vicepresident, three full members and one associate member.

ARTICLE 19. The Executive Board members will serve for a three-year period and can be re-elected.

ARTICLE 20. The Executive Commission has the following powers:

A) To conduct CPISSS' business during intermeeting periods, and to summon to CPISSS' extraordinary meetings.

- B) To issue expert opinions on matters submitted to them.
- C) To accept members provisional affiliation, reporting it on CPISS subsequent meeting.
- D) All others described in bylaws and regulations.

## SECTION VII

### CISS PRESIDENCY

**ARTICLE 21.** CISS will have a President and three Vicepresidents that will be elected by the General Assembly.

The President will serve for a three year period and can be reelected.

The Vicepresidents will serve in their position one year each, for a three year period, by order of election.

**ARTICLE 22.** CISS' President has the following powers:

- A) To act as Representative of the Interamerican Conference on Social Security.
  - B) To preside the General Assembly, the CPISS meetings and its Executive Board, as well as CISS' Board of Directors, and will have a quality vote.
  - C) To ensure CISS' relations with its members, international agencies and related institutions and organizations.
  - D) To propose to General Assembly, in consultation with Executive Board, a candidate for the position of CISS'
-

**Secretary General.**

- E) To sign summons to CISS' meetings jointly with General Secretariat.**
- G) To issue credentials for CISS' representative at the meetings of international agencies, and other related institutions and organizations.**
- H) To submit CISS' triennial program and activities report to the General Assembly.**

**ARTICLE 23.** In case of absence or impediment of CISS' President, the Vicepresident shall temporarily replace him.

## **SECTION VIII**

### **GENERAL SECRETARIAT**

**ARTICLE 24.** General Secretariat is CISS' administrative management body, and shall be the responsibility of an incumbent who shall serve for a period of three year and can be re-elected.

**ARTICLE 25.** The Secretary General, assisted by his technical staff, is in charge of the following functions:

- A) To undertake formalities to fulfill CISS' provisions, roles and activities.**
  - B) To periodically inform CISS' members institutions about activities conducted by the agency.**
  - C) To establish technical cooperation programs for CISS' members.**
  - D) To coordinate relations between CASS' Board of**
-

**Directors and CIESS Direction.**

**E) To systematize and permanently update information relative to Social Security of the Americas status.**

**F) To formulate CISS' comprehensive program and activities report to be presented every three year to General Assembly's President.**

**G) To submit CPISS annual report and activities program to the regular meeting.**

**H) To manage CISS' finances and to formulate annual draft budgets, through a treasurer whose tasks are described in corresponding regulations.**

**I) To submit annual balance sheet and income expenditures statement to CPISS.**

**J) To support CISS publications policy and to manage CPISS and CASS publications.**

**K) To serve as secretary in General Assembly meetings, CPISS and Executive Board meetings.**

**L) To attend CIESS' Board of Directors' meetings.**

**M) To appoint General Secretariat's staff and the treasurer.**

**N) To meet all the other duties described in the bylaws, in the regulations or determined by the CISS' President.**

## SECTION IX

### AMERICAN SOCIAL SECURITY COMMISSIONS

**ARTICLE 26.** American Social Security Commissions are CISS' Technical support bodies for the attainment of its goals, and will be integrated by experts sent by each member institution credited before the corresponding Commissions's Board.

Coordination and enforcement of CASS activities will be the responsibility of CISS General Secretariat. which must provide necessary assistance and strive to obtain participation of related technical bodies.

**ARTICLE 27.** Each Commission will elect its Board of Directors, that include a President, and four Vicepresidents, and a Technical Secretary, who will serve for a three year period and can be re-elected.

**ARTICLE 28.** CASS' have the following functions:

- A) Advising CISS' bodies in their areas of specialty.
- B) Organizing and holding technical meetings.
- C) Conducting research and study projects in coordination with CISS.
- D) To develop and conduct programs.
- E) To cooperate and participate in General Secretariat and CISS' programs and activities.
- F) To propose the CISS activities related to Commission's field of specialty.
- G) To respond to consulting services requests made by

**CISS' members in their own fields of specialty.**

**H) To approve CASS' comprehensive and annual programs that will subsequently be submitted to General Assembly's regular meetings and CPISS' meetings respectively.**

**I) To submit to the General Assembly, their triennial activities report and their annual report to the CPISS.**

**J) All others set forth in regulations or determined by General Assembly or CPISS.**

**In order to achieve their goals, CASS will coordinate their activities.**

**ARTICLE 29. In addition to those set forth by CASS' regulations, Boards of Directors will have to conduct following actions:**

**A) To direct and manage CASS' activities, to serve as liaison to coordinate them with the activities of other CISS' bodies.**

**B) To represent the Commission, either as a collegiate body or through one or several of its members.**

**C) To conduct CASS' activities in periods between regulatory meetings.**

**D) To formulate CASS' annual and triennial activities reports, which once approved by them, will be submitted to the CPISS and to the General Assembly during regular meetings.**

**E) To address requests made to the Commissions in their fields of endeavor.**



F) All other activities entrusted by the CASS.

ARTICLE 30. CASS should meet regularly every year and their Boards of Directors can meet when the chair or two of its members request it.

## SECTION X

### INTERAMERICAN CENTER FOR SOCIAL SECURITY STUDIES

ARTICLE 31. The Interamerican Center for Social Security Studies is the teaching, training and research body of the CISS.

ARTICLE 32. The CISS, has the following responsibilities:

A) To enforce CISS statements, recommendations and resolutions, in their field of endeavor.

B) To train Social Security's manpower resources in a systematic permanent fashion.

C) To promote and conduct research and study projects related to Social Security.

D) To encourage academic and information exchanges, as well as studies related to Social Security.

E) To promote the attendance to training, teaching and research events.

F) To encourage Social Security's or related fields doctrinary debate.

G) To compile and disseminate breakthroughs and studies in Social Security systems.

H) To participate in CPISS cooperation and coordination programs.

I) To submit to the CPISS the annual activities report and programs.

J) To formulate an annual financial statement and draft project.

**ARTICLE 33. The CIESS Authorities are:**

A) The Board of Directors

B) The Director

**ARTICLE 34. The Board of Directors will be integrated by the CISS' President, five full members and one associate member who will serve for a three-year period and can be re-elected.**

The CIESS Director will also serve as Board of Directors' Secretary, and will only be entitled to voice. The Secretary General shall attend meetings entitled to voice.

**ARTICLE 35. The Board of Directors has the following duties and powers:**

A) Within its jurisdiction, to give instructions to comply with CISS' statements resolutions and recommendations.

B) To approve CIESS' activities plans.

C) To sanction annual CIESS' draft budget and to control its performance.

D) To propose to CPISS criteria to enter into agreements,

within their power, which will then have to be promoted in annual and triennial programs that, as set forth in bylaws, must be submitted by CIESS' direction.

E) To issue provisions necessary for CIESS' internal operations.

F) To propose to CPISS, a candidate to be the Center's Director.

G) To approve the report and annual activities draft project to be submitted to CPISS in their regular meeting.

H) To sanction and send the CIESS' report and comprehensive activities program to CPISS, since CISS' President must submit it to the General Assembly every three years.

I) To define criteria used to set fees to be collected for CIESS' services.

J) To propose events to be held out of seat.

K) To propose to CPISS, ammendments to CIESS' regulations.

L) All other activities set forth by respective regulations or determined by the General Assembly or the CPISS.

ARTICLE 36. The Board of Directors shall hold a regular meeting every year, and extraordinary meetings whenever these are summoned to by the President or by the majority of the members.

ARTICLE 37. Board of Director's President has the following functions:

A) To supervise CIESS activities programs enforcement.

**B) To represent CIESS, although this task can be delegated on another Board member or on the Director.**

**C) To coordinate Board of Director's activities with CIESS' Direction.**

**D) To summon to Board of Director's meetings.**

**E) All other activities assigned to it, either by the Board of Directors or by respective regulations.**

**ARTICLE 38. CIESS' Direction will be the responsibility of an incumbent, who will serve for a three-year period and can be re-elected.**

**Management has the following functions:**

**A) To conduct, coordinate and supervise CIESS' academic, technical, and administrative activities.**

**B) To propose to the Board of Directors the CIESS' planning of activities.**

**C) To undertake activities approved under CIESS' plans.**

**D) To submit to the Board the annual and triennial CIESS' activities report.**

**E) To submit financial report and revenues and expenditures draft budget to the Board of Directors, every year.**

**F) To submit the CIESS' annual activities report to the CPSS after receiving approval from the Board of Directors.**

**G) To authorize the use of CIESS services, on the**

---

basis of criteria set by the Board of Directors and to set corresponding fees on the same basis.

I) To appoint and dismiss the Center's personnel.

J) All others approved by the Board of Directors and the corresponding regulations.

## SECTION XI

### MEMBERS RIGHTS AND DUTIES

ARTICLE 39. The CISS' members have the following rights and obligations:

A) To participate in CISS' meetings and activities.

B) To try to enforce the implementation on CISS' resolutions and recommendations in their respective countries and organizations.

C) To submit proposals and initiatives related to CISS goals and performance, according to its bodies regulations.

D) To be elected to CISS positions according to current bylaws and respective regulations.

Associate members are entitled to be elected for positions in CPISS' Executive Board, CASS' or CIESS' Boards of Directors, as set forth by present bylaws.

E) To accredit the head of the delegation and a substitute to hold positions they were elected to, in the CISS, as well as in the CASS, by supporting and giving the necessary assistance to them so they can perform their roles.

---

**F) To propose their countries to host CISS' meeting by committing the necessary support.**

**Associate members can exercise this right in coordination with their countries full member.**

**G) to propose their institutions to host technical, academic and research events by committing the necessary support.**

**H) To receive cooperation and technical support from CISS' bodies, according to its programs and regulations.**

**I) To use scholarships for CISS' courses and seminars as set forth by regulations.**

**J) To report social security changes and breakthroughs in their own institutions.**

**K) To send timely information, as requested by the CISS, and as permitted by their own internal regulations.**

**L) To receive CISS' publications on a "free of charge basis", when this is set forth by regulations.**

**M) To make timely payments of CISS' yearly quotas.**

**N) To propose candidates for CISS elected positions**

**O) To submit bylaws and regulations amendments proposals.**

## **SECTION XII**

### **PROPERTIES AND FINANCIAL RESOURCES**

**ARTICLE 40. The CISS will have its own properties. Its resour-**

ces shall come from members' quotas as well as from other income sources foreseen by respective bylaws and regulations. Both shall exclusively be devoted to attain CISS' goals.

ARTICLE 41. CISS funds management and investments must be conducted by General Secretariat under the best safety and return conditions.

ARTICLE 42. There will be specific regulations to undertake CISS' financial schemes.

### SECTION XIII

#### REGULAR PROVISIONS

ARTICLE 43. The venue for CISS' bodies can be any of the countries of members or its own headquarters, except in cases set forth by article 17 of current bylaws.

ARTICLE 44. In order to have legal quorum to hold General Assembly or CPISS meeting, the attendance of half plus one members entitled to vote will be enough. If on the day and hour set for the meeting there is not sufficient quorum to hold it, it will be understood that the meeting is summoned to, on the following day at the same hour, under the same conditions.

ARTICLE 45. General Assembly's resolutions will be adopted with favorable votes of half plus one CISS members entitled to vote after checking quorum.

ARTICLE 46. CPISS resolutions will be adopted with favorable votes of half plus one CISS' members entitled to vote.

ARTICLE 47. CISS' Bylaws can only be ammended with two thirds of CISS voting members total votes.

**ARTICLE 48.** Quorum for Executive Board and CASS' Boards of Directors and CIESS' Board of Directors will be established by respective regulations and also the attendance needed for quorum.

**ARTICLE 49.** In CISS meetings all full members are entitled to vote.

Associate members are entitled to speak in all CISS meetings, and will have the right to speak and vote at CPISS, CASS' and CIESS' Boards of Directors meetings, if elected to serve in those bodies.

#### **SECTION XIV**

### **GENERAL PROVISIONS**

**ARTICLE 50.** The CPISS has to issue necessary regulations for the operation of the CISS' bodies strictly except those of the General Assembly.

**ARTICLE 51.** The integration of Executive Board and CASS' and CIESS' Board of Directors must try to achieve regional representation, in their members.

**ARTICLE 52.** The CISS authorities must remain in their positions until new incumbents take over.

**ARTICLE 53.** The CISS official languages will be those spoken by Conference's members.



## **TRANSITORY PROVISIONS**

- 1st:** The CPISS current president and vice president will perform functions set forth by bylaws for the president, vice presidents, and CISS' Secretary General until incumbents to those positions are elected in the following General Assembly meetings.
- 2nd:** Current members of CPISS Executive Board, CASS' and CIESS' Boards of directors and CIESS Manager will perform functions set by current bylaws for CPISS' Executive Board, CASS' and CIESS' director, until incumbents are appointed or elected to hold those positions, as set forth by current bylaws, at next CPISS' regular meeting and CASS' meetings to be held on the same date of General Assembly regular meeting.
- 3rd:** Current CISS' rules and regulations including the so-called CIESS bylaws will be enforced, as long as they do not contradict the present bylaws, and until new regulations are approved in following CPISS and General Assembly Meetings.

**Second:** Current bylaws are abrogated and any other provision against bylaws approved on this date.

**Third:** Bylaws approved will be enforced as of this date

**Fourth:** Agreements adopted shall be enforced.

**Completed at the Interamerican Conference on Social Security's  
seat in Mexico City, on August 12, 1988.**

**REGULATIONS OF THE  
INTERAMERICAN SOCIAL SECURITY CONFERENCE'S  
BODIES**

## **INTRODUCTION**

The review that was made of the regulations which apply to the agencies within the Interamerican Conference on Social Security was recently based on the approval granted by the First Extraordinary General Assembly to CISS' By-laws at a meeting in Mexico City, in August, 1988.

During that meeting, Resolution 101, which makes the office of CISS' Secretary General responsible for preparing drafts for regulations to be submitted to the XV General Assembly and to the XXXIII Meeting of CPISS at San Jose, Costa Rica in November, 1989, was accepted.

The First Extraordinary General Assembly also decided to grant approval to the Reviewing Commission to provide support to CISS' Secretary General.

In order to comply with the above, CISS' General Secretariat established the following procedure: First it proceeded to write drafts for the Regulations applicable to the General Assembly, to CPISS, to CIESS, to CASS, and to the Financial Regulations. It was then agreed to carry out two successive reviews before the drafts were forwarded to CISS members for their comments and suggestions.

Once the comments were received, the General Secretariat proceeded to gather all the documents that the Reviewing Commission would analyze and write during their meeting of August, 1989.

---

After the meeting, the General Secretariat sent the drafts of the regulations once again to the members for a final review.

Formal approval of the Regulations for the General Assembly is granted during CISS' XV General Assembly, and approval for the regulations for CPISS, CASS, CIESS, and the Financial Regulations is granted during CPISS' XXXIII meeting.

San Jose, Costa Rica  
November, 1989.

---

**INTERAMERICAN  
SOCIAL SECURITY  
CONFERENCE**

**GENERAL ASSEMBLY'S  
REGULATIONS**

## **CONTENTS**

	<b>PAGE</b>
<b>SECTION I</b>	
<b>Definition</b>	<b>5</b>
<b>SECTION II</b>	
<b>Meetings of the General Assembly</b>	<b>5</b>
<b>Chapter 1:</b>	
<b>Nature of the Meetings and Summons</b>	<b>5</b>
<b>Chapter 2:</b>	
<b>Location, Dates, and Agenda</b>	<b>6</b>
<b>SECTION III</b>	
<b>Representatives</b>	<b>7</b>
<b>SECTION IV</b>	
<b>Organization of Meetings</b>	<b>7</b>
<b>SECTION V</b>	
<b>Authorities at the General Assembly</b>	<b>8</b>
<b>SECTION VI</b>	
<b>Quorum</b>	<b>9</b>
<b>SECTION VII</b>	
<b>Discussions and Proposals</b>	<b>9</b>
<b>SECTION VIII</b>	
<b>Voting Process</b>	<b>10</b>
<b>SECTION IX</b>	
<b>Amendments to CISS' By-laws and to the Regulations for the General Assembly</b>	<b>11</b>
<b>SECTION X</b>	
<b>Miscellaneous</b>	<b>11</b>
<b>TRANSITORY PROVISIONS</b>	<b>11</b>

## SECTION I

### DEFINITION

ARTICLE 1.- The General Assembly is the organization within the Interamerican Social Security Conference (CISS) in charge for deliberating and taking resolutions.

## SECTION II

### MEETINGS OF THE GENERAL ASSEMBLY

#### *Chapter 1*

#### *Nature of the Meetings and Summons*

ARTICLE 2.- Regular meetings held by CISS' General Assembly are held every three years, and extraordinary meetings are held whenever the CISS or its Executive Board summon them.

ARTICLE 3.- The summons for regular and extraordinary meetings shall be accompanied by the Agenda signed by the Chairman and the Secretary General from CISS.

ARTICLE 4.- Summons for regular and extraordinary meetings shall be issued as follows:

- Members shall be summoned directly and through the appropriate Foreign Affairs Ministry.
-



- Summons addressed to the Boards of Directors for the American Social Security Commissions (CASS), the Interamerican Center for Social Security Studies (CIESS), and the Director of CIESS will be sent to the institution in question or to the person the institution appoints.
- Observers will be summoned by invitation.

## ***Chapter 2***

### ***Location, Date, and the Agenda***

ARTICLE 5.- The General Assembly may be held at headquarters or hosted by any of the member countries. CPISS shall take a decision on this matter based on the proposal made by the CISS member who requests to host the event.

ARTICLE 6.- The date for the General Assembly meeting shall be proposed jointly to CPISS by the General Secretariat and the CISS member hosting the event.

ARTICLE 7.- Agendas for regular and extraordinary meetings of the General Assembly shall specify the issues to be dealt with, duly approved by CPISS or the Executive Commission.

Only those issues included in the summons to the meeting shall be discussed during extraordinary meetings.

ARTICLE 8.- CISS members and agencies may propose to CPISS or to the Executive Commission, through the General Secretariat, any relevant technical matters or issues of importance relating to Social Security that shall be discussed at the General Assembly.

**ARTICLE 9.-** The General Assembly shall issue pronouncements through Statements, Recommendations, and Resolutions.

**ARTICLE 10.-** The Chairman and the General Secretary's offices will prepare the matters to be discussed on a daily basis according to the Agenda approved.

**ARTICLE 11.-** Miscellaneous matters which are to be included in the Agenda shall be specified in detail.

### **SECTION III**

#### **REPRESENTATIVES**

**ARTICLE 12.-** Members shall accredit their representatives before the Secretary General's office and shall appoint a president, as well as any advisors or observers included in the delegation.

The Boards of Directors for CASS and CIESS, international organizations or institutions, and similar organizations will also accredit their representatives before the General Secretariat.

### **SECTION IV**

#### **ORGANIZATION OF MEETINGS**

**ARTICLE 13.-** The CISS member hosting the event shall appoint a Coordinator responsible for organizing it, as well as a committee to aid him.

If the meeting takes place at headquarters the General Secretariat will be totally responsible for organizing the event.

---

**ARTICLE 14.-** CISS' General Secretariat shall cooperate with the Commission in all activities prior to the event and shall be responsible for coordinating it.

**ARTICLE 15.-** The Organizing Committee will be responsible for providing technical and administrative support necessary to develop the program.

**ARTICLE 16.-** CISS' General Secretariat shall carry out a meeting prior to the General Assembly. This meeting shall be included in the program.

## **SECTION V**

### **AUTHORITIES OF THE GENERAL ASSEMBLY**

**ARTICLE 17.-** The President of the Republic or the Head of Government at the host country shall be Honorary President of the General Assembly.

**ARTICLE 18.-** CISS' Chairman shall preside the Assembly General and shall have the following responsibilities: declare meetings open or closed; lead the discussions, grant or refuse the floor; submit proposals and conclusions to ballot and report on voting results; maintain order and make sure that the Regulations herein are complied with.

**ARTICLE 19.-** The Chairman shall also propose appointing ad-hoc groups or committees made up by representatives of the members, in order to prepare Statements, Resolutions, and Recommendations.

**ARTICLE 20.-** Should CISS' Chairman be absent, the acting Vice Chairman Vice-Chairman shall replace him, and the latter shall be replaced by the Vice Presidents elected in successive back order during the previous General Assembly meetings.

---

**ARTICLE 21.-** CISS' Secretary General shall act as Secretary for the General Assembly, and shall carry out the following duties: assist the Chairman in carrying out the Agenda; report delegates' accreditation to the General Assembly's meeting; certify quorum; count the ballots and report the result to the Chairman.

## **SECTION VI**

### **QUORUM**

**ARTICLE 22.-** A quorum of fifty percent plus one voting member is required to legally hold a regular or extraordinary meeting of the General Assembly. In the event that quorum is not achieved on the date and time stipulated for the meeting, it will be understood that the meeting will take place the following day at the same time under similar conditions.

## **SECTION VII**

### **DISCUSSIONS AND PROPOSALS**

**ARTICLE 23.-** All participants accredited to the meetings shall be entitled to take the floor if they request it previously.

**ARTICLE 24.-** The Chair will grant the floor according to the order it is requested, and all contributions shall be allotted a maximum of ten minutes, unless the Chairman grants permission otherwise.

**ARTICLE 25.-** None of the participants may take the floor more than once on the same subject unless the Chairman approves it.

**ARTICLE 26.-** The Chairman may withdraw the right to hold the floor to any participant who deviates from the subject at hand.

**ARTICLE 27.-** Once the Chairman considers that a subject has been sufficiently explored, he may end the discussion and submit the issue to ballot.

## **SECTION VIII**

### **VOTING PROCESS**

**ARTICLE 28.-** All regular members shall have the right to vote at meetings of the General Assembly.

Voting shall be carried out by the raised-hands system or by acclamation.

Each regular member shall have one vote which shall be issued by the authorized representative, and he may not be a member of another country's delegation.

**ARTICLE 29.-** Resolutions taken by the General Assembly shall be put into effect when fifty percent plus one of the members present with a right to vote do so favorably.

**ARTICLE 30.-** In the event any questions are raised regarding the results of a raised hands voting, the Chairman is empowered to request a nominal vote. Whenever three regular members of CISS request a nominal vote, it shall be taken.

**ARTICLE 31.-** In the event of a tie vote, the Chairman may resort to the quality vote granted to him in the By-laws.

## SECTION IX

### **AMENDMENTS TO THE CISS BY-LAWS AND TO THE GENERAL ASSEMBLY'S REGULATIONS**

**ARTICLE 32.-** The General Assembly is empowered to amend CISS' By-laws partially or in full, as well as its own Regulations.

**ARTICLE 33.-** CISS' members may submit amendment proposals to the By-laws or to the Regulations herein. Proposals must be submitted in writing at CPISS' Regular Meeting. At that time, a Reviewing Committee shall be appointed to look into these proposals.

**ARTICLE 34.-** A majority vote of two-thirds of the regular members shall be required to ammend CISS' By-laws.

## SECTION X

**ARTICLE 35.-** Any issues not provided for in the Regulations herein shall be solved by the General Assembly.

### **TRANSITORY PROVISIONS**

**FIRST.-** Current Assembly General Regulations are hereby abrogated.

**SECOND.-** Resolutions approved shall be enforced as of November 24, 1989.

---

**INTERAMERICAN  
SOCIAL SECURITY  
CONFERENCE**

**INTERAMERICAN PERMANENT  
SOCIAL SECURITY COMMITTEE  
REGULATIONS**

## **CONTENTS**

	<b>Page</b>
<b>SECTION I</b>	
<b>Definition</b>	
<b>SECTION II</b>	
<b>Meetings</b>	<b>5</b>
<b>Chapter 1:</b>	
<b>Nature of the Meetings and Summons</b>	<b>5</b>
<b>Chapter 2:</b>	
<b>Location, Date, and Agenda</b>	<b>6</b>
<b>SECTION III</b>	
<b>Representatives</b>	<b>7</b>
<b>SECTION IV</b>	
<b>Organization of the Meetings</b>	<b>7</b>
<b>SECTION V</b>	
<b>Authorities</b>	<b>8</b>
<b>SECTION VI</b>	
<b>Quorum</b>	<b>9</b>
<b>SECTION VII</b>	
<b>Discussions and Proposals</b>	<b>9</b>
<b>SECTION VIII</b>	
<b>Voting Procedure</b>	<b>10</b>
<b>SECTION IX</b>	
<b>Procedure to Accept or Suspend Members</b>	<b>11</b>
<b>SECTION X</b>	
<b>Amendments to the Regulations</b>	<b>12</b>
<b>SECTION XI</b>	
<b>Miscellaneous</b>	<b>13</b>
<b>TRANSITORY PROVISIONS</b>	<b>13</b>



## **SECTION I**

### **DEFINITION**

**ARTICLE 1.-** The Permanent Interamerican Social Security Committee (CPISS) is the Conference's governing and executive body for the Interamerican Social Security Conference (CISS).

**ARTICLE 2.-** In the periods between regular meetings, CPISS' functions shall be carried out by the Executive Commission.

## **SECTION II**

### **MEETINGS**

#### **Chapter 1**

#### **Nature of the Meetings and Summons**

**ARTICLE 3.-** CPISS meetings held on an annual basis are considered regular, and extraordinary when the Executive Commission issues a summons.

**ARTICLE 4.-** The summons for CPISS regular and extraordinary meetings, as well as meetings for the Executive Commission, shall be signed by the Chairman and CISS' Secretary General, and submitted along with the Agenda.

**ARTICLE 5.-** Summons shall be issued as follows:

- Members shall be advised directly and/or through the appropriate Foreign Affairs Ministry,
  - CASS and CISS Boards of Directors as well as CISS Director, shall be advised through the appropriate institution.
-

- Observers will be issued an invitation.

## **Chapter 2**

### **Location, Date, and Agenda**

**ARTICLE 6.-** Meetings for CPISS and the Executive Commission shall be held at headquarters unless CPISS decides differently.

**ARTICLE 7.-** The date to hold CPISS' meetings or meetings for the Executive Committee shall be proposed by the General Secretariat to the appropriate agency. In the event that the meetings are held outside of headquarters, a proposal shall be submitted jointly with the CISS member institution hosting the event.

**ARTICLE 8.-** The specific matters to be discussed during CPISS' meetings and meetings of the Executive Commissions shall be included in the daily agenda and approved by CPISS or the Executive Commission.

**ARTICLE 9.-** CPISS shall make pronouncements by means of Recommendations or Resolutions.

**ARTICLE 10.-** The Chairman and the Secretary General shall decide upon the issues to be dealt with on a daily basis at CPISS' meetings and at meetings of the Executive Commission according to the Agenda approved.

**ARTICLE 11.-** Miscellaneous matters to be included on the daily discussions shall be duly specified.

### **SECTION III**

#### **Participants**

**ARTICLE 12.-** Each member shall accredit his representatives to the meetings before the General Secretariat, and will appoint the president, as well as any advisors or observers who shall be present.

The Board of Directors from CASS, CIESS, international agencies, institutions and similar organizations shall also accredit their representatives before the General Secretariat.

### **SECTION IV**

#### **Organization of the Meetings**

**ARTICLE 13.-** The CISS member hosting the event shall appoint a Coordinator responsible for organizing the event. A Committee shall also be appointed to aid the coordinator.

In the event that the meeting is held at headquarters the General Secretariat will be responsible for the overall organization of the activities related to the event.

**ARTICLE 14.-** The General Secretariat for CISS shall work with the Committee during activities held previous to the meeting, and shall be in charge for coordinating the event during the time it is taking place.

**ARTICLE 15.-** The Organizing Committee shall be in charge of supplying technical and administrative support needed to develop the program.

## SECTION V

### **Authorities**

**ARTICLE 16.-** CISS' Chairman shall preside meetings for CPISS and shall be responsible for the following: opening and adjourning sessions, lead the discussions, grant or deny the right to take the floor, submit proposals to balloting and report the results of the voting process, maintain order and compliance with the Regulations herein.

**ARTICLE 17.-** The Chairman shall also propose that committees and ad-hoc groups made up by representative of the members be appointed. They shall be in charge of preparing and writing Resolutions and Recommendations.

**ARTICLE 18.-** Should the CISS Chairman be absent, the acting Vice President shall replace him, and the latter shall be substituted by the vice presidents elected in successive back order during the previous General Assembly.

**ARTICLE 19.-** The Secretary General for CISS shall be responsible for the following during the meetings: assist the Chairman in carrying out the Agenda, report accreditations of delegates to the meetings, certify quorum, count the results of the voting process and report it to the Chairman.

**ARTICLE 20.-** Any groups or committees required to comply with the items in the Agenda may be appointed during CPISS' meetings.

## SECTION VI

### QUORUM

**ARTICLE 21.-** The legal quorum required for regular and extraordinary CPISS meetings shall be of fifty percent plus one voting member. In the event that quorum is not achieved on the date and time stipulated for the meeting, it will be understood that the meeting will take place the following day at the same time, under similar conditions.

**ARTICLE 22.-** Summons for meetings of the Executive Commission shall be issued by CISS' Chairman, and may legally take place if fifty percent plus one of the members are present. The votes issued by the Chairman and the acting Vice Chairman are taken unto consideration for this purpose.

## SECTION VII

### DISCUSSIONS AND PROPOSALS

**ARTICLE 23.-** If requested previously, all participants accredited to the meetings shall be entitled to take the floor during plenary sessions or special committees.

**ARTICLE 24.-** The Chairman shall grant the floor according to the order it is requested, and all contributions shall be allotted a maximum time of 10 minutes, unless the Chairman grants permission otherwise.

**ARTICLE 25.-** None of the participants may take the floor more than once on the same subject, unless the Chairman approves it.

**ARTICLE 26.-** The Chairman may withdraw the right to hold the floor to any participant who deviates from the subject at hand.

**ARTICLE 27.-** Once the Chairman considers that a subject has been sufficiently explored, he may end the discussion and submit it to a vote.

## **SECTION VIII**

### **VOTING PROCESS**

**ARTICLE 28.-** All regular members present at CPISS regular and extraordinary meetings shall be entitled to vote.

The voting shall be carried out by the raised-hand system or by acclamation.

Each regular member shall have only one vote. It shall be issued by the authorized representative, who may not be a representative for another country.

**ARTICLE 29.-** CPISS' resolutions will be put into effect when fifty percent plus one of CISS' voting members present at the meeting vote favorably.

**ARTICLE 30.-** If questions are raised regarding a voting process held by the raised-hands system, the Chairman is empowered to request a nominal ballot. In the event that three regular members of CISS request a nominal ballot, it shall be carried out.

**ARTICLE 31.-** In the event of a tie vote, the Chairman shall decide the voting using the quality vote granted in the By-laws.

**ARTICLE 32.-** Any decisions taken by the Executive Commission shall be put into effect with fifty percent plus one of the votes in favor.

## **SECTION IX**

### **PROCEDURE TO ACCEPT OR SUSPEND MEMBERS**

**ARTICLE 33.-** In order to accept new regular members to CISS, the following requirements shall be met:

- a) A written request for admission must be submitted to CISS' Chairman.
- b) Submit proof that the requesting institution represents the Social Security System in its country.
- c) Formal and unconditional acceptance of all CISS' By-laws and Regulations.

**ARTICLE 34.-** In order to accept new associate members to CISS, the following requirements shall be met:

- a) Submit a written request for admission to CISS' Chairman.
- b) Submit proof that the institution manages one or more branches of the Social Security system, that it was legally established, and that it provides compulsory coverage to the population it serves.
- c) Formal and unconditional acceptance of all of CISS' By-laws and Regulations.

**ARTICLE 35.-** The Executive Commission shall decide upon temporary affiliation of new members, although it is responsible for advising CPISS about this matter at the next regular meeting in order to reach a final decision.

---

**ARTICLE 36.-** Any member who wishes to withdraw from CISS, may address a written request to the Chairman.

**ARTICLE 37.-** Any member of CISS may be suspended from the organization for the following reasons:

- a) The member no longer meets membership requirements.
- b) The member does not comply with the By-laws and Regulations.
- c) The member does not meet financial commitments after deadlines expire or does not comply with the conditions established in CISS' Financial Regulations.

Whenever any of the above occurs, CISS' Secretary General shall notify the Executive Commission about it. In turn, the Commission shall submit its comments to CPISS for a decision at the next regular meeting.

## **SECTION X**

### **AMENDMENTS TO THE REGULATIONS**

**ARTICLE 38.-** CPISS shall be entitled to amend the Regulations herein partially or in full.

**ARTICLE 39.-** CISS' members shall be entitled to submit written proposals to amend the Regulations herein at CPISS' regular meeting. A Reviewing Committee shall be appointed to issue a decision.



## SECTION XI

### MISCELLANEOUS

**ARTICLE 40.-** Any issues not provided for in the Regulations herein shall be solved by CPISS.

### TRANSITORY PROVISIONS

**First.-** Current CPISS Regulations are hereby abrogated.

**Second.-** Approved Regulations will be enforced as of November 23, 1989.

**INTERAMERICAN  
SOCIAL SECURITY  
CONFERENCE**

**AMERICAN SOCIAL SECURITY COMMISSIONS  
REGULATIONS**

## **CONTENTS**

	<b>PAGE</b>
<b>SECTION I</b>	
<b>Definition and Establishment</b>	<b>5</b>
<b>SECTION II</b>	
<b>Internal Organization</b>	<b>5</b>
<b>Chapter 1:</b>	
<b>Boards of Directors</b>	<b>6</b>
<b>Chapter 2:</b>	
<b>Chairmen</b>	<b>6</b>
<b>Chapter 3:</b>	
<b>Vice Chairmen</b>	<b>7</b>
<b>Chapter 4:</b>	
<b>Technical Secretaries</b>	<b>7</b>
<b>SECTION III</b>	
<b>Participants</b>	<b>8</b>
<b>SECTION IV</b>	
<b>Meetings</b>	<b>8</b>
<b>SECTION V</b>	
<b>Substituting Members</b>	<b>9</b>
<b>SECTION VI</b>	
<b>Amendments to the Regulations</b>	<b>10</b>
<b>SECTION VII</b>	
<b>Miscellaneous</b>	<b>10</b>
<b>TRANSITORY PROVISIONS</b>	<b>10</b>

## **SECTION I**

### **DEFINITION AND ESTABLISHMENT**

**ARTICLE 1.-** The American Social Security Commissions (CASS) are the agencies which provide technical support to the Interamerican Social Security Conference (CISS).

**ARTICLE 2.-** The Interamerican Social Security Commissions are as follows: Prevention of Occupational Risks; Medi-co-Social; Actuarial and Financial Matters; Organization and Management Systems; and Juridical Social .

**ARTICLE 3.-** The Permanent Interamerican Social Security Committee (CPISS) is authorized to create, change, or suppress any Commission as it sees fit.

When a new Commission is established, CPISS shall appoint a study group responsible for deciding whether or not to create a commission.

The report shall be submitted at CPISS' next regular meeting.

In the event that a new Commission is created, CPISS shall appoint a temporary Board of Directors that will perform as such until the next meeting when all the Boards of Directors are to be elected.

## **SECTION II**

### **INTERNAL ORGANIZATION**

#### **Chapter 1**

#### **Boards of Directors**

**ARTICLE 4.-** Each American Social Security Commission shall have a Board of Directors.

---

The Board of Directors shall be made up by a Chairman, four Vice Chairmen, and one Technical Secretary. They shall be elected for a three-year period and may be reelected.

**ARTICLE 5.-** The American Social Security Commissions shall elect the members of their Boards of Directors among the representatives of the CISS member institutions, that are experts in their field of endeavor and regional representation should be achieved.

**ARTICLE 6.-** The CASS shall elect their Boards of Directors all at the same time when CISS' regular meeting takes place.

## **Chapter 2 Chairmen**

**ARTICLE 7.-** The chairmen are responsible for the following:

- a) Preside the meetings held by their own Commission.
  - b) Supervise the creation of technical documents requested to the Commission.
  - c) Coordinate the Commissions' duties with the General Secretariat; participate in training and cooperation programs for CISS; and provide advisory services in their field of endeavor to Conference members.
  - d) Promote attendance of experts from Social Security institutions in the Commissions' activities.
  - e) Submit annual and triennial programs of activities and reports to the General Assembly through CISS' Chairman.
  - f) Issue summons for meetings to be held by the Boards of Directors.
-

- g) **Make sure that information regarding regional activities are circulated appropriately.**

**ARTICLE 8.- The Chairmen may delegate authority to the Vice Chairmen of the Boards of Directors to carry out specific tasks.**

### **Chapter 3 Vice Chairmen**

**ARTICLE 9.- The Vice Chairmen will be responsible for the following:**

- a) **Fill in for the Chairman whenever he is unable to attend. This procedure shall be followed in the order the Vice Chairmen were elected.**
- b) **Participate in the Commission's activities and comply with duties assigned to them.**
- c) **Urge and execute the Commissions' programs in their own areas.**
- d) **Perform any other tasks assigned by the Board of Directors or perform its duties.**

### **Chapter 4 Technical Secretaries**

**ARTICLE 10.- The technical secretaries in each Commission shall be responsible for the following:**

- a) **Provide technical support to the Commissions according to the instruction given by the appropriate Board of Directors.**
  - b) **Prepare the Commissions' reports, programs of**
-

activities, and budgets.

c) Act as Secretary during the meetings held by the Commission or the Board of Directors.

d) Submit a proposed Agenda to the Board of Directors for the next meeting of the Commission, including matters of interest for CISS members.

e) Perform any other duties assigned by the Commission or the Board of Directors.

### SECTION III

## PARTICIPANTS

ARTICLE 11.- Aside from its own members, the Boards of Directors will be summoned to CASS' meetings. The following persons may participate as observers with a right to speak: representatives accredited by international organizations; representatives of non-member institutions related to Social Security activities and related fields; experts participating on a personal basis.

The meetings shall be conducted by a Board made up of a Chairman and a Secretary who must be members of their own Boards of Directors. The above-mentioned Board shall receive accreditations.

### SECTION IV

## MEETINGS

ARTICLE 12.- CASS shall have regular meetings once a year

at the same location where CPISS holds meetings.  
The daily agenda shall specify the issues to be discussed  
duly approved by CPISS or the Executive Committee.

**ARTICLE 13.-** The Boards of Directors may hold meetings whenever the Chairman or two of its members request it through the General Secretariat. The location, date, and agenda shall be established jointly by the Chairman and CISS' General Secretariat.

**ARTICLE 14.-** Whenever the Commissions meet for their regular annual meeting, they will also hold a special session for discuss the activities report and to approve the program for future activities and the budget.  
Every three years, the Agenda for the regular meeting shall include the election of the Board of Directors for the following three-year period, as well as the report and triennial program of activities.

**ARTICLE 15.-** The Boards of Directors from each Commission will require a quorum of 50% plus one of its members at their meetings.

**ARTICLE 16.-** Any decisions taken by the Commission and the Boards of Directors shall be put into effect after 50% plus one of the members present has voted in favor.

## SECTION V

### SUBSTITUTING REPRESENTATIVES

**ARTICLE 17.-** Social Security institutions may replace experts they have previously accredited before CASS, as well as anyone previously elected to the Boards of Directors, whenever they see fit.

---



**ARTICLE 18.-** In the event that an institution does not accredit an expert to occupy the position it was elected for, the appropriate CASS will design another institution to occupy the vacancy for the rest of the period at its next regular meeting.

## **SECTION VI**

### **AMENDMENTS TO THE REGULATIONS**

**ARTICLE 19.-** CPISS shall amend the Regulations herein partially or in full.

**ARTICLE 20.-** CISS members shall be entitled to submit written proposals to ammend the Regulations herein at CPISS' regular meetings. A Reviewing Commission shall be appointed to issue a decision regarding proposals submitted.

## **SECTION VII**

### **MISCELLANEOUS**

**ARTICLE 21.-** Any issues not provided for in the Regulations herein shall be solved by CPISS.

### **TRANSITORY PROVISIONS**

**First.-** Current Regulations hereby abrogate the previous version.

**Second.-** Current Regulations shall be enforced as of November 23, 1989.

---

**INTERAMERICAN  
SOCIAL SECURITY  
CONFERENCE**

**INTERAMERICAN CENTER  
FOR SOCIAL SECURITY STUDIES  
REGULATIONS**

## **CONTENTS**

	<b>PAGE</b>
<b>SECTION I</b>	
<b>Definition</b>	<b>5</b>
<b>SECTION II</b>	
<b>Authorities</b>	<b>5</b>
<b>SECTION III</b>	
<b>Meetings of the Board of Directors</b>	<b>5</b>
<b>SECTION IV</b>	
<b>Internal Organization</b>	<b>6</b>
<b>Chapter 1: Operational Agencies</b>	<b>6</b>
<b>Chapter 2: Academic Council</b>	<b>6</b>
<b>Chapter 3: Departments</b>	<b>8</b>
<b>Chapter 4: Department to Coordinate                     Research</b>	<b>9</b>
<b>Chapter 5: Administrative Committee</b>	<b>10</b>
<b>SECTION V</b>	
<b>Participants</b>	<b>16</b>
<b>SECTION VI</b>	
<b>Amendments to the Regulations</b>	<b>16</b>
<b>SECTION VII</b>	
<b>Miscellaneous</b>	<b>16</b>
<b>TRANSITORY PROVISIONS</b>	<b>17</b>

## **SECTION I**

### **DEFINITION**

**ARTICLE 1.-** The Interamerican Center for Social Security Studies (CIESS) is an educational, training, and research institution within the Interamerican Social Security Conference (CISS).

## **SECTION II**

### **AUTHORITIES**

**ARTICLE 2.-** The ruling authorities for CIESS are:

- a) The Board of Directors
- b) The Director

## **SECTION III**

### **MEETINGS OF THE BOARD OF DIRECTORS**

**ARTICLE 3.-** The Board of Directors shall hold regular meetings on an annual basis. Extraordinary meetings shall be held upon request made by CISS' Chairman or by a majority of the members.

**ARTICLE 4.-** The Board of Directors shall require a quorum of **50% plus one member** in order to hold meetings.

---

ARTICLE 5.- Decisions taken by the Board of Directors shall be put into effect after a vote of 50% plus one of the members present.

ARTICLE 6.- In case of a tie vote, CISS' Chairman shall use his quality vote.

## SECTION IV

### INTERNAL ORGANIZATION

#### *Chapter 1* *Operational Agencies*

ARTICLE 7.- CISS shall operate through the following agencies:

- a) Education, Training, and Research:
  - The Academic Council
  - The Departments
  - Department to Coordinate Research
  
- b) Support:
  - The Management Committee
  - Operational Areas

#### *Chapter 2* *Academic Council*

ARTICLE 8.- The Academic Council shall be responsible for planning and evaluating the Center's academic programs approved by the Board of Directors. It shall be made up by

the Center's Director, who shall preside, by the Department heads, the Research Coordinator, and the Technical Secretary appointed by the Director. The meetings of the Academic Council shall be called upon by the Director periodically.

**ARTICLE 9.-** The Academic Council shall have the following responsibilities:

- a) Review and outline the academic structure required to meet the Center's educational, training, and research goals.
  - b) Prepare annual and triennial training policies and programs to be timely submitted for approval to the Board of Directors.
  - c) Evaluate academic programs approved by the Board of Directors and take necessary steps to fulfill them.
  - d) Issue an opinion regarding specific educational, research, and publishing projects submitted by the Center's Director.
  - e) Prepare proposals for cooperation with international agencies, with institutions of higher learning, and with social security institutions in order to improve compliance with the Center's academic programs and goals.
  - f) Promote academic events to be held outside of headquarters.
  - g) Approve policies and procedures to develop academic programs.
  - h) Comply with any other duties outlined by the Direc
-

tor and by the Regulations herein.

**Chapter 3**  
**Departments**

**ARTICLE 10.-** The various departments will be responsible for putting into effect the Center's academic programs. Each department will be headed by a person appointed by the Director.

**ARTICLE 11.-** The various departments will perform the following duties within their own area:

- a) Prepare a program for educational and training activities which will be submitted to the Academic Council.
  - b) Promote research proposals and support the undertaking of research projects approved by the Board of Directors.
  - c) Hold academic events in their field of endeavor either inside or outside of headquarters.
  - d) Draw up educational and training programs required by CISS' member institutions as requested by the Director.
  - e) Choose the most suitable instructors and lecturers for the various academic events.
  - f) Choose and approve the nominees who will participate in academic events and notify acceptance to requesting institutions.
  - g) Inform the Center's Director regarding scholarship requests.
-

- h) Supervise compliance with policies and procedures approved by the Academic Council.
- i) Evaluate the outcome of educational and training activities carried out during each event.
- j) Assist the Center's Director in preparing budgets and periodic reports to be submitted to the Center's Board of Directors and to the Permanent Interamerican Committee on Social Security.
- k) Comply with any other responsibilities assigned by the Director or the Regulations herein.

**Chapter 4**  
**Department to Coordinate Research**

ARTICLE 12.- The Director will appoint the person responsible for the Department to Coordinate Research.

ARTICLE 13.- The Department to Coordinate Research will have the following responsibilities:

- a) Identify priorities that need to be researched within the Social Security field in the American Continent.
  - b) Promote participation from international agencies, from the American Social Security Commissions, from CIESS' Academic Divisions, from social security institutions and other similar organizations to carry out approved research projects.
  - c) Endeavor to obtain self-financed research projects.
-



- d) Draw-up a general research program and specific protocols for each project.
- e) Coordinate the execution of each project by making sure it is developed in accordance to the program and the budget.
- f) Assess the outcome of the projects according to established objectives and promote publication.
- g) Assist the Center's Director in drawing up budgets and periodic reports to be submitted to the Center's Board of Directors and to the Permanent Interamerican Committee on Social Security.
- h) Comply with any other responsibilities assigned by the Director and the Regulations herein.

**Chapter 5**  
**Administrative Committee**

ARTICLE 14.- The Administrative Committee shall provide support to the Director's Office and shall be responsible for the Center's administrative services. It shall be made up by the Center's Director, who shall preside it, by persons responsible for Areas of Operation, and by a Technical Secretary appointed by the Director.

The Administrative Committee shall hold periodic meetings summoned by the Director.

ARTICLE 15.- The Administrative Committee shall have the following responsibilities:

---

- a) Provide all necessary support to the Center's Director to help aid him in carrying out his duties.
- b) Perform any necessary administrative activities and proceedings to operate the Center properly striving at all times to rationalize and up-grade resources.
- c) Allocate financial resources and supervise appropriate expenditures within the budget authorized.
- d) Establish administrative and control procedures to insure that all the areas that are under his responsibility run properly.
- e) Provide administrative support to any departments that require it.
- f) Respond to requests for material and equipment needed to operate the Center properly.
- g) Assist the Director in drawing up budgets and periodic reports to be submitted to the Center's Board of Directors and to CPISS.
- h) Comply with any other responsibilities assigned by the Director and the Regulations herein.

**ARTICLE 16.-** The Administrative Committee shall be responsible for the following areas of operation: Accounting, Cashier Services, Personnel, Communications, Nutrition, Lodging, Events, Security, General Services, Maintenance, and any other duties necessary to meet the Center's objectives.

---

**ARTICLE 17.-** The Accounting Area shall have the following responsibilities:

- a) Prepare drafts for the annual budgets in cooperation with the Areas of Operation.
- b) Draw up a systematic record of the Center's operations in order to obtain the necessary financial information on a reliable and timely basis.
- c) Advise the Administrative Committee of any changes in the budget and possible measures to correct them, so that proper decisions can be taken.

**ARTICLE 18.-** The Cashier shall offer the following services:

- a) Gather, control and classify all of the Center's income for deposit at banking institutions.
- b) Allocate and control the various funds established.
- c) Carry out all authorized payments.
- d) Keep guests' valuables safely and provide currency exchange services.

**ARTICLE 19.-** The Personnel Department shall have the following responsibilities:

- a) Make sure all positions are filled appropriately and that the budget allotted is properly executed.
- b) Keep a record of any faults committed by employees and prepare all relevant reports necessary.

- c) Cooperate with the Administrative Committee in preparing the annual budget for personnel needs.
- d) Make suggestions to the Administrative Committee regarding measures to improve the Center's management and control of personnel.
- e) Report any misconduct by personnel to the individuals responsible for the different departments or areas of operation.

**ARTICLE 20.-** The area of communications shall be responsible for informing the Interamerican Social Security Conference members about the Center's activities, as well as for preparing material to be published and for editing approved material.

The Area of Communications will be responsible for the following:

- a) Prepare and publish information material relating to the Center's activities, making special emphasis on selecting the proper channels to be used.
- b) Coordinate the Center's technical procedures for editing publications, and to announce and sell published material.
- c) Organize and control the library and periodicals, respond to purchasing needs and to programming systems geared at increasing stock and to improving services.
- d) Provide orientation sessions during academic events to give information regarding the services available at the Center and other matters of interest.

**ARTICLE 21.-** The Nutrition Department shall be responsible for the following:

- a) Design basic nutritional programs.
- b) Prepare and serve meals in accordance to established procedure.
- c) Establish administrative controls for handling food supplies.
- d) Establish medical check-ups for personnel working in this area and for the proper cleanliness in handling food supplies.
- e) Make sure that the equipment in this area is working properly.

**ARTICLE 22.-** The department in charge of Lodging shall be responsible for the following:

- a) Meet, register, and lodge guests staying at CIESS' facilities.
- b) Make sure that the Center's facilities are extremely clean and in proper working order.

**ARTICLE 23.-** The area in charge of Events will have the following responsibilities:

- a) Draw up an annual program for the use of facilities based on the Plan of Activities and the Academic Program.

b) With the approval of the Center's Director, it shall prepare a reservations program and a budget estimate for every special event planned.

c) Supervise that facilities are properly used and try to get the best use from them.

**ARTICLE 24.-** The area of Security will be responsible for the security of the staff, guests, valuables, and the Center's facilities.

**ARTICLE 25.-** The area of General Services will be responsible for the following:

a) Provide audio-visual equipment at the Center's events and give it proper maintenance.

b) Control and operate the switchboard and telephone equipment.

c) Provide transportation and messenger services as required, and keep a record of and give maintenance to the Center's vehicles to keep them in the best working order.

d) Provide any other general services required.

**ARTICLE 26.-** The Maintenance Department will be responsible for keeping the Center's facilities in the best working order.

**SECTION V**  
**PARTICIPANTS**

**ARTICLE 27.-** Participants to any events scheduled at CIESS shall comply with the Regulations herein and with the Center's internal regulations.

**SECTION VI**  
**AMENDMENTS TO THE REGULATIONS**

**ARTICLE 28.-** CPISS shall be entitled to ammend the Regula-tions herein partially or in full.

**ARTICLE 29.** CISS members shall be entitled to submit written proposals to ammend the Regulations herein, at CPISS' regular meeting, who in turn shall appoint a Reviewing Committee to issue a decision once it has consulted with the Board of Directors.

**SECTION VII**  
**MISCELLANEOUS**

**ARTICLE 30.-** The Board of Directors shall solve any issues not provided for in the Regulations herein and shall be empow-ered to issue interpretations of decisions should the

---

need arise.

### **TRANSITORY PROVISIONS**

**First.-** The so-called CIESS Regulations which were in force under the third Transitory Provision of CISS Regulations are hereby abrogated.

**Second.-** These Regulations will be enforced as of November 23, 1989.



**INTERAMERICAN  
SOCIAL SECURITY  
CONFERENCE**

**FINANCIAL REGULATIONS**

## **CONTENTS**

<b>SECTION I</b>		
	<b>Treasury</b>	<b>5</b>
<b>SECTION II</b>		
	<b>Program - Budget</b>	<b>5</b>
<b>SECTION III</b>		
	<b>Income</b>	<b>6</b>
<b>SECTION IV</b>		
	<b>Expenses</b>	<b>7</b>
<b>SECTION V</b>		
	<b>Fees</b>	<b>7</b>
<b>SECTION VI</b>		
	<b>Penalties</b>	<b>8</b>
<b>SECTION VII</b>		
	<b>Scholarships</b>	<b>8</b>
<b>SECTION VIII</b>		
	<b>Amendments to the Regulations</b>	<b>9</b>
<b>SECTION IX</b>		
	<b>Miscellaneous</b>	<b>10</b>
<b>TRANSITORY PROVISIONS</b>		<b>10</b>

## **SECTION I**

### **TREASURY**

**ARTICLE 1.-** CISS' financial affairs are the responsibility of the Secretary General, who will appoint a Treasurer in charge of the following:

- a) To manage CISS' finances.
- b) To establish all necessary accounting and financial information systems.
- c) To participate in drafting the annual and triennial budget for CISS and the budgets for all agencies within CISS.
- d) The Treasurer will advise Conference members every six months, through CISS' General Secretariat, about the status of the budget and payment of fees.
- e) Any other duties assigned to him by the Secretary General.

## **SECTION II**

### **PROGRAM-BUDGET**

**ARTICLE 2.-** CISS Secretary General shall submit for the approval of the General Assembly a triennial budget and an annual budget at CPISS' regular meeting. Both budgets will be based on the CISS Program of Activities.

Budgets and expenditures must be submitted in U.S. dollars.

---

ARTICLE 3.- The Program-Budget will strive to maintain financial balance to provide stability and scope to the agency.

ARTICLE 4.- The fiscal year will begin on the first of January and end in December 31 of each year.

Triennial and annual budgets, as well as reports on expenditures, shall be prepared in compliance with the above time-period.

ARTICLE 5.- A Commission will be created at CPISS' regular meeting to analyze the accounting status and issue comments regarding the financial status submitted at the meeting. A representative from CIESS' Board of Directors will be included in the above-mentioned Commission.

### SECTION III

### REVENUES

ARTICLE 6.- The following sources will provide income for CISS:

- a) Fees paid by regular and associate member Institutions.
- b) Contributions from various agencies and institutions.
- c) Income from academic events organized by CIESS.
- d) Grants.
- e) Services rendered by CISS' agencies.
- f) Allocations for maintenance and up-keep of equipment, buildings, and facilities.
- g) Returns on investments.
- h) Sale of publications.
- i) Various other sources

**ARTICLE 7.-** Funds shall be managed and invested in the best possible manner that will provide a margin of safety and profits.

#### **SECTION IV**

#### **EXPENSES**

**ARTICLE 8.-** Only the expenses included in the budget shall be considered.

CISS' General Secretary is the only one empowered to authorize the Treasurer to transfer funds from available entries to cover expenses which have exceeded authorized amounts. He shall submit an immediate, well-based report to the Executive Commission.

#### **SECTION V**

#### **FEEES**

**ARTICLE 9.-** CISS members are responsible for paying their annual fees on a timely basis, in U.S. dollars, before April of every year.

**ARTICLE 10.-** Fees for regular members shall be determined by groups, taking into consideration the degree of economic development in the country in question, the resources allocated to social security, and the coverage provided.

Associate members will pay a standard fee.

**ARTICLE 11.-** CPISS is authorized to review and set fees for each group, as well as to include regular members into the

---

groups and to set fees for associate members.

## SECTION VI

### PENALTIES

**ARTICLE 12.-** The rights of any member of CISS may be suspended for the following reasons:

- a) Two years behind in the payment of fees.
- b) Not paying the fees once an agreement to pay has been reached.

**ARTICLE 13.-** CISS Secretary General shall submit a report to the Executive Commission whenever a member has been suspended. In turn, the Commission shall submit them for consideration at CPISS' next regular meeting along with its own comments. The suspended member shall be advised of the decision taken.

**ARTICLE 14.-** Arrangements and agreements for payment of back fees carried out by the General Secretariat must include payment for the current year.

## SECTION VII

### SCHOLARSHIPS

**ARTICLE 15.-** CISS scholarships include registration, training, lodging and meals whenever the academic events are carried out at headquarters. Teaching material is not included

**ARTICLE 16.-** Regular members who are up-to-date in pay-

ment of their fees shall be entitled to one full scholarship, and an additional half scholarship for each academic event held at CIESS' headquarters and included in the annual program.

**ARTICLE 17.-** Associate members who are up-to-date in the payment of their fees shall be entitled to five full scholarships and five half scholarships at CIESS during each academic year on events held at headquarters.

**ARTICLE 18.-** Members who are not up-to-date in the payment of fees may send participants to the courses; however, they will have to pay full cost.

**ARTICLE 19.-** The office of the Director at CIESS may offer grants to pay airfares based on the resources available for this purpose.

**ARTICLE 20.-** Whenever an event is not held at CIESS' headquarters, scholarships shall be granted according to the agreement made with the host institution

## SECTION VIII

### AMENDMENTS TO THE REGULATIONS

**ARTICLE 21.-** CPISS shall be entitled to ammend the Regulations herein either partially or in full.

**ARTICLE 22.-** CISS' members shall be entitled to submit written proposals to ammend the Regulations herein at CPISS regular meeting. A Reviewing Commission shall be appointed to issue a decision regarding any proposals submitted.

## SECTION IX

### MISCELLANEOUS

**ARTICLE 23.-** Any other matters that have not been foreseen in the Regulations herein shall be solved by CPISS.

### TRANSITORY PROVISIONS

**First.-** Regulations regarding fees are hereby abrogated.

**Second.-** Approved Financial Regulations shall be enforced as of November 23, 1989.



**CONFERENCIA INTERAMERICANA  
DE SEGURIDAD SOCIAL  
SECRETARIA GENERAL**