

**“BOSNIAKS IN DIASPORA WITHOUT CONGREGATION MEMBERSHIP AND A
MOSQUE HAVE NO ORIENTATION, AND NO ORIENTATION IS A STATE OF
ETERNAL DANGER”**

On January 19th, 2019 or Jumada -l-Ula 13th, 1440, pursuant to IRS registration and all regulatory legal acts of the Islamic Community of North American Bosniaks, the Islamic Bosniaks Educational and Cultural Organization for Oregon and South Washington – I.B.E.C.O. at its extraordinary (special) Assembly meeting passed the following:

RULES OF PROCEDURES OF I.B.E.C.O.

ARTICLE 1 – NAME AND MISSION

Islamic Bosniaks Educational and Cultural Organization – I.B.E.C.O.

The Islamic Bosniaks Educational and Cultural Organization is a religious, educational, cultural, humanitarian and social non-profit organization which supports the community of worshippers (believers) and people of good will who strive for strengthening, sustaining, maintaining and promoting the Islamic and Bosniak identity, and through its education, leadership, representation and representative initiatives it aims to empower its members to the collective well-being of all people, and by this, to contribute to the improvement of the Oregonian/American society.

ARTICLE 2 – GOAL AND PURPOSE

The primary purpose or goal of the Islamic Bosniaks Educational and Cultural Organization (hereinafter referred to as I.B.E.C.O) is:

2.1 Promotion, maintenance and sustenance of the religion, tradition, culture, language, and the identity of people with Bosniak origin as well as their direct descendants in the states of Oregon and South Washington.

2.2 Offering educational services in the fields of Islamic religious learning, Bosnian language, English language, as well as other kinds of educations for the members of I.B.E.C.O. in order to ease their integration into the American society as successful and productive members of the society.

2.3 Giving hope in life and better life principles, fighting depression and other forms of modern society diseases, helping anyone in need, inside and outside of our community, by promoting religion and religious principles as well as by giving a sense of belonging to the group.

2.4 Participating in organizing interfaith dialogues, in order to teach and encourage a society in education on Islam and its spirituality and to demonstrate Islam as a religion of tolerance and justice.

2.5 I.B.E.C.O is an active member of ICNAB (Islamic Community of North American Bosniaks) the umbrella organization which brings together all Bosniak jamaats (congregations) at the territory of North America and functions as the spiritual and administrative part of the Islamic community in Bosnia and Herzegovina. The By-laws and the Rules of Procedures of I.B.E.C.O. have to be in line with the By-laws of ICNAB.

2.6 I.B.E.C.O's goal is to take care of the following:

- a. Education of all its members in order to sustain its religion, culture, history and tradition.
- b. Raise consciousness of the youth and children to learn the basics of the Bosnian language.
- c. Organizing events for religious, state and cultural holidays (Bosnian and American).
- d. Organizing get-togethers for the youth and meetings with similar organizations from the USA, Bosnia and Herzegovina, and other parts of the World.
- e. Promoting friendly relations with other religious communities in the USA and further.

ARTICLE 3 – STRUCTURE

The I.B.E.C.O. structure, pursuant to the structure of the Islamic Community, as well as all of its activities is based on Qur'an (holy book of the Islamic faith) and the Sunnah (practice) of Muhammad (Peace Be Upon Him), the Islamic tradition of Bosniaks and the requirements of the time. I.B.E.C.O. activities shall be subject to the principles of law, publicity and responsibility, and the management duties shall be subject to Islamic principles of responsibilities and justice.

ARTICLE 4 – I.B.E.C.O. MEMBERSHIP, FEE, RIGHTS, OBLIGATIONS AND SERVICES

All Bosniaks and their descendants living in Oregon and South Washington can become I.B.E.C.O. members. The membership shall start by signing the application form and paying the membership fee.

4.1 Category of membership

I.B.E.C.O. shall have the following membership categories: Full and regular members.

Full and regular members are divided into the following categories:

- a. Family (married couple governed by law) with children who are not yet married, and are younger than 27 and have one parent, paying 100% of the membership fee
- b. Singles (persons older than 27) who are employed, widows or widowers, divorced persons living alone or with both parents or with one parent, are paying 50% of the membership fee
- c. Retired married couple, paying 50% of the membership fee
- d. Single mothers, paying 50% of the membership fee
- e. Special members are individuals or families not able to fulfil fee payment conditions. Those shall submit relevant documents based on which I.B.E.C.O. Executive Board shall determine the membership fee or free them from paying the membership fee.

4.2 Full members – rights and obligations

Each person (family or single) who pays its membership fee and other financial obligations regarding projects for I.B.E.C.O. development and improvement confirmed by I.B.E.C.O. Assembly shall be considered a full member.

One shall become a full member by paying the fee from the year 2009 and by paying the amount defined by the Assembly for buying and renovations of the mosque (Islamic centre). Each person (family or single) who was not obliged to be a member during the time when the building was bought shall also be considered a full member. Individuals or families who move from other jamaats (congregations) which is part of the ICNAB, having participated in all projects and obligations in that jamaat (congregation), when submitting certain proof, shall automatically become full members of I.B.E.C.O.. Only full members shall be exclusively entitled to manage I.B.E.C.O. work meaning that only full members may be suggested and voted for executive bodies.

4.3 Regular members – rights and obligations

Each person (family or single) who regularly pays its membership fee shall be considered a regular member. A regular member shall have all the rights as a full member except for being voted for executive bodies of I.B.E.C.O.. A regular member shall become a full member when he/she pays all his/her liabilities regulated by Article 4.2.

4.4 New members

All new I.B.E.C.O. members (if they have lived on the territory covered by our congregation) shall be obliged to pay the membership fee for the previous and actual year. Every other new member who moves to the territory of our jamaat (congregation) shall submit proof or a membership payment certificate in the jamaat (congregation) they are coming from and this being a jamaat (congregation) which is an active ICNAB member. They shall pay the membership fee as of the day of moving here and in a period of 3 months, and newly formed families as of the day of getting married.

4.5 I.B.E.C.O. services for members and nonmembers

All services shall be free of charge for I.B.E.C.O. members.

Services for I.B.E.C.O. non-members shall be ruled by special rules of procedures approved by the I.B.E.C.O. General Assembly.

4.6 Membership fee payment

The membership fee shall be paid as follows:

- a. Automatically and monthly from own personal accounts,
- b. Present 12 payment checks for the entire year until January 31st of the actual year,
- c. Pay the annual amount with one check or in cash until January 31st of the actual year the latest.

Membership cards shall be proof of membership and liability payment towards I.B.E.C.O.. Everyone who does not have sufficient means for the settlement of membership fee shall contact

the Executive Board of I.B.E.C.O. in writing with relevant documents about their income. The Executive Board of I.B.E.C.O. shall decide on the status of those persons and their obligation to pay. The amount of the minimum membership fee for members and the service fee for nonmembers is suggested by the Executive Board at the regular assembly meeting. Each I.B.E.C.O. a member shall be obliged to inform about his/her change of address, telephone number or bank account within 30 days. All payment options are valid for the actual year and in case of any additional costs regarding liability settlement, the members shall be obliged to settle.

ARTICLE 5 – TERMINATION OF MEMBERSHIP/ITS RENEWING AND RULES OF BEHAVIOUR

5.1 Termination of Membership

If an I.B.E.C.O. has not paid its membership fee for six (6) months, he/she shall be warned about it in writing, and after another six (6) months of nonpayment, he/she shall cease to be a member of I.B.E.C.O..

If a member terminates the I.B.E.C.O. membership, he/she may again become a member of I.B.E.C.O. by filing a written application and settling all of his/her debts in accordance with the I.B.E.C.O. General Assembly's decision. All applications for I.B.E.C.O. membership renewal shall be considered at the next I.B.E.C.O. Executive Board's meeting. If an I.B.E.C.O. member has not paid his/her liabilities with regard to his/her membership for the actual year, he/she may not attend nor make decisions at regular or extraordinary I.B.E.C.O. General Assembly's Meeting. Any I.B.E.C.O. service or of the I.B.E.C.O. imam for persons or families who are not members of I.B.E.C.O. bears a certain financial liability towards I.B.E.C.O. in the amount determined by I.B.E.C.O. at the Assembly's meeting, upon the Executive Board's suggestion.

5.2 Rules of behaviour for members and non-members of I.B.E.C.O.

Insulting, swearing, threatening, downgrading, encroaching I.B.E.C.O. property in any way or any personal kind of assault, verbally or physically, is strictly forbidden. If any of the rules are broken, any person witnessing it (congregants) shall be obliged to inform the I.B.E.C.O. Executive Board in writing about this.

I.B.E.C.O. Executive Board shall be entitled to defend its members, congregants, the imam and members of the Executive Board by all legal and state right regulation in the state of Oregon. Any person doing such a thing shall be expelled from the I.B.E.C.O. facilities, and the I.B.E.C.O. Executive Board shall make its decision about that person's membership subsequently.

ARTICLE 6 – FINANCING

I.B.E.C.O. shall be financed from the following:

- a. Regular membership fee,
- b. Voluntary funds /donations,
- c. Providing services to nonmembers of I.B.E.C.O.,
- d. Advertising, marketing and sponsorship.

ARTICLE 7 – I.B.E.C.O. GOVERNING BODIES

- a. I.B.E.C.O.General Assembly
- b. Executive Board (EB)

All members being voted for any of the executive bodies, may not be voted for if they:

- Break the rules of Islamic norms in public,
- Have not been actively involved in the work of the I.B.E.C.O. community,
- Have not respected the decisions of the I.B.E.C.O. General Assembly with regard to any issue.

ARTICLE 8 – I.B.E.C.O. GENERAL ASSEMBLY

The I.B.E.C.O. General Assembly is the highest governing body of I.B.E.C.O. comprised of Bosniak families and individuals who pay the membership fee regularly and have the right of one vote.

The General Assembly passes and adopts the By-laws and other regulatory acts with regard to I.B.E.C.O. and in accordance with regulatory acts of ICNAB.

The General Assembly adopts the decision on appointing and dismissing the Imam, based on the proposal by the EB.

It passes other regulatory acts upon need, and amendments of the By-laws as well as the Rules of Procedure upon proposal by the I.B.E.C.O.EB and in accordance to the regulatory acts of ICNAB.

The I.B.E.C.O.General Assembly Meeting is held once a year at least and it is open for all members which can participate and make decisions in it.

All decisions are made by half the majority of present voices. The General Assembly quorum is made up of 10% of the present individuals from the total number of I.B.E.C.O. members. If the quorum is not achieved, the General Assembly Meeting is being postponed for two weeks when it is to be held despite the quorum.

The President of General Assembly presides and manages the General Assembly, and he is being elected by the members of the General Assembly by half the majority of the present votes. The General Assembly President is elected for a mandate of four (4)years with the right of being re-elected for another mandate of four (4) years.

The General Assembly Meetings can be regular or extraordinary (special).

The General Assembly chooses and appoints the General Assembly President, members of I.B.E.C.O. Management Board and other commissions.

Based on the Rules of Procedure of the General Assembly, the I.B.E.C.O. General Assembly President may expel every person who interferes to the work of the General Assembly and does not respect the rules of behaviour of I.B.E.C.O.

The regular General Assembly Meeting is being jointly prepared and invited for by the President of the General Assembly and the I.B.E.C.O. EB. The extraordinary (special) General Assembly Meeting is being prepared and invited for by the President of the General Assembly upon request from the I.B.E.C.O. EB or based on a valid written request from 20% of the I.B.E.C.O. members. The request validity for an extraordinary (special) General Assembly Meeting is assessed by the President of the General Assembly and the I.B.E.C.O. EB.

The General Assembly authorizes the Executive Board to choose delegates for the Majlis General Assembly and the ICNAB General Assembly.

The Minutes of Meeting of the General Assembly is signed by the President of the General Assembly and the Secretary chosen by the I.B.E.C.O. EB.

Each General Assembly shall be under audio and video surveillance.

ARTICLE 9 – I.B.E.C.O. EXECUTIVE BOARD

The EB comprises of 5-9 members including the Imam who is a member by function. Only I.B.E.C.O. full members can be candidates and elected for EB members. If the number of EB members drops below five (5), the EB shall be obliged to add up EB members. The EB has its President, Vice President, Secretary, Treasurer and EB members. The EB represents the organization's interests in front of official state bodies and realizes decisions, conclusions, directions given by the I.B.E.C.O. General Assembly. The EB manages all the property of I.B.E.C.O.. The EB performs its duty, even after the mandate has expired until the new Board has been elected. The EB elects the Imam of I.B.E.C.O. When sending out the invitation for the General Assembly Meeting, the EB calls for an addition of the EB members if necessary, creates a list of the candidates who have applied (the candidates have to fulfil the conditions set forth in Article 4.2) and forwards it to the General Assembly for voting. The EB appoints and authorizes the persons for organization and management of certain optional courses where the course leader chooses his/her own coworkers. By half majority of votes the EB shall have the right to suspend a member who harms I.B.E.C.O.'s reputation or is denying the work of I.B.E.C.O. EB. The EB is elected for a mandate of four (4) years. Each EB member may be elected for two (2) mandates, where the mandate for some members may be extended even after that if standing out in his/her work and stating his/her will to stay EB members with the consent of the I.B.E.C.O. General Assembly.

EB members shall be obliged to attend EB meetings and to be actively involved in its work.

EB members shall help the President, Secretary and the Treasurer in performing their duties.

In January, the EB with the President of the General Assembly invites to the General Assembly Meeting on the 3rd weekend of February and at this Meeting the President of the EB presents the community work report. The Treasurer presents the financial report. The EB may organize the ballot by mail if necessary.

The EB members stand out during organization and preparations of diverse common actions organized by I.B.E.C.O.

Based on their abilities, EO members should be the main governing body in carrying out the activities in a diverse optional course organized by the EB. Persons who break the rules of Islamic norms in public as drinking alcohol, gambling, prostitution etc. cannot be EB members. Elected candidates for EB shall be obliged to swear an oath in front of I.B.E.C.O. General Assembly and in the name of Allah (God).

ARTICLE 10 – EXECUTIVE BOARD MEETINGS:

Regular and extraordinary (special) EB meetings are called for by the Secretary upon President's request.

Meetings are held upon need, if possible once per month.

In urgent cases, EB meeting invitations may be made by phone.

Each EB member shall be obliged to participate in the meetings upon written invitation from the Secretary or the EB President.

In order for the meeting to be held, the half majority of EB members is necessary to be present.

Decisions shall be made by the majority of votes of the present EB members.

A written and audio report is being made of every meeting, and when making important decisions for I.B.E.C.O. issues, these shall be displayed on notice boards.

The newly elected candidate shall take the following oath in front of witnesses: "I (name and last name) solemnly swear to the Almighty God that I shall serve to the faith of Islam and I will act in the best interests of I.B.E.C.O. congregation and organization while being a member of this Executive Board. So help me God."

ARTICLE 11 – REVOCATION OF MEMBERS OF THE EXECUTIVE BOARD

In case that any of the elected members of the EB does not perform his duties towards I.B.E.C.O. or harms its reputation, he/she shall be suspended by the EB until the next regular or extraordinary (special) General Assembly Meeting.

A member of the EB shall be revoked from the Board in case of the following:

- a. Not performing his basic duties for the post he was elected for.
- b. His work is contrary to the agreed decisions of the General Assembly and the EB.
- c. Abusing his position.
- d. Incapability to perform his duties.
- e. Failure to attend the EB meetings three times unjustified.

ARTICLE 12 – FUNCTIONS OF THE EXECUTIVE BOARD MEMBERS

Article 12.1 President of the EB

President of the EB is elected from the EB members at the EB meeting by the majority of votes for a mandate of four (4) years and has the right to be re-elected for that function.

Candidates for President shall be a member of the EB for at least 2 years in order to be a candidate and elected for President.

The EB President holds EB meetings and defines the agenda of the meeting together with the Secretary.

In case the President is absent, the Vice President shall hold the meeting.

The EB President represents I.B.E.C.O. in its administrative and legal matters.

The EB President coordinates the work of persons responsible for optional courses at I.B.E.C.O..

The EB President reports to the EB and the I.B.E.C.O. General Assembly.

The EB President signs all official documents and papers of I.B.E.C.O..

Article 12.2 Vice President

The Vice President of the Executive Board acts as the replacement for the President of the Board in case of illness, absence and the President's resignation.

In absence of the President or in case of his inability or refusal to act, the Vice President shall perform the President duties and shall have all authorisations and be subject to all limitations which the President has. Each Vice President shall perform all other duties determined, from time to time, by the President or the Executive Board. The Vice President's authorisations shall be valid until a new President of the EB is appointed. The Vice President is elected for a mandate of four (4) years with the right of re-election.

Article 12.3 Secretary

The Secretary of I.B.E.C.O. Executive Board takes minutes at the General Assembly Meetings and the EB Meetings maintains the archive and holds the I.B.E.C.O. stamp and verifies I.B.E.C.O. documents.

The Secretary shall send notices to the members of the Board and I.B.E.C.O. members and calls the EB members for the meeting.

The Secretary shall send the invitations for the General Meeting and keeps records of the I.B.E.C.O. members.

Within 30 days after the I.B.E.C.O. General Assembly Meeting has ended, the Secretary submits the minutes of meeting for signature to the President of I.B.E.C.O. General Assembly.

Article 12.4 Treasurer

The I.B.E.C.O. treasurer shall collect the membership fee and deposit it to the I.B.E.C.O. account.

The Treasurer can choose several EB members to help him/her collect the means from the I.B.E.CO. members. He/she shall give out receipts to the I.B.E.C.O. members for all the collected cheques and money.

The Treasurer shall deposit all money that comes into I.B.E.C.O. by any means to I.B.E.C.O.'s bank account.

The Treasurer keeps records of the paid membership fees and other payments and submits a financial report to the EB every three months.

The Treasurer presents all income and expenses I.B.E.C.O. had at the I.B.E.C.O. General Assembly Meeting.

At the end of each year, the Treasurer sends tax form to all donators for money they have paid for I.B.E.C.O. during that year (membership fee, donations, etc).

The Treasurer shall pay all invoices I.B.E.C.O. has to pay to the state and individuals and keeps records of it.

Together with the Imam the Treasurer collects the money for zakat (alms), sadekatul-fitr (charity) and qurbani (contributions for the sacrifice of a livestock animal during Islamic holiday of EidulAdha).

All checks, payment slips, and other forms of payment shall be signed by the Treasurer.

The Treasurer shall perform the purchase of all necessary means for I.B.E.C.O.

ARTICLE 13 – IMAM

The rights and duties of the Imam shall be regulated by a separate Rules of Procedure for the work of the Imam.

The Executive Board proposes the Rules of Procedure for the work of the Imam and the I.B.E.C.O. General Assembly adopts it by the majority of votes.

The Imam shall organize religious life in I.B.E.C.O. and maintain public relations concerning religious activities. The Imam shall be able to speak English and Bosnian. At the instance of the Executive Board, the Imam shall be appointed, transferred and dismissed by the Raisu-l-ulama upon the proposal of the Head Imam (Mufti) of ICNAB.

The Imam reports to I.B.E.C.O. Executive Board and the Head Imam (Mufti) of ICNAB. The Imam and the Executive Board shall sign a contract of employment, which regulates the mutual rights and duties, a period of operation of contract and it shall be on the basis of the decree of the Riyasat of the Islamic Community of Bosnia and Herzegovina, which shall allow the respective Imam to perform the Imam duties.

The Executive Board shall analyze the effect and operation of the Imam once a year in accordance with these Rules of Procedures.

The Imam may be a person who shall receive the decree of the Raisu-l-ulama in Bosnia and Herzegovina. Priority for appointment as Imam in Diaspora shall have the Imams with the previous experience of at least 2 (two) years of performing the work of Imam.

ARTICLE 14 – I.B.E.C.O. OPERATION PLAN

The Executive Board shall propose operation plans and activities for the annual period in agreement with the neighbouring jamaats (congregations) and religious organizations.

The I.B.E.C.O. operation plan shall be made based on the operation plans of all optional courses (sections) and departments which shall operate within I.B.E.C.O..

Each course (section), or course leader shall make his/her own operation plan for the annual period.

At the joint meeting of all courses (sections) leaders and the Executive Board, a general annual operation plan is made which is then sent to all I.B.E.C.O. members, and is being adopted at the regular I.B.E.C.O. General Assembly Meeting.

The operation plan and planned activities of I.B.E.C.O. are conducted during the period from January 1st until December 31st of the actual year.

At the end of each year, the operation and activity plan shall be made for the next year.

The global activity plan for the next period shall be presented at the same meeting.

ARTICLE 15 – I.B.E.C.O. FACILITIES AND PROPERTY

I.B.E.C.O. shall, beside its own facilities as the mosque, maktab, offices etc., have a cemetery.

The I.B.E.C.O. facilities serve mainly for gatherings of its members and congregants.

All activities with regard to religion, education and culture shall be performed at I.B.E.C.O. facilities.

The use of facilities for any kind of purpose shall be approved by the Executive Board. While staying in and outside of I.B.E.C.O. facilities, one shall be obliged to respect the rules of conduct. The use of the cemetery shall be regulated by a separate Rules of Procedure.

ARTICLE 16 – OPTIONAL COURSES (SECTIONS)

In order to enable its work and gather a large number of I.B.E.C.O. members in its activities and as it was foreseen at its establishment, I.B.E.C.O. shall organize a large number of activities not only in its facilities but outside of those, too. Besides the religious work led by the Imam of I.B.E.C.O., within its possibilities and interest of the members, I.B.E.C.O. shall organize a certain number of optional courses (sections).

The Executive Board shall find adequate individuals for leading those courses (sections). The course (section) leaders choose their own coworkers who shall help them and make the operational plans that they present to the EB and align it with the operation plan of I.B.E.C.O.. All course (section) leaders as well as their participants who represent I.B.E.C.O. cannot be part of the course if they break the rules of Islamic norms by (consuming drugs, alcohol, gambling, prostitution, etc.).

When it is time for prayers, all courses (sections) shall be obliged to stop its activities.

ARTICLE 17 – ELECTIONS

Elections in I.B.E.C.O. are held by secret ballot among more candidates.

The number of suggested candidates for the Executive Board shall be a minimum of one (1) more than those being voted for.

Each member who pays his/her liabilities towards I.B.E.C.O. (pays the membership fee regularly) has the right of one (1) vote. The President of the General Assembly together with the minute taker and another two (2) members elected at the General Assembly Meeting shall count the votes and make a list per number of votes. In case the candidates have an identical minimum number of votes, the ballot shall be repeated among them. At its joint General Meeting after the ballot, the EB elects its President, Vice-President, Secretary and Treasurer among them by secret ballot.

ARTICLE 18 – ACCOUNTING

The Executive Board Secretary shall be responsible for the archive, documents and the entire accounting of I.B.E.C.O..

The Secretary shall maintain neat, correct and complete books and all reports on operations related to I.B.E.C.O., and the general information on the members with accurate data such as addresses, phone numbers, etc.

ARTICLE 19 – CONTRIBUTIONS (SERGIJE)

During Ramadan (holy month) meaning for the 17th, 27th night, and during Eid, I.B.E.C.O. shall organize a voluntary collection of funds - sergiye. Money collected from the contributions (sergiye) belongs to the treasury, for the needs of I.B.E.C.O.. Furthermore, I.B.E.C.O. shall conduct all contributions (sergiye) which are mandatory by ICNAB and the Riysat of Islamic Community in Bosnia and Herzegovina.

ARTICLE 20 – CLOSURE AND TERMINATION OF THE CONGREGATION AND COMMUNITY WORK

In case I.B.E.C.O. and the activities related to I.B.E.C.O. shall lose its purpose and do not contribute to achieving the set goals and purposes, I.B.E.C.O. and its activities shall be dismissed. The entire assets shall become property/waqf of the Islamic community of North American Bosniaks - ICNAB.

ARTICLE 21 – VALIDITY

The Rules of Procedures shall take effect upon its adoption at the I.B.E.C.O. General Assembly Meeting. The Rules of Procedures cannot be altered for a period of four (4) years. These Rules of Procedures may be altered or amended only at a regular meeting of I.B.E.C.O. general Assembly. In case these Rules of Procedures are adopted, the Executive Board of I.B.E.C.O. shall be obliged to have a stamp and all other administrative and legal alterations and amendments.


President of I.B.E.C.O. General Assembly
Seid Rizvic

January 19th, 2019
Jumadal-Ula 13th, 1440

