



**ASSOCIATION OF
GREEN CARD BUREAU
IN BOSNIA AND HERZEGOVINA**

Purified text

S T A T U T E

of the Association

“Green Card Bureau in Bosnia and Herzegovina”

At the Foundation Meeting of the Assembly held in Sarajevo on 23 April 2003, attended by the founders represented by their authorized representatives, in accordance with Articles 10 and 12 of the Law on Associations and Foundations of Bosnia and Herzegovina («Official Gazette of Bosnia and Herzegovina» No. 32/01, 42/03, 63/08, 76/11 and 94/16), and on the 5th, 24th, 28th, 34th and 47th session of the Assembly of the Green Card Bureau of BiH, the insurance companies based in Bosnia and Herzegovina dealing with compulsory motor third party liability insurance,
a d o p t e d

S T A T U T E
OF THE ASSOCIATION GREEN CARD BUREAU
IN BOSNIA AND HERZEGOVINA

I BASIC PROVISIONS

Article 1

- 1.1. Association (hereinafter referred to as: the Association) is an Association established on the basis of Mutual Agreement of the members of the Association, adopted at the Foundation Meeting on 23 April 2003 in accordance with the Law on Associations and Foundations of Bosnia and Herzegovina.
- 1.2. The Statute of the Association (hereinafter referred to as: the Statute) in accordance with Article 12 of the Law regulates the name of the Association, abbreviated name, address of the Association, mission and activities, procedures regulating accession and exclusion of members, bodies of the Association and the way in which they are elected, the powers they have, voting rules, duration of mandate, persons authorised to convene the meetings, conditions and manner in which the Association ceases operating, the rules for forming and using the funds of the Association, the way of supervising the management of the funds of the Association, transparency of work, the official seal, representation of the Association, procedures for managing the remaining assets in case that the Association ceases operating, organisation, funding and other issues that fall under the scope of the activities of the Association.
- 1.3. The Association shall represent the insurance companies of Bosnia and Herzegovina within the Green Card System as defined by the Council of Bureaux under the Crete Agreement.
- 1.4. The Association shall be a non-profit, non-governmental organisation, active in the entire territory of Bosnia and Herzegovina.
- 1.5. The Association shall acquire the capacity of legal entity on the date of its being entered into the registry with the competent Ministry.

- 1.6. The Association shall neither engage in election campaigns nor fund-raising campaigns for party candidates nor shall it finance political parties.

II NAME AND SEAT OF THE ASSOCIATION

Article 2

- 2.1. The full name of the Association is:

Biro zelene karte u Bosni i Hercegovini

Биро зелене карте у Босни и Херцеговини

Biro zelene karte u Bosni i Hercegovini

- 2.2. The abbreviated name of the Association is:

Biro zelene karte BiH

Биро зелене карте БиХ

Biro zelene karte BiH

- 2.3. The name of the Association in English language is:

Green Card Bureau in Bosnia and Herzegovina

- 2.4. The name of the Association in French language is:

Bureau Carte Verte en Bosnie et Herzégovine

- 2.5. The seat of the Association is in:

Sarajevo, Derviša Numića 7.

- 2.6. The name of the Association shall be identical in all three official languages in use in Bosnia and Herzegovina.

- 2.7. The name of the Association in official use shall be written in two alphabets: Cyrillic and Latin

- 2.8. The work of the Association shall be carried out by the administrative and technical staff at the seat of the Association.

- 2.9. Individual responsibilities of the Association shall be regulated by a general act on internal organisation.

Article 3

- 3.1. The Association shall continue the activities of the Insurance Bureau of Bosnia and Herzegovina with respect to the activities arising from national and international agreements under the Green Card system.

- 3.2. Pursuant to the previous paragraph, all the existing rights and obligations of the Insurance Bureau of Bosnia and Herzegovina in the field of Green Card deriving from international agreements shall become the rights and obligations of the Association Green Card Bureau in Bosnia and Herzegovina.

Article 4

- 4.1. The official seal of the Association shall be of round shape, 35 mm in diameter, with text containing full name of the Association along the circumference in Latin script and English language (Biro zelene karte u Bosni i Hercegovini and Green Card Bureau in Bosnia and Herzegovina).
- 4.2. The stamp of the Association shall be of round shape, made of metal, 25 mm in diameter, containing the following text written in a circle: Biro zelene karte u Bosni i Hercegovini (Green Card Bureau in Bosnia and Herzegovina)
- 4.3. The languages and scripts of Bosnia and Herzegovina are the official languages and scripts of the Association and will be used as equal in all its documents, seal, stamp and sign.

Article 4a

- 4.a.1 The Association shall have its mark.
- 4.a.2 The Mark shall be of round shape, with unstressed edges, of grey colour going pale towards the edges. In the middle is a triangle whose background is in three colours (from right to left) yellow, blue and white colour. On the blue part of the triangle there is a white band with dotted line in the middle that represents a road. In the central part of the triangle and partly outside of it on the right side is an image of a car that symbolizes the car crossing border.

III OBJECTIVES OF THE ASSOCIATION

Article 5

- 5.1. The objectives of the Association are as follows:
- a) To work on the issues defined by the Crete Agreement and other international agreements concerning the third party liability insurance of owners/users of motor vehicles;
 - b) To represent the insurance companies from Bosnia and Herzegovina within the Green Card system;
 - c) To cooperate with national bureaux and insurance companies in view of performance of obligations undertaken pursuant to the international conventions and agreements;
 - d) To cooperate with bodies in Bosnia and Herzegovina that are competent for international circulation on issues regarding motor insurance;
 - e) To carry out the tasks of importance for the members, for the purpose of complying in practice with the provisions of the Crete Agreement.

IV ACTIVITIES OF THE ASSOCIATION

Article 6

- 6.1. For the purpose of pursuing common interests of the members, the Association shall regulate on behalf of the insurance companies of Bosnia and Herzegovina all the activities related to the green card; in this respect the Association shall be particularly engaged in:
- a) Coordinating the work of insurance companies in regard to these tasks;
 - b) Issuing and providing green card forms to its members, under the conditions as defined by the Managing Board of the Association (hereinafter referred to as: Managing Board);
 - f) Approving the correspondent agreements, keeping record of the correspondent agreements signed, and overseeing their application;
 - g) Informing third parties on approvals granted and delivering the complete documentation to the signatories of the correspondent agreements relating to their application;
 - h) Assigning the task of claims handling procedures to the members and specialised insurance companies and overseeing their work for the purpose of assuring the best practices and uniform procedures;
 - i) On behalf of its members, taking over the handling of claims and fulfilling the obligations toward the bureaux abroad;
 - j) Providing data on insurance upon request to that effect by the foreign and national insurance companies;
 - k) Organising seminars and other forms of professional training for the personnel with a view to improving the performance of the members;
 - l) Following and analysing theory and practice in the field of motor liability insurance in the country and abroad and informing the members on the findings;
 - m) Regularly and timely informing the members on all the changes in the activities of the Association, as well as on the activities of other national bureaux;
 - n) Carrying out other tasks related to statistical data in the field of motor liability insurance;
 - o) Publishing annual reports on business operations of its members, carrying out publishing activities and promoting the area of motor liability insurance;
 - p) Carrying out other tasks of common interest for the members in respect to green card;
 - q) On behalf of its members, guaranteeing obligations related to issuing green cards and keeping records on them;
 - r) Carrying out tasks of the Compensation Body upon acquiring formal and legal preconditions.

V MEMBERSHIP IN THE ASSOCIATION

Article 7

7.1. Membership in the Association is limited to insurance companies based in Bosnia and Herzegovina that operate in the field of compulsory motor third party liability insurance, and to companies eligible to become members of the Association provided that they accept the provisions of this Statute. All such insurance companies have the right to join the Association and shall be liable for those financial obligations of the members for which the Association acts as intermediary toward the national bureaux of other countries in the Green Card system, in accordance with the provisions of the Crete Agreement.

7.2 On the basis of the written request and proof attesting that the requirements have been fulfilled, the Managing Board shall pass the decision on admission of a new member. Each

newly accepted member shall be subject to agreements and decisions adopted by the Assembly and Managing Board and shall sign the membership declaration on accepting the Statute of the Association.

- 7.3 Each member of the Association shall have the rights and obligations arising from the Statute, as well as from other general acts of the Association. Each member of the Association shall have the right to vote and to be elected to the bodies of the Association, to actively take part in the work of the Association, and to be informed on regular basis and timely manner on the activities of the Association, to preserve the reputation of the Association, to participate in financing of the Association, and to have other rights and obligations arising from the Statute and other general legal acts of the Association.
- 7.4 The decision on admission of a new member shall include the obligation of the new member to pay an amount in the name of entry charge, as well as an amount for the co-funding of the operations of the Association, in line with the Rulebook on Funding.
- 7.5 The members shall actively take part in the work of the Association and respect the provisions set forth in this Statute and other general acts passed on the basis of this Statute.
- 7.6 The members shall submit to the Association all documentation, information and indicators necessary for conduct of normal activities of the Association.
- 7.7 Membership in the Association shall cease by way of voluntary withdrawal of a member, exclusion or withdrawal of the license to offer motor third party liability insurance.
- 7.8 Each member of the Association is free to voluntarily withdraw from the Association upon making a declaration of withdrawal and submitting it to the Managing Board. The date of termination of membership shall be the date when the Assembly passed decision verifying the withdrawal.
- 7.9 The Managing Board of the Association may propose a decision to exclude a member if that member does not act in line with the provisions of the Statute, whereby such member shall lose the right to issue green cards, i.e. a decision shall be made on temporary suspension of requisition of green cards, a matter more precisely defined in the Rulebook on rights and obligation of the members under obligations stemming from international agreements. Final decision shall be passed by the Assembly of the Association Green Card Bureau in Bosnia and Herzegovina.
- 7.10 The membership in the Association shall be terminated on the date when the competent insurance supervision agencies withdraw the license for providing compulsory motor third party liability insurance.
- 7.11 Irrespective of the manner in which the membership of an insurance company in the Association has been terminated, the Company is obliged to first regulate mutual rights and responsibilities and remains liable for unfulfilled liabilities, as well as for the liabilities that are yet to result from their activities taken while still a member of the Association.
- 7.12 An insurance company may be re-accepted to the membership of the Association and regain the right to issue green cards once it had met its liabilities as stipulated under this Statute, the Rulebook on acceptance of new members, and other general acts of the Association.
- 7.13 Each member for whom a proposal to exclude them from membership was made in accordance with Article 7.9 of the Statute shall retain the right to complaint within 30 days, which is submitted to the Assembly via the Managing Board.

The Decision of the Assembly to exclude a member from membership shall be considered final and binding.

The member who is a debtor has no right to appeal the decision to temporarily suspend requisition of green cards.

VI RULES FOR FORMATION AND USE OF THE RESOURCES OF THE ASSOCIATION

Article 8

- 8.1 All members are obliged to participate in the work of the Association by contributing funds, the proportional share of which in terms of percentages shall be determined in accordance with the following criteria:
- 25% of all the costs of the Association Green Card Bureau in Bosnia and Herzegovina shall be shared equally among all the members,
 - 75% of all the costs of the Association Green Card Bureau in Bosnia and Herzegovina shall be shared among the members in proportion to the size of invoiced premium in the field of motor third party liability insurance in the period from January to September of the respective year.
- 8.2 The contributing share in terms of percentages defined in item 8.1 above, necessary for funding the operation of the Association, shall be determined in the financial plan.
- 8.3 The amount of the funds necessary for financing of the operation of the Association in each calendar year shall be determined in the financial plan of the Association, in accordance with the Work Plan.
- 8.4 Assembly of the Association (hereinafter: the Assembly), on proposal by the Managing Board, passes financial plan of the Association for the following year not later than by the end of the current calendar year.
- 8.5 The financial plan shall provide for sufficient amount of financial means to cover the operating costs of the Association.
- 8.6 Members of the Association shall pay in advance their share of contribution for funding the activities of the Association for the next month at the latest by 25th of the current month, in accordance with the criteria set forth in item 8.1 of this Article.
- 8.7 If during the year the number of members of the Association changes, the respective shares in contributing funds shall be determined anew for each and every member.
- 8.7.a When joining the Association, all new members of the Association shall be obliged to pay entry charge for previously completed systemic projects the results of which also apply to the new members who had not participated in their financing, which shall be paid once and in the amount determined by the Assembly.
- 8.8. The manner of funding of the operation of the Association shall be regulated by the Rulebook on Funding the Association.

- 8.9. In addition to the funds received from the members, the Association shall, on behalf of its members, conclude contract on green card reinsurance in order to cover the costs of claims arising from accidents in other countries. The reinsurance coverage retention level for the green card reinsurance contract shall be determined in accordance with the recommendation of the Council of Bureaux.
- 8.10 The claims submitted to the Association of Green Card Bureau in Bosnia and Herzegovina by other national bureaux in the amounts smaller than reinsurance coverage retention level shall be the joint and several liability of the members of the Association. For that purpose, the Association shall, on behalf of its members, maintain a Reserve Fund based on the contributions of its members.
- 8.11 The Association, on behalf of its members, via the Fund for Compensation of Damages that is created and financed by the members, guarantees payment of damages:
- caused by drivers with foreign registration plate and having a valid international insurance document on the territory of Bosnia and Herzegovina;
 - caused abroad by vehicles with registration plate of Bosnia and Herzegovina and valid international insurance document.
- 8.12 The functioning of the Fund for Compensation of Damages, as well as the types of claims paid from the Fund for Compensation of Damages, shall be regulated by a separate general act of the Association.
- 8.13 The proceeds of the Fund for Compensation of Damages shall be used for the purpose of compensating damages caused abroad, for which the Association guarantees on behalf of its members.
- 8.14. Proceeds of the Reserve Fund shall be formed on the following bases: determined number of retentions, as recommended by the Council of Bureaux, multiplied by contracted retention of reinsurance coverage.
- 8.15 Payments into the Fund and the use of the resources of the Reserve Fund shall be made in accordance with the Rulebook on Reserve Fund. The Reserve Fund resources may be transferred to the Fund for Compensation of Damages for the purpose of replenishing the latter. Such a decision shall be made by the Managing Board.
- 8.16 In case of a transfer described under previous paragraph, the Reserve Fund shall be brought back to minimum amount of the funds as formed under item 8.14 of this Statute.
- 8.17 The Reserve Fund shall be established by the members of the Association in accordance with the Rulebook on Reserve Fund.
- 8.17a If any of members of the Association is late meeting any financial obligation to the Bureau for a period longer than 60 days without interruption during the previous calendar year, or for a period longer than 90 days without interruption in the current calendar year, it shall be obliged to pay to the account of the Association a monetary deposit in specified amount and for a specified period of time, as provided in the Decision made by the Managing Board, and more closely defined by the Rulebook on Financing.
- 8.18 The Association shall duly maintain business books in accordance with the generally accepted accounting principles and draw up financial statements in line with the law and submit them to the competent Ministry in charge of keeping the registry records.

8.19 The Association shall separately maintain business books which relate to the funds of the Association as defined in items 8.1, 8.10 and 8.11.

8.20 The Association Green Card Bureau in Bosnia and Herzegovina shall submit annual financial reports to the competent Ministry in charge of keeping the association registry records. On proposal by the Managing Board, an independent financial audit may be conducted.

VII GOVERNANCE BODIES AND STRUCTURE OF THE ASSOCIATION

Article 9

9.1. Governance bodies of the Association are as follows:

- Assembly
- Managing Board
- Directors and Deputy Directors,

VIII ASSEMBLY

Article 10

10.1 The Assembly is the highest governing body of the Association

10.2 Each insurance company who is a member of the Association shall appoint one member to the Assembly and his deputy.

10.3 The mandate of the members of the Assembly and their deputies shall last for four years, with a possibility of reappointment.

10.4 The members of the Assembly shall elect the Chair and two Deputies from among their ranks. The mandate of the Chair and deputy Chairs shall last for four years.

10.5 The Chair shall convene Assembly meetings and preside over them. In case of absence of the Chair, one of the deputies, authorized by the Chair, shall convene and preside over the meetings.

10.6 The Assembly shall adopt its decisions by two-thirds majority of the total number of members of the Assembly, where each member of the Assembly shall have one vote, except when their governing rights are temporarily restricted.

10.6. The Assembly is authorised to:

- pass the Statute, as well as changes and amendments to the Statute,
- elect and remove members of the Managing Board and their deputies, in accordance with the criteria under Article 11.2, and determine the reimbursement for work of the members of the Managing Board and its amount, on proposal by the Managing Board; the amount of reimbursement to the Managing Board is capped at 70% of the average monthly salary in Bosnia and Herzegovina according to the most recent data that precedes the adoption of the amount of reimbursement to the members of Managing Board for the following year, and before adoption of the Financial Plan of the Green Card Bureau in BiH;
- pass the annual work plan of the Association, upon the proposal by the Managing Board,
- pass the annual financial plan of the Association, upon the proposal by the Managing Board,

- adopt the annual report on the activities of the Association, on proposal by the Managing Board;
- adopt the annual report on financial operations of the Association, on proposal by the Managing Board;
- pass decision on the amount of entry charge for the new members;
- pass the decision on termination of membership, on the proposal by the Managing Board,
- pass the decision to revoke the right to issue green cards, upon the proposal by the Managing Board,
- elect and absolve of duty Director and Deputy Directors of the Association, upon the proposal by the Managing Board,
- make decision on voluntary termination of the Association;
- carry out other activities in accordance with the Statute that do not fall under the competence of other bodies of the Association.

10.8 The work of the Assembly of the Association with respect to the way of work and decision-making shall be regulated by the Rules of Procedures of the Assembly.

IX MANAGING BOARD

Article 11

11.1. The Managing Board is composed of nine members.

11.2 Five members of the Managing Boards are the representatives of insurance companies with the largest portfolio in motor third party liability insurance in terms of the number of insured vehicles. The remaining four members of the Managing Board shall be elected upon proposal of the Managing Board and subsequent approval of the Assembly, and their composition shall be such as to reflect variety of regional and market, in order to ensure the widest possible representation of insurance companies in the Managing Board.

11.3 The mandate of the members of the Managing Board shall last four years, with possibility of re-election.

11.4 The members of the Managing Board shall elect a President and two Deputies from among their ranks. The mandate of the President and Deputy Presidents shall last one year, with possibility of re-election.

11.5 The President shall convene and chair meetings of the Managing Board. In case of absence of the President, Deputy President who is authorized by the President to do so, shall convene and chair the meetings.

11.6 The Managing Board shall pass decisions by two-thirds majority of the total number of members of the Managing Board.

11.7 The Managing Board shall pass decisions by two-thirds majority of the total number of votes.

11.8 Each member of the Managing Board has one vote.

11.9 The Managing Board is authorized to:

- grant authorization to its members to issue green cards and to give proposal to the Assembly in respect of procedures for withdrawal of the authorisation,

- pass the Rulebook on the structure of the Association,
- pass the Rulebook on the way of funding of the Association,
- pass the Rulebook on the Fund for Compensation of Damages,
- pass the Rulebook on the Reserve Fund,
- pass other documents that are necessary for the work of the Association,
- pass decisions on admission of new members and give proposals to the Assembly on their exclusion from membership,
- pass decisions on membership of the Association in other organisations,
- give proposals to the Assembly for appointment of Director and Deputy Directors of the Association,
- consider and propose to the Assembly the changes and amendments to the Statute,
- consider and propose to the Assembly the work plan of the Association,
- consider and propose to the Assembly the financial plan of the Association,
- consider and propose to the Assembly the Report on Work of the Association,
- consider and propose to the Assembly the Report on Financial Operations of the Association,
- carry out other activities in accordance with the Statute that do not fall under the competence of some other institutions.

11.10 The ways of work and decision-making of the Managing Board of the Association shall be regulated by the Rules of Procedures of the Managing Board.

X DIRECTOR

Article 12

12.1 The Association shall have a Director and two Deputy Directors.

12.2. The Director shall manage the work of the Association, represent and act on behalf of the Association and its members before competent bodies and organizations in the country and abroad.

In case of absence of the Director, one of the deputies authorized for that purpose by the Director shall represent and act on behalf of the Association.

12.3 The Director of the Association is accountable for his work and for the work of the Association to the Managing Board and the Assembly.

12.4 The duties of the Director of the Association shall be the following:

- to ensure that the work and tasks of the Association are performed in compliance with the Statute and decisions of the Assembly and Managing Board,
- to undertake legal actions on behalf of and for the benefit of the Association,
- to manage the work of the Association and to recommend to the Managing Board the appointments and removals from the office of the managerial staff,
- to propose and prepare meetings of the Managing Board,
- to propose documents regulating employment relations to the Managing Board,
- to conclude contracts with foreign insurance companies and national bureaux,
- to submit reports to the Managing Board on all the activities of relevance for the operations of the Association,

- to carry out other tasks not defined in this Statute, which relate to the activities of the Association; in this respect the Director shall be responsible to the Managing Board.

12.4 Deputy Directors are accountable to Director for their work.

12.5 The mandate of the Director and Deputy Director of the Association Green Card Bureau of Bosnia and Herzegovina shall last for 4 years.

12.6 After the expiry of the mandate, the same person can be re-elected to the post of Director or Deputy Director of the Association.

12.7 Rights and obligations of the Director and Deputy Director shall be determined by the Management Contract, which shall be signed by the President of the Managing Board on behalf of the Managing Board.

12.8 In addition to general requirements that candidates for the post of Director and Deputy Director have to meet, the Managing Board may also prescribe additional specific requirements.

XI REPRESENTING AND ACTING ON BEHALF OF THE ASSOCIATION

Article 13

13.1. The Director of the Association Green Card Bureau in Bosnia and Herzegovina shall represent and act on behalf of the Association.

13.2. The Managing Board may pass a decision authorizing other persons to also represent the Association Green Card Bureau in Bosnia and Herzegovina, defining the scope of representation in the same decision.

13.3 For a period not exceeding one year, the Association Green Card Bureau in Bosnia and Herzegovina may have an Acting Director until the time a Director has been appointed, in accordance with conditions described in the Statute,

XII WORKING BODIES OF THE ASSOCIATION

Article 14

14.1. Upon the proposal of the insurance companies, the Managing Board shall appoint standing technical commissions:

- Commission for damages,
- Legal commission,
- Motor Vehicle Commission

14.2 If needed, the Managing Board may also appoint other commissions and working bodies responsible for carrying out certain specific activities.

XIIIa RESTRICTION AND SUSPENSION OF GOVERNING RIGHTS

Article 14a

With respect to an insurance company who had delays in meeting any financial liabilities due to the Association that lasted for more than 60 days without interruption in previous calendar year:

- the measure of temporary restriction of governing right – suspension of the voting right in session of the Assembly in the current year – shall be pronounced. Decision to this effect shall be made by the Assembly at their first session in the current year based on the report on the previous year. During the period of suspension, member of the Assembly representing the insurance company whose voting right has been suspended shall retain all other rights of a member of the Assembly in accordance with the Rules of Procedure of the Assembly, except for the voting right;
- their representative may not be elected member of the Managing Board, and in case that their representative had already been elected, they shall be subject to the measure of suspension of membership in the Managing Board of that insurance company until the end of the current mandate, and the decision to this effect shall be made by the Assembly at their first session in the current calendar year. When electing new member of the Managing Board from a different insurance company, the Assembly shall apply the principles from paragraph 11.2 of this Article, providing that according to the criterion of size of portfolio, the first next insurance company from the list joins the Managing Board;
- their representative may not be appointed to any of the standing commissions or ad-hoc commissions or working bodies of the Association; and if their representative had already been appointed, they shall be subject to the measure of suspension of membership of that insurance company, and a representative of another insurance company shall be appointed to the respective working body, and a decision to this effect shall be made by the Assembly at their first session in the current calendar year.

Delays in meeting due financial liabilities that last for more than 90 days without interruption shall constitute the reason for convening extraordinary session of the Assembly or Managing Board and pronouncing the measures from previous paragraph already in the calendar year when such failure has been made.

XIII TRANSPARENCY OF WORK OF THE ASSOCIATION

Article 15

- 15.1 The transparency of work of the Association is regulated by law and by this Statute.
- 15.2. Upon such request of the authorized representatives of media, the bodies of the Association shall make available to them all data and information on the work of the Association.
- 15.3. In exception to the provision of item 16.2, the Assembly shall by special general act designate responsible persons authorised to provide information, documents and conclusions which represent the business secret of the Association
- 15.4. The data considered public under the law and other regulations can not be declared a business secret.

XIV GENERAL ACTS

Article 16

16.1. In addition to the Statute, the Association may also pass other general acts, including:

- Decisions
- Rulebooks
- Rules of Procedure

16.2 The decisions as form of general acts shall be passed in cases provided for under the law and this Statute, as well as in other cases when the issues of importance for the activities and the achievement of goals of the Association need to be regulated as a general matter.

16.3. The Rulebook regulates in a general manner the relations between members of the Association, and the mutual relations between the bodies of the Association relating to the carrying out of their responsibilities.

16.4. The Rules of Procedure regulate more specifically the ways of work of the bodies of the Association relating to carrying out of their responsibilities as determined in the Statute.

XV ORGANISATION AND FUNCTIONING OF THE ASSOCIATION

Article 17

17.1 The activities of the Association shall be professionally carried out in the seat of the Association.

17.2 Upon the proposal of the Director of the Association and in accordance with the needs and interests of the members of the Association, the Managing Board shall adopt job descriptions and systematisation of posts.

XVI ARBITRATION

Article 18

18.1 The Arbitration Panel shall be responsible for resolving any the disputes that may arise between the members of the Association of Green Card Bureau in Bosnia and Herzegovina or between the Association and its member, with respect to relations that are not regulated under this Statute.

18.2 The Arbitration Panel shall be composed of two arbitrators; each party to the dispute shall appoint one arbitrator, with these two arbitrators jointly appointing a third person to run the work of the Arbitration Panel.

18.3 The Arbitration Panel shall conduct the arbitration within a reasonable time and shall notify the parties to the dispute and the Managing Board accordingly.

18.4 All issues related to the arbitration shall be defined more specifically in the Rulebook on organizing and operating arbitration.

XVII TERMINATION OF THE ASSOCIATION

Article 19

19.1 The Association shall voluntarily cease to operate if its members have no interest in its continued.

19.2 The Decision on the voluntary termination shall be passed by the Assembly on the basis of unanimous decision of the members of the Association.

19.3 At the same time as making the decision to terminate the operation of the Association, the Assembly shall also adopt a liquidation plan, which shall define allocation of assets, rights and liabilities of the Association in accordance with the Statute of the Association.

19.4 The Assembly shall appoint the liquidator of the Association who shall be in charge of the implementation of the liquidation plan and who shall represent the Association in the liquidation process and file a report on the termination of the Association.

19.5 Within the procedure of liquidation of the Association, all due legal entitlements and liabilities as well as the obligations toward the third parties shall be settled from the assets of the Association, and any remaining assets shall be distributed in accordance with the decision of the Assembly to this effect.

XVIII TRANSITIONAL AND FINAL PROVISIONS

Article 20

20.1 The initiative to change and amend the Statute can be taken by:

- a. One third of the members of the Association,
- b. Managing Board,
- c. Director of the Association.

20.2 The Managing Board will take a stand on the initiative taken and adopt the appropriate decision accordingly.

20.3 The general acts of the Association provided for under this Statute shall be passed within 60 days from the date of entry into force of this Statute.

20.4 This Statute shall enter into force on the date of its adoption, and shall be applicable from the date of entry of this Association into the registry with the competent Ministry.

Changes and amendments of the Statute passed by decision number: SK – 3747/04 of 26 June 2004 enter force on the date of their adoption.

Changes and amendments of the Statute passed by decision number: SK – 1168/11 of 24 March 2011 enter force on the date of their adoption.

Changes and amendments of the Statute passed by decision number: 04-01-1- 0847-8/12 of 29 March 2012 enter force on the date of their adoption.

Amendments to the Statute passed by decision number: 04-01-1- 0737-5/14 of 26 March 2014 enter force on the date of their adoption.

Changes and amendments of the Statute passed by decision number: 04-01-1- 4980-7/17 of 25 January 2018 enter force on the date of their adoption.

Chair of the Assembly
Nino Bilić

Number: 04/07-02-1-002-6/03
Sarajevo, 25 January 2018