

Document #: AFGP-2002-600048

Full Translation

Date: April 18, 2002

Document Summary: This is an advanced draft of Al-Qa'eda bylaws. The original document consists of 19 pages written in Arabic. The author's name is not mentioned

The word "Jihad" often appears in the document, it can either mean "Muslim holy war", or "strife", depending on the general meaning of the text in which it appears.

***Page 1 of 19**

In the name of Allah the merciful the compassionate

Al-Qa'eda

Bylaws

A- Fundamentals

- 1- Definition
- 2- Goals
- 3- General policies
- 4- Bylaws generalities

B- Details of the Organizational Structure

- 1-The Emir
 - a. Definition
 - b. General Criteria
 - c. The Emir characteristics
 - d. The Emir Duties
 - e. The Deputy Emir Characteristics and Duties
 - f. The Secretary: His appointment and duties

2- The Command Council:

- A. Internal Organization
- B. Council member characteristics
- C. Command Council Authority
 - 1- Definition
 - 2- Council Authority

(TC: The original document's index page is not complete, but only contains the aforementioned items. The following page is a continuation of the index as added by the translator).

- 3- The External Relations Branch
- 4- Note (on above)
- 5- The regional Council

? Executive Council

- Chairman
- Financial Policy
- A- Bank Accounts
- B- Expenditure Controls

? Military Committee

- Definition & Goals
- Chairman
- The General Staff
- Training Branch
- Combat Branch

? Security Committee

- Introduction & Goals
- Structure
- Bylaws
- Authority & Duties
- Decisions Execution Branch
- Organization's Security Branch

? Political Committee

- Definition & Goals
- Operational policy
- Chairman: requirements, Authority and Duties.

? Consultative Council

A: Fundamentals

1- Definition and Purpose

A religious group of the nation of Mohammad (God's blessing and peace be upon him) whose faith is the faith of the believers in Sunna (profit teachings) and Jama'ah (consensus), are adopting Jihad as a method for change so that the 'Word of God' becomes supreme, and they (the group) are working to provoke Jihad, prepare for it, and exercise it by whatever means possible.

The prophet said "There are those of my nation who are victorious and will stay victorious till the day they face their fate and die" narrated by (Al-Bukhari 252/4). And the Prophet also said: "There is still a group of my nation fighting for justice victorious over their enemy until the last of them fights the Antichrist" narrated by Abu Daud (The book of Jihad, Chapter 4)

2- General Goals

- 1- To spread the feeling of Jihad throughout the Muslim nation.
- 2- Prepare and qualify the needed personnel for the Muslim world by training and practical fighting participation.
- 3- Support, aid and help the Jihad movements around the world as possible.
- 4- Coordinate among the Jihad movements around the Islamic world in order to create a united global Jihad movement.

3- General Policies:

- 1- Full adherence to the Shari'a (Islamic law) and criterions in all of our beliefs and actions according to the Koran and the Sunna, and the interpretations of the nations' scholars.
- 2- To observe Jihad for the sake of God as a method for change, and strive to prepare for it and exercise it by whatever means possible.
- 3- Our ideology is to fight a holy war and not to be distracted by relief and aid operations or anything similar.
- 4- Our position is to have no relations with the world idols, the secular and national parties or anything that resembles them. They are our enemies till the time they believe in nothing but God. We will not agree on half-solutions, nor negotiate with them.
- 5- Our relations with the true jihad Islamic groups are based on cooperation, love and faith. We continue our attempts to unite and merge with them and accept nothing less than coordinating and friendship.

6- Our relations with the non-Jihad Islamic groups are cordial and based on love and advice; we acknowledge their good deeds and also tell them about their shortcomings if circumstances require.

7- Our relation with the Muslim scholars is love, respect. We will take the good from them and return what we think is incorrect.

8- Maintain complete independence, and we will not a follower to any party.

9- Reject regionalism and fanaticism. We will perform Jihad anywhere in the Moslem world if need and we are able to.

10- Take interest in the role of Muslim nations in Jihad, and try to agitate them and gain their support for Jihad to be the fuel for the battle.

11- Maintain our economic independence. We should not rely on others for our resources.

12- Secrecy is the basis for our operation. We shall only reveal what we are obliged to reveal.

13- Our policy towards the Afghani Jihad is advice and support in the battlefield, and cooperation with the Jihad organization we believe truthful; and coordination with Islamic Establishments in the Jihad field in matters concerned with our policy.

***Page 3 of 19**

4- Bylaws Generalities

1- The Principle of Shura (Consultative):

Apply the permanent Shura principle as stipulated in the Koran and as practiced by the Prophet, on the condition that is necessary but not mandatory, and should be practiced throughout the work place starting with the head office and extending to all branch committees

2- Quorum

The Shura Council sessions are considered legally convened if the majority of the members are present, conditional that at least three members and the chairman or his deputy are present.

3- Emergency Sessions:

Emergency sessions are convened by a request from the chairman or the majority of the members.

4- Secret Ballot: The principle of secrecy is adopted in personnel evaluation

5- Follow up, calling to account, rewards and punishment:

Will take place according to rank/position from top to bottom, and in accordance with the organizational structure.

6- Requests and Complaints:

Will take place according to rank from top to bottom, and in accordance with the organizational structure.

7- Grievances:

If the grievance is against the immediate supervisor, then the grievant is permitted to bypass him and submit the grievance to the person above him in authority.

8- Overstepping the proper bounds of authority:

Specialized departments at the administrative levels (horizontally & vertically) must be respected and not overstepped. This could be achieved by adhering to the following:

A- If in the overstepping occurred vertically from the top to the bottom due to an administrative decree; then the decree is frozen until it is discussed with superior officer to reach a decision to approve it or cancel it. If the superior officer insists on the overstepping without evidence, then a grievance is submitted.

B- If the overstepping occurred horizontally, it is completely rejected and a grievance is submitted by the aggressor against the victim to their common superior officer.

C- If an administrative overstepping occurred from the bottom to the top, the grievance is returned to immediate supervisor without issuing a decision on it, with reprimanding or punishing the aggressor to prevent him and others from repeating this again. In case the superior officer accepts this overstepping; the immediate supervisor has the right to submit a grievance.

9- The superior officer has the right to review and examine the work of lower levels under his supervision.

10- Reports:

Reports are very important for decision making and the follow up of activities. Therefore, attention should be paid to it, and prepared periodically or at the request of officials, and it should be submitted on time.

11- First Rule: The right person in the right position irrespective of his previous regional, organizational affiliations; and or ethnicity.

12- Second Rule: Jihad is the basis in our work and we must maintain the feeling of Jihad in the minds of individuals working with us especially those away from the military activity by linking them with the preparation and fighting fields.

*Page 4 of 19

13- Jurisdiction: During meetings of the principal and secondary councils, only matters that are within the authority of the council can be discussed.

14- Absenteeism: Absent members from the ‘Principal’ and ‘Secondary’ councils sessions are to submit their excuses to the council secretary within sufficient time before the council convenes, or afterwards if circumstances do not permit for submission to the chairman.

B: Details of the Organizational Structure

1-The Emir

A- Definition

He is the brother directly responsible for all of Al-Qa’eda activities, and represents it internally and externally to attain its goals and policies. He is obliged to follow up its activities in accordance with administrative channels.

B- General Rules:

1- The Emirate has the rights of the private Emirate. But due to existing state of affairs, the qualifications of the Emir should be close to that of the General Imam, because most probably the Emir of this movement might have to issue legal Fatwa to distribute the spoils and others of the Jihad rules.

2- Choose the best available person for the job. It is not necessary that the best by characteristics as much as it is necessary to choose the better for the job. It is acceptable to choose the preferred in order to attain a benefit or prevent harm.

3- Do not appoint a person who is too anxious to be an Emir.

4- Age should be taken into consideration when candidates are equal in qualifications.

C- The Emir’s Characteristics:

1- He must be just and comply with all of its the conditions manifested by the scholars in their books.

- 2- Have adequate legal knowledge to qualify him to carry out the responsibilities of this position.
- 3- Comprehension of Jihad (holy war): To clearly and fully understand without any hesitation the meaning of Jihad, believing that “Jihad” is the mean for change.
- 4- Described as being fair, speaks the truth, not greedy, intelligent, discerning, patient, treat people equally, farsighted, not a sinner, without the appearance of affluence, bold and resolute.
- 5- Experience: To have gone through, and gained a practical Jihad experience where he has gained leadership experience. He must fully understand the present conditions under which the Moslems and their enemies are living.
- 6- Duration of membership: He should be a membership in the organization for at least () years.
- 7- Dedication: To fully dedicate himself to carry out his responsibilities.
- 8- Education: University graduates are preferred.
- 9- Physical Fitness: To be physically and mentally fit to carry out his responsibilities.
- 10- Military Qualification: Must be as much as possible familiar with the military combat information.
- 11- To fulfill the following basic Imam (leader) characteristics: Moslem, Mature, Free, Male and Intelligent.

D- Duties of the Emir

- 1- Adhere to Shura principle and appoint a “Shura Council” to assist him called the “Command Council”.
- 2- Appoint and fire the deputy, the command council members, the executive council chairman, the committees chairman and his private secretary.

***Page 5 of 19**

- 3- Represent Al-Qa’eda internally and externally and bear the responsibility.
- 4- Pursue to achieve Al-Qa’eda’s goals and general policies.
- 5- Discuss and approve the “Annual Plan”, and amend it in emergencies.

- 6- Discuss and approve the “Annual Budget”, and amend it in emergencies.
- 7- Discuss and approve the bylaws, and amend them when necessary.
- 8- Resolve important emergency matters that are not covered by the bylaws.
- 9- Review the periodical reports submitted to him, and discuss it with his subordinates.
- 10- Evaluate the qualifications of those supervising the work, and endeavor to develop and promote it.
- 11- Prepare the annual “Finance Plan”, and work on its execution.
- 12- Follow up the activities of officials in the command, executive and regional councils in executing the plans and resolutions.
- 13- Review and be reassured about the process of work in all departments.
- 14- Attend all periodic meeting he is scheduled to attend.
- 15- Participate in the Jihad educational plans prepared by the Jurisprudence committee through speeches and writings.
- 16- Treat his followers gently, check on their conditions and solve their problems.
- 17- Take the allegiance from his followers in Al-Qa’eda.

The Emir’s Deputy:

His characteristics should be the same as the Emir or close to it. His authorities and duties depend on what the Emir authorizes him to do.

E- The Secretary

Appointed by the Emir to organize his appointments and foreign relations, and prepare his work schedules, maintain his files and accompanies the Emir wherever he goes. He has no access to work secrets.

2-The Command Council

A- The Internal Organizational:

- 1- The internal organization generalities previously mentioned in the fundamentals apply to the council.
- 2- Number of council members: Not to exceed ten, and not less than seven including the Emir and his deputy.
- 3- Appointing and firing the members: Carried out by the Emir and his deputy.

4- Convening of ordinary sessions: The council regular sessions will convene monthly.

5- Decision Making: Issues are raised according to the agenda for full discussion, and the chairman will reach a decision. He has the right if when unsure to refer the matter for a vote of the majority and his vote will be the tie-breaker.

6- Loss of membership: Loss of membership in the 'Command Council' is caused by the members being absent two consecutive sessions, without an acceptable excuse by the chairman.

7- The Council Term: The councils' term is one year, after which the council is dissolved and the Emir has to form a new council. There is no objection to partially or totally appoint the previous council members in the new one.

***Page 6 of 19**

8: The Council Chairman: The Chairman is the Emir when present or his Deputy in his absence. The Emir has the right to delegate someone else to chair the council when present, and empowers him with some or all of the chairman's authorities. The Chairman is obliged to carryout the following:

A- Manage and control the sessions.

B- Follow up on the execution of decisions.

C- Approve or amend the secretary's agenda for the session.

D- Make a decision on the Agenda's listed issues, after their being discussed and debated.

E- Supervise the secretary's work.

9- The Council Secretary

The council has a permanent secretary from the council members selected by the chairman to carryout the following:

A- Records the sessions' minutes.

B- Receives suggestions from members for discussion during the sessions.

C- Prepare the sessions agenda.

d- Inform the members of the sessions schedules and deliver to them the agendas at least (2) days prior to the regular sessions, and (1) day prior to the emergency sessions.

E- Distribute the sessions' decisions to council members.

F- Take a roll call; and follow up on absence excuses and submit it to the chairman for review.

G- Submit the members' requests to hold emergency sessions to the chairman or his deputy after making sure they meet the conditions of emergency sessions.

B- Council Member Characteristics:

1- Must be a member of Al-Qa'eda and fully aware of its state of affairs.

2- Must have sufficient Jihad (fighting) experience.

3- Must be capable and suitable for membership in respect to his level of education and practical experience.

4- Must have opinions, initiate discussions and be active during council sessions, and be able to keep secrets.

5- It is preferred that he be married and at least 25 years old.

C- Command Council Authority:

A-Definition of the Command Council:

Is a council chosen by the Emir for consultation; and responsible for matters of planning and follow up of the entire operation, and works hard to advise the Emir and correct his decisions to attain the operation goals and policy. The council is considered the highest authority after the Emir and his deputy.

B- The Council Authority:

1- Approves and amends the operation objectives and general policy.

2- Discusses and amends the bylaws and submit it to the Emir for approval or amendment.

3- Discusses and prepares the operation annual plan and the necessary budget for it, and submits it to the Emir for approval or amendment.

4- Appoints commissions or individuals to follow up on the work of committees.

5- Suggests the nomination or dismissal of council members and submits it to the Emir.

6- Dissolves the old committees, or merges them together or creates new ones.

***Page 7 of 19**

7- Deposits the Emir if he deviates from adhering to the Islamic laws in such a way that warrants this action, or when he loses his competence, and chooses a new Emir.

- 8- Selects a new Emir in the event the Emir and his deputy die or are captured together, and there is no hope for their liberation.
- 9- Pledge allegiance to the Deputy Emir and elect him as Emir in the event that the Emir dies or is captured and there is no hope for his liberation.
- 10- Select a new second deputy for the Emir to carryout his functions in the event they were both captured and there is no hope for their liberation.
- 11- Questions the Emir when he violates the objectives and the general policy; discuss the matter with him to either approve or reject his action with the council majority.
- 12- Prepares the monthly reports about the operation in general and submit it to the Emir.

3- The External Relations Branch:

Part of the Command Council, and responsible for following up on the external relations operations concerning the Regional Council, call to convene its meetings and prepare for it, and maintain contact with its members, visit them and meet with them or their representatives. It is proposed the Branch be composed of three part-time people (the requirements and their qualifications to be discussed with the brothers who have previous experience in this type of work. The branch after the appointment of its personnel requests the formulation of a bylaw and an operation program).

4- The nature of this council was reviewed and opinions were similar in labeling it as “nominal” with no defined function. The Council is to have a committee chairman and a separate operational plan supervised by the command council. There is no common denominator factor between the committees to call them for periodic sessions except for general guidelines and operational coordination which usually called for when necessary by the council chairman. Thus, in this council, the importance of defining the conditions, characteristics, responsibilities and authorities of the chairman emerges, and I propose that it be discussed in the next session God willing.

5- The Regional Council:

The nature of this council is similar to that of the Executive Council, because there is no common denominator between its members due to their different localities and problems. On the other hand, they all have one common destiny being the need to know the conditions of the Muslim world and Jihad in general. Also, their need for a unified educational curriculum, coordinated military

programs and well studied political positions, etc. To achieve these common goals, the regional council session convenes.

For these considerations (especially for considering the security factor) we propose the council convenes annually. It is possible to benefit from the council sessions to discuss the problems of the various regions privately with the Emir. With the above in mind, we understand now the necessity to discuss the council's bylaws or its authority.

The Executive Council Chairman Characteristics, Conditions and Responsibilities:

First: Characteristics and Conditions:

- 1- Must be a member of the Command Council.
- 2- Must be devoted full-time for this position, without any other responsibilities in Al-Qa'eda except when urgent, and should work diligently to remove them.
- 3- Must be a successful administrator, organized and keeps his appointments.
- 4- Must be easy going, accepts to look into problems, understand them, and attempt to solve them. The Executive Council is a field of operation with numerous problems.

***Page 8 of 19**

- 5- Must be physically fit to be able to perform his duties exceptionally.
- 6- Must possess enough general knowledge to qualify him from understanding the specialties of other committees in order to solve their problems and develop and progress their work.
- 7- Must reside in the city where the council is located.

Second: Duties and Authority

- 1- Take all measures, judgments and decisions to develop and progress the work accordance to the plan after consulting with the concerned committee chairman.
- 2- Follow up, call to account, punish and reward the committee chairmen.
- 3- Submit monthly reports about all committees' operations to the Command Council.
- 4- Hold periodic bi-weekly one-on-one meetings with committee chairmen.
- 5- Whenever necessary, hold group meetings with committee chairmen.
- 6- Conduct the necessary field visits to ensure that work is proceeding properly.
- 7- He has the right to review all sections of operations in committees under him.

Financial Policy

A- Bank Accounts:

1- The bank accounts should be in the name of the Emir, his deputy, the finance manager and another one or two persons picked by the Emir from the command council.

2- There should be only one dollar account and if increased for security reasons, we see no need for more than two in any case; one of them will be for the regional Directorates expenditures.

3- The Rupee accounts can be more than one account as necessary (register the individual authorized to open it after consulting the Emir). These accounts are:

A- One account for the Executive council.

B- The Supreme Emirate account (to cover regional directorates expenses and other matters the Emirate decides it is not included in the bylaws.)

C- An account for the Economic Committee.

B- Expenditure controls:

First: Expenditures of the Executive Committees Account

1- Fixed Budgets :

Every committee has a fixed budget approved by the Emir after it is discussed between the related committee chairman and the Regulation Committee. The expenditure must never exceed the approved budget regardless of the circumstances. These budgets can be periodically drawn on by the accounting departments (after being approved by the executive council chairman).

2- Unexpected Expenses

A percentage of the total fixed budgets is approved for the committees as a reserve fund to cover unexpected expenses or which exceeds the authority of the person in charge. We propose that this percentage be one quarter, and the expenditure be approved by the executive committee chairman.

3- The executive committee chairman has the authority to issue a one time (within the term of the previous reserve clause) rewards and non-monitory incentives to members of the council and committees not to exceed five thousand Rupees.

4- Anything else outside the approved annual plan is covered from the account of the Supreme Emirate.

5- To avoid budgetary confusion; it is forbidden to borrow from the account of the executive committees.

6- The committee chairman is permitted to spend wisely from the budget allocated to the committee on the approved budget items. We propose a maximum limit to be spent by each committee chairman not to be exceeded even once.

7- The committee chairman is permitted to issue a maximum of (2,000) Rupees each time cash rewards and incentives for his committee members within the limits of the committee budget.

Second: Expenditures of the Regional Council and the Top Administration

This includes two parts:

A- Those related to budgets of fixed regional areas: Expenditures are periodically paid by 'External Relations' branch (after the budget is approved by the Emir or his deputy) with two signatures of the committee members. Borrowing from other budgets is absolutely not permitted under any circumstances.

B- What decided by the Emir or his deputy as exceptions to the fixed budgets and considered private expenses are paid with one of their signatures as rewards and incentives.

Third: The Account of the 'Economic Committee'

1- The budget for the projects chosen by the Emir and the executive committee chairman are approved.

2- The approved projects expenses are on this account with two signatures from the economic committee, one of them must be the chairman.

Fourth: Salaries

The principle of sufficiency is approved with the following details:

A- Bachelors:

Authorize for them a basic monthly salary of 1,000 Rupees.

B- Married individuals:

1- Authorize for them a basic monthly salary of 6,500 Rupees.

2- The sum of 300 Rupees is added per child.

- 3- Add the sum of 700 Rupees per wife in case of multi-wives.
- 4- Approve a 10% annual increment of the basic salary for cost of living increase.
- 5- Specialized technical personnel (members or contractors): The origin is to deal with them on the basis of sufficiency according to the regulations in the above two paragraphs. If this is undoable, then approve their salaries as per the individual agreement with each one of them on the condition it is approved by the Emir or his deputy.

Fifth: The Financial Aspects in contracting with the (movement) Members :

1- Salaries

The contract should include the member's rights as per his condition and within the regulations of the previous paragraph.

2- Tickets

A- The married man whose family is in his own country will be treated like a bachelor in respect to salary but will be given an air ticket home annually.

B- The bachelor will be giving an air ticket after 1 ½ years.

C- The married man accompanied by his family, will be given air tickets for him, wife and children every two years.

D- Those entitled for tickets can use them to travel, or to bring their relatives, or transfer them to tickets to perform hajj or mini hajj (Omrah); conditional that their value does not exceed that of the original tickets.

***Page 10 of 19**

E- The brother can not cash the value of the ticket in case travel is not possible, or transfer it as in previous paragraph.

F- The Emir and or his deputy have the right to postpone issuing the tickets for a common interest they realize.

G- Tickets are issued by the accounting section, from a special budget item for it.

3- Medical Benefits

A- All (Al-Qa'eda) members can visit the medical staff and obtain medicine free of charge.

B- In the event the treatment is unfeasible and medicine is unavailable in Al-Qa'eda warehouse, the member will be paid the costs if more than (100) Rupees, conditional the treatment takes place in Peshawar.

C- In the event Al-Qa'eda designated doctor recommends treatment outside Peshawar, then the cost of treatment and medicine will be covered. This has to be approved by the administrative committee, or executive committee chairman, or deputy Emir or the Emir himself (by this position sequential order).

4- Loans

When needed, the administration can grant the following loans:

A- Rental Loan: The security deposit and the advanced rental payment not exceeding 10,000 Pakistani Rupee. The security deposit is collected over one year, and a one month rent is deducted annually.

B- General Loans: The administration grants a general loan for urgent need not to exceed (10,000) Rupees. The loan is deducted from salary over one year period.

C- The previously mentioned loans are handed by the administrative committee chairman after the written approval of the immediate supervisor.

5- Cost of Furniture:

The approved married member is guaranteed 20,000 Rupees to purchase furniture, on the condition that he submits a list of the purchased furniture attached with a receipt. The furniture will remain in his care as long as he is a member of the organization, and the furniture will be returned as is, in the eventuality he is for any reason transferred. This amount is paid the same way as other loans are.

6- Hardships:

The administration helps the brother members in their hardships after confirming it, according to the officials' authority within the organizational structure. Anything exceeds this authority, it should be referred to the deputy Emir, if not, then to the Emir him personally.

7- The Disabled:

The administration strives to help those who were disabled during work or on the frontline either by rehabilitating them to be skillful at some type of work necessary for the administration plan and employ them in it; or if that is not

possible, they are paid a one time compensation sufficient to enable him to perform some type of job. Afterwards, he and his family are sent back home.

8- Vacations:

A- For those who work in Peshawar, they are entitled for Fridays, the two holy feasts (TC: Al-Adha [during the pilgrimage month] & Al-Fatr [following the end of the month of Ramadan]), and a one month annual leave to be enjoyed at the end of the eleventh month of work, as well sick leave not to exceed 15 days annually.

B- Those working in camps and in the frontlines:

Married: Enjoys a 7 day monthly vacation.

Single: Enjoys a 5 day monthly vacation

This in addition to the annual and sick leaves mentioned in the above paragraph.

***Page 11 of 19**

C- If the vacation exceeds what is allowed, then, the relative salary will be withheld (prorated) except if those in responsible positions (in order of hierarchy) approve a holiday extension.

9- Dismissal

If the administration dismissed any person, at least a one-month notice should be given to the dismissed party. If the person is to be dismissed soonest possible, then he will be paid a one month additional compensation.

10- Payroll Hierarchy

A- Official payroll

1- Cook: 1,500 Rupee, Assistant cook: 1,300 Rupee

2- Driver: 1,400 Rupee

3- Houseboy: 1,300 Rupee

4- Clerk (with high school): 1,800 to 2,000 Rupee

B- For the above, an annual pay increase of 10% of the original salary is to take place.

C- In line with their authority, the responsible people within the different departments are authorized to pay a bonus or a payment in the form of help to their workers.

D- The above mentioned terms of dismissal are applicable to the workers.

The Military Committee

Definition

An apparatus responsible for readying the Jihad youth, training them, prepare them for combat, and organize their Jihad participation in the battle fields. It is also responsible for developing the fighting capabilities and military technologies, as well as establishing the military programs and curriculums that are guided by Islamic laws and other aspects of preparation and combat.

The Objectives:

General goals

- 1- Prepare, train and qualify the youth to be ready for Jihad and combat.
- 2- Organize and supervise for combat participation on the battlefields.
- 3- Prepare the military programs and curriculum.
- 4- Provide what is needed of military technologies for combat.

Special goals

- 1- Recruit personnel to join Al-Qa'eda organization
- 2- Promote the level of Al-Qa'eda personnel fighting capability.
- 3- Develop Al-Qa'eda to become a production facility for training and fighting experiences; In other words, providing training and fighting personnel for the Islamic world.

The General Policy for the Committee (Guidelines):

The Organizational Structure of the Military Committee:

- The Committee Chairman
- General Staff
- The Preparatory & Training Branch
- The Technical Branch
- The Combat Branch
- The Laboratory

- The Maintenance & Repair
- The Electronics
- The Branch manager
- The Shura (Consultative) Council
- The Military Council
- Camps (Personnel Services, Curriculum, Medical Services)
- Frontlines (Personnel Services, Curriculum, Medical Services)

***Page 12 of 19**

The Military Committee Chairman

Definition & Characteristics:

- 1- Must have sufficient religious-law knowledge.
- 2- Must be a member for at least three years and gained during it sufficient practical military experience at the frontlines and camps that qualifies him to hold this position.
- 3- Must be in fit physically and mentally to a level that qualifies him to fully undertake this responsibility.
- 4- Must be at least 30 years old.
- 5- Must be a university graduate, preferably from a military academy.
- 6- It is preferred that he has ample military knowledge.
- 7- He must be wise, well balanced and disciplined.

Authorities & Duties:

- 1- Appoint and dismiss his deputy from the General Staff members.
- 2- Keep in contact with other committee chairmen to coordinate operations.
- 3- Follow up branch supervisors in executing the orders, and evaluate their work performance.
- 4- Attend the periodical and emergency sessions of the military committee and executive council.
- 5- Appoint and dismiss the branch supervisors.
- 6- Submit a monthly report about the committee activities to the executive council.
- 7- Submit the detailed transitional annual plans that are prepared in consultation with the general staff to the executive council.

- 8- Review the periodic reports submitted by the branch supervisors.
- 9- Submit the military committee annual plan that is prepared in consultation with the general staff to the executive council.
- 10- Prepare the military committee policy in consultation with the general staff, and submit it to the executive council.

The General Staff

Definition:

It is a council chaired by the head of the military committee and is comprised of him and the branch supervisors and others from the committee members the chairman finds suitable for this purpose. The minimum number of members for this body is (4) and the maximum is (6); and should convene monthly.

Characteristics of the General Staff Member:

- 1- Must have spent at least two years in Jihad activities.
- 2- Must have sufficient religious-law knowledge that qualifies him to hold this position.
- 3- Must be at least 30 years old.
- 4- Must be a university graduate.
- 5- It is preferred that he has ample military knowledge.
- 6- He must be wise, well balanced and disciplined.

Duties of the General Staff

- 1- Establish the general policy of the military committee
- 2- Plan for the execution of the approved military policy.
- 3- Follow up policy execution at all branches.
- 4- Discuss all reports submitted to him and look into the various problems and seek solutions for them.
- 5- Appoint the camp leaders and battalion commanders.
- 6- Prepare the annual plan and the required budget.
- 7- Prepare and incorporate the detailed transitional military plans within the general plan.

Training Branch Supervisor:

Definition

An official appointed by the military committee chairman to prepare and supervises the execution of the training programs, and also to supervise the branch activities. He is a member in the general staff

Characteristics of the Training Branch supervisor:

Same as that required for the 'General Staff Member'. In addition, he should have spent a suitable period of time in training camps and gained sufficient experience that qualifies him to hold this position.

Duties :

- 1- Execute the military committee policy concerning training as decided in the general staff meeting, and as per the orders of the military committee chairman.
- 2- Follow up on training activities in the camps; reward and punish those responsible.
- 3- Propose the military training programs and curriculum, and submit it to the general staff for approval.
- 4- Coordinate the activities of his branch with the combat branch in preparing the number and quality of Mujahideen as decided by the general staff.

Combat Branch Supervisor:

Definition:

An official appointed by the military committee chairman to prepare the military plans and submit it to the general staff, and supervises its execution after approval; he also supervises the various branch activities. He is a member of the General Staff.

Characteristics of the Combat Branch Supervisor:

The same as that of the general staff member; in addition, he should have spent suitable time in the battlefield and gained sufficient combat experience that qualifies him to hold this position.

- 1- Must have spent at least two years in Jihad operations.
- 2- Must have sufficient religious-law knowledge.
- 3- Must be at least 25 years old.

- 4- Must be a high school graduate.
- 5- Must have adequate military science knowledge.
- 6- He must be wise, well balanced and disciplined.

Duties:

- 1- Propose military plans for battle fronts and submit them to the general staff, and supervise its execution after approval.
- 2- Command the battle fronts and coordinate between the military battalions during battle.
- 3- Coordinate the combat branch activities with the training branch in all fields.
- 4- Monitor the Jihad hot spots and submit a feasibility study about them to the general staff.

In the name of Allah the merciful the compassionate

The Security Committee: Comprises of

The Committee Chairman

The Shura (Consultative) Council

Central Division:

- Information - Execution
- Suspected Individuals – Associations and Relationships

***Page 14 of 19**

- Computer -Camouflage
- Espionage & Infiltration
- Organizational activity security section – Country of Residence section and passports
- Documents
- Installations

In the name of Allah the merciful the compassionate

Definition:

It is the Committee responsible for providing the necessary security for the operations, the leadership, installations and personnel; and collecting data required for the security operation, promoting the personnel feeling of security, and facilitating the administrative security procedures related to the host country in accordance with the legal laws and regulations.

The Committee Objectives:

- 1- Provide the required for the operation, the leadership, personnel and installations.
- 2- Promote the feeling of security within Al-Qa'eda personnel.
- 3- Facilitate the administrative security procedures related to the host country.
- 4- Collect the required information relating to the security operation.

The Operational Policy (guidelines):

First: All committee activities must be subjected to the legal guidelines. This is achieved by coordinating with the legal committee through both committee chairmen.

Second: Adhere to the most thorough background check on those working for the committee, with the emphasis on their ideological and religious background.

Third: In dangerous matters where interests and corruptions are intermingled, the committee is relieved of its responsibility by turning it over to the general command to reach the proper decision concerning it.

Fourth: In order to maintain a smooth operation and to avoid any confrontation with the security regulations of the host country; do not violate any of these regulations that might lead to detention and its consequences .

Detailed Description of the Structure:

The Committee Chairman:

Conditions and Characteristics:

- 1- Must have sufficient religious legal knowledge to enable him carry out his duties.
- 2- Must be a member in the organization for at least two years, during which he gained sufficient experience to enable him carryout his duties.
- 3- Must be mentally and physically fit at a level that enables him to fully carry out his responsibilities.
- 4- Must be at least 25 old.

- 5- Must have an acute sense for “security”, smart, well balanced and spontaneous.
- 6- Must be a high school graduate, college graduate is preferred.
- 7- It is preferred if he is fluent in English.
- 8- Must be knowledgeable in his field of work.
- 9- Must have adequate general military knowledge.
- 10- Must be known as trust worthy and can keep secrets.

***Page 15 of 19**

Chairman Authorities and Duties:

- 1- Appoint and dismiss his deputy from the Shura (Consultative) council members and section heads.
- 2- Contact other committee chairmen to coordinate operations.
- 3- Review the periodic reports submitted to him and discuss them with the Shura (Consultative) Council.
- 4- Supervise the section heads work in executing decisions, and evaluate their performance.
- 5- Attend the periodical and emergency meetings.
- 6- Appoint and dismiss the committee sections heads.
- 7- Submit a weekly report containing his committee activities to the executive council chairman.
- 8- Review and be reassured about the progress of the committee activities according to the approved plan.
- 9- Prepare a comprehensive plan to evacuate any of the leadership personnel safely in emergency situations.

Bylaws

First: The Shura (Consultative) Council

- 1: The characteristics of the council member
 - A- Must be known as trustworthy and can keep secrets.
 - B- Must be a member in the organization for at least one year and a half, during which he gained practical experience to enable him carryout his duties.
 - C- Must have an acute sense for “security”, smart, spontaneous and well balanced.

- D- Must be skilled in firing light arms and have knowledge in using explosives.
- E- Must have sufficient religious knowledge to enable him carry-out his duties.
- F- Must be mentally and physically fit to be able to carry out his duties.
- G- Must be at least 25 old.
- H- Must be at least a high school graduate.
- I- Must be knowledgeable in the security information concerning his work.
- J- It is preference that he is fluent in English.
- K- The top officer has the right to review and be reassured on all activities of subordinates under his responsibility.
- L- The basis of our work is Jihad; we must maintain the Jihad spirit within all of those working with us, especially those away from military activities by linking them to the preparation and combat fields.

2- The Council's Bylaws:

- A- The council is composed of four members: The chairman, and the heads of the three sections.
- B- The council meets weekly under normal conditions, or at the request of the committee chairman or the majority of the members in emergencies.
- C- The council convenes legally in the presence of the majority of the members conditional that the chairman or his deputy is present.
- D- The council sessions are convened in one of the committee's offices or in one of the member's homes.
- E- Secret balloting is adopted in evaluating personnel.
- F- Only matters within the council's authority are discussed during its meetings.
- G- Each member is issued a licensed hand gun to be carried only under work conditions.
- H- A pledge is taken from each member not to reveal any secrets even after they sever their relations with the organization.
- I- Requests and complaints are to follow the ranking sequence outlined in the organizational structure.

***Page 16 of 19**

- J- If the grievance was against the immediate supervisor and the complaint failed to reach the official next in rank; then the complainant is permitted to bypass his supervisor and go directly to the official above him.

3- The Councils' Authorities and Duties:

- 1- Discuss the sections weekly reports.
- 2- Review and discuss the problems occurring in the sections, find solutions and take the necessary decisions regarding it.
- 3- Review and discuss the private and serious problems that have direct affect on the operation, and submit practical recommendations regarding it.
- 4- Punish, reward and bring to account those working for the committee.
- 5- Appoint and dismiss those working for the committee and transfer them into another location after consulting with the people in charge there.
- 6- Discuss and approve the committee's proposed annual plan and budget.

The Central Section:

This is the largest sections of the committee; and it is subdivided into four parts:

1- Espionage and defensive penetration:

This includes uncovering the espionage and penetration operations by the enemy inside the organization, and also uncovering the apparatus used by the enemy's agents, etc.

2- Spying, penetrating enemy defenses, agent recruitment and using available technologies in order to obtain as much as possible data about the enemy plans.

3- Monitor and follow up everything published in the media related to our work.

4- Archives: File all gathered data either on paper or computer.

Second: Decision Execution Branch (issued from the Security Committee):

This branch is divided into the following sections:

A- Investigations

B- Imprisonment & torture

C- Coordination & relations: This section is responsible for coordination with security entities outside the organization after approval from the leadership (Emirate).

D- Documents.

The Organizational Work Security Section: Divided into two branches:

First: Branch to provide guard detail for the organization leadership.

Second: Branch to provide guard detail for the organization documents and installations: This branch arranges all necessary security measures to protect the documents from theft, destruction or leakage by conducting thorough background checks on personnel handling these documents, or using the technologies and proper administrative methods in this field, and issues the necessary instructions to the concerned parties and follow up on its execution.

This branch is also responsible for securing the work facilities and selecting the suitable locations from the security point of view, and so on.

General Regulations:

First: Characteristics and conditions of the Guards:

The guard detail chief and his team must possess the following characteristics that qualify them for this position:

1- Must be known for his honesty and secrecy.

***Page 17 of 19**

2- Must be a member in the organization for at least one year and a half, during which he gained the trust of his colleagues.

3- Must be aware of the importance of the Emirate and its legal rights.

4- Must have an acute sense for “security”.

5- Must have high moral standards, well balanced, patient, not greedy and daring in the battle field

6- Must be skilled in the use of necessary weapons for protection.

7- Must be mentally and physically fit, and athletic to bear the full burdens of guard duties.

8- Must be at least 25 old.

9- Must have successfully passed the security training course.

10- In addition to the above, the guard detail chief should also have good administrative skills, intuitive, takes decisions in accordance with the religious laws, be a high school graduate, at least 25 years of age and have good knowledge of his field of operation.

11- The guard detail chief and his team must not be from one of the Gulf countries or from Yemen.

Second: General Policy for Guard Detail:

- 1- It is preferred to have two guard teams to alternate in their duties.
- 2- The guards' chief should take necessary measures to keep his teams physically fit and militarily ready.
- 3- The guards' chief and drivers are issued hand guns while the guards are issued hand guns or rifles as available.
- 4- The guards' chief should himself verify the documentations of his non Arab staff guarding the Emir's home, and should personally check on them at their posts.
- 5- The guards' chief schedules his staff monthly and annual vacations according to work requirements.
- 6- The vehicles accompany the Emir (motorcade) should be similar to the Emir's vehicle.

Third: The Security Education Section:

The duty of this division is to promote the feeling of security within the organization personnel and prepare them to face the difficulties that may encounter the operation at any time by:

- A- Organize mini training courses that can part of military courses or separate.
- B- Print some small booklets and circulars in this concern.
- C- Hold general security lectures in the camps and guest houses when necessary.

Fourth: The Host Country and Passports Section:

This section collects all needed information related to the host country needed for operation requirements such as the laws, regulations, the addresses of government offices, addresses and telephone numbers of hotels, getting acquainted with the officials and establish relations with them; the person selected for this task should be fluent in English and capable of socializing with people and develop relations with them.

***Page 18 of 19**

The Political Committee

Responsible for spread political awareness among the organization personnel and throughout the Muslim populace; prepare political reports and the required studies for operation; interact with the Jihad movements around the world; and prepare the qualified political personnel in accordance with the general operational policy.

General Objectives :

- 1- Spread political awareness among personnel by preparing a specific plan to include all personnel according to their operational levels in the organization.
- 2- Spread political awareness among the Muslim populace.
- 3- Prepare the political studies and reports required for the operation.
- 4- Interact with the Jihad movements around the world by introducing them and publicize their news, etc.
- 5- Prepare the political personnel required for the operation.

The Political Committee Organizational Structure:

- The Committee Chairman
- The Deputy
- The Shura (Consultative) Council
- The Political Studies Section (political research)
- The External Relations Section (coordination with the foreign media)

Operational Policy (Regulations)

- 1- Fully abide by the religious laws and regulations in all committee's work.
- 2- Manifest the inevitability of Jihad solution as the method for change.
- 3- Unveil and exposing the idols of the world, the nationalistic and secular parties and other enemies of Islam.
- 4- Our relations with the Islamic movements are based on support, advice and approve of what they do of good, and point out their mistakes if required.
- 5- It is prohibited to criticize Islamic movements and scholars except through the religious committee.
- 6- Endeavor to achieve unity between the Islamic Jihad movements.
- 7- Refer to the leadership before taking any decision concerning new developments in order to adopt the proper policy to deal with it.

Characteristics and Conditions of the Committee chairman

- 1- Must be a member in the organization for at least three years, and to be totally devoted to his work.
- 2- Must be at least 25 old.
- 3- Must have general religious knowledge, and specialized in Islamic jurisprudence politics and Islamic laws.
- 4- Must be truthful, understanding, fair, farsighted and intelligent.

- 5- Must be vigilant, specialized and experienced in this kind of work.
- 6- Must be trustful and known to keep secrets.
- 7- Must have experienced a Jihad military operation.
- 8- Must be well versed in the English language and a university graduate.
- 9- Must have enough good senses to carry out his duties.

The Authorities and Duties of the Committee Chairman

- 1- Appoint and dismiss his deputy; a member of the Shura (consultative) council.
- 2- Appoint and dismiss other committee heads.
- 3- Submit a monthly report to the executive council chairman.
- 4- Supervise, reward and punish those working for the committee.
- 5- Prepare the annual operational plan and budget; discuss it with the consultative council, and submit to the executive council chairman.
- 6- Conduct Foreign consultation for whomever he sees deserving.

***Page 19 of 19**

The Deputy

Have the same characteristics as the chairman or close to it.

Authorities and Duties:

Assist during the chairman during his presence, and to act on his behalf during his absence.

The Consultative Council:

The Characteristics of the Consultative Council Member:

- 1- Must be a member in the organization for at least two years.
- 2- Must be at least 20 years old.
- 3- Must have general religious knowledge, and specialized in Islamic jurisprudence politics and Islamic laws.
- 4- Must be truthful, understanding, fair, farsighted and intelligent.
- 5- To be able to argue and debate.
- 6- Must be trustful and known to keep secrets.
- 7- Must have political inclinations.
- 8- Must be at least a high school graduate.

The Committee Bylaws :

- 1- The council is composed of five members: The chairman, his deputy and the three section heads. The Chairman has the right to increase membership to seven.
- 2- The principle of Shura (consultation) must be adopted but not mandatory.
- 3- The council meets on a biweekly basis, and the meeting is considered legal if the majority of members are present.
- 4- In case of emergency, the chairman or the majority of members can convene a meeting.
- 5- In case the member can not attend, the secretary should be informed a day or two ahead of time.

The Council Authorities:

- 1- Discuss the semi-monthly reports submitted by division heads.
- 2- Discuss the work problems and find solutions for them.
- 3- Discuss the appointments and dismissals of sections members, and their transfer somewhere else.
- 4- Discuss the committee's annual plan and budget.

In the name of Allah the merciful the compassionate

- 1- In respect to scholars and leaders of Islamic movements, it is prohibited to publish any story, report or declaration that slanders or defames them before the item is verified and approved by the committee chairman.
- 2- Be truthful in transmitting the story text wise, date and source.
- 3- The story title does not contradict the Islamic morals and ethics.
- 4- It is prohibited to broadcast any advertisement in the publication.
- 5- The source is responsible for the truthfulness of the news.
- 6- The religious articles are chosen by the (religion) legal committee.
- 7- The published political articles should be in accordance with the general operational policy and the leadership directives.
- 8- It is prohibited to print anything except the daily and weekly publication, and the weekly political reports without permission from the leadership.

The End of Document / Translation