



In the name of Allah, Most Gracious, Most Merciful

Communication Policies

East Plano Islamic Center (EPIC)



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Website: <http://www.epicmasjid.org>

The following Policies pertain to Verbal, Written and Electronic Communications at EPIC.





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The purpose of this Communication Policy document is to provide guidelines for proper communication within the premises of the East Plano Islamic Center (EPIC). Proper communication serves to safeguard the well-being and safety of the community as a whole and must take priority over the privileges and expression of the individual.

1. EPIC General Communication Policy

The communication policy includes the following guidelines:

- 1) EPIC Board of Directors (BoD) reserves the right to make all announcements unless someone is pre-approved by the BoD to do so.
- 2) Anyone wishing to make announcements using the microphone system or distribute any literature on EPIC premises must seek the permission of the Board of Directors (BoD). The request should be made in writing at least 24 hours before the desired announcement time, unless there is an emergency or urgent situation. The BoD will decide whether to make the announcement on behalf of the requestor or allow the requestor to make the announcement.
- 3) Communication should be in keeping with the vision and objectives of the organization laid out in *Article 2* of the EPIC Constitution and should not include irrelevant or useless communication.
- 4) Article 8.8.2 of the EPIC Constitution states that: *“All members and non-members of EPIC will observe the Islamic Code of Conduct and Ethics in all proceedings and at all times, this includes, during meetings, and programs within EPIC premises and/or offsite EPIC events”*. Necessary and permissible communication with the prayer hall must be in a soft, polite voice that does not distract or disrupt worshippers.
- 5) All members and non-members of EPIC will observe the Islamic Code of Conduct and Ethics in all proceedings and at all times within EPIC premises. The specific policies (from the EPIC Constitution) are as follows:
 - 4.7.1 Any communication, including e-mails, announcements, distributed literature, and interpersonal communication must be truthful, polite, tolerant and respectful according to Islamic guidelines. Name-calling, personal attacks, false accusations, slandering, backbiting and gossip will not be tolerated. If anyone observes such behavior, the person should inform him/her privately or the BOD should be informed immediately.
 - 4.7.2 Communication or behavior that is violent, criminal, abusive or one that violates local, state, or federal laws will not be tolerated and may be grounds for exclusion from the premises and the appropriate law enforcement agency may be informed for necessary action.





- 4.7.3 Necessary and permissible communication within the prayer hall must be in a soft and polite voice.
- 4.7.4 Trade, business dealings and exchange of money are prohibited in the prayer hall.
- 4.7.5 Teenagers and children must also abide by the guidelines in article 4.7 and are the responsibility of their parents.
- 4.7.6 In the event that violations of this policy occur, the following action(s) may be taken:
 - 4.7.6.1 **Level I** - The offending individual will be warned that the communication or behavior is unacceptable and cannot be repeated in the future.
 - 4.7.6.2 **Level II** - If the offending individual persists in violating the guidelines in article 4.7 after Level I, then the BOD may revoke membership and exclude the individual from meetings.
 - 4.7.6.3 **Level III** - If the offending individual persists in violating the guidelines in article 4.7 after Level I and Level II, then the BOD may inform the appropriate law enforcement agency and may seek a restraining order.
- 4.7.7 If violent, abusive or severely disruptive behavior is enacted, then the BOD may immediately proceed to Level III action.





2. EPIC Electronic Communication Policy

This electronic communication policy is intended for subscribers of EPIC’s E-mail and Social Media platforms. The policy also addresses how EPIC mailing list subscribers can update or change their subscription preferences.

OFFICIAL COMMUNICATION

- 1) EPIC general body members who wish to communicate with the EPIC BoD (or other committees) may do so by filling out the Contact Us form online (Online Forms menu on website):
<http://www.epicmasjid.net/index.php/forms/contact-us>

General body members may also attend the EPIC BoD meetings (currently every Saturday after Fajr) to present their case in the first 15 minutes of the BoD meeting.

- 2) EPIC Board of Directors (BoD) reserves the right to send out all electronic and social media announcements, unless a committee member is pre-approved by the BoD to do so. All official communication will be sent using official EPIC email addresses (@epicmasjid.org). In addition important updates will also be posted on the bulletin boards on both the men’s and women’s side.
- 3) All electronic communications from EPIC are broadcast only (one-way) to the community at large. To subscribe to our mailing list, please visit the EPIC website (www.epicmasjid.org) and click on the Newsletter Signup button on the front page.
- 4) The use of the name EPIC in any group that is not authorized by the EPIC BoD is not allowed. EPIC is an assumed name for the East Plano Islamic Center that is certified and recognized by the State of Texas.
- 5) All official EPIC committees shall organize and collaborate using only approved tools (groups) and resources that are pre-approved by the EPIC BoD. The EPIC IT team will facilitate and organize the tools and resources for each individual committee.



UNOFFICIAL COMMUNICATION

EPIC DOES NOT support or own any mailing list or forum to facilitate group communication or discussion (two-way) for the community members at large. Community members who wish to engage in an open and un-moderated discussion forum via e-mail may do so by creating their own e-mail list(s) OR by subscribing to the East Plano Muslims community-forum yahoo group. This group is NOT managed by EPIC.

Instructions on setting up or cancelling the forwarding of e-mail on the community-forum e-mail group are available as follows (from the Group description page):

- Forum Location: <http://groups.yahoo.com/group/community-forum>
- Subscription: Send e-mail to: community-forum-subscribe@yahoogroups.com
- Posting messages: Send e-mail to: community-forum@yahoogroups.com
- Un-subscription: Send e-mail to: community-forum-unsubscribe@yahoogroups.com
- List owner: Send e-mail to: community-forum-owner@yahoogroups.com

Following are the Community-Forum Rules from their Group Description Page:

Community-Forum is an un-moderated forum for the East Plano Area Muslims to communicate with each other about issues impacting the community. This group is not affiliated with any organization. The members managing this group are responsible for defining and enforcing policies and guidelines for open communication while maintaining fairness and ensuring its use in a responsible, effective and lawful manner.

If any user disregards the rules set out in this Policy, the user will be liable and the owners managing this list will disassociate themselves from the user as far as legally possible.

The following rules are required by law and are to be strictly adhered to:

- *It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify the Mailing list Admin(s).*
- *Do not copy or forward a message or attachment without acquiring permission from the originator first. If you unlawfully forward or copy messages without permission, you can be held liable for copyright infringement.*
- *If you unlawfully forward confidential information, you can be held liable.*
- *Do not send unsolicited email messages.*
- *Do not forge or attempt to forge email messages.*
- *Do not send email messages using another person's email account.*
- *If you send an attachment that contains a virus, you can be held liable.*
- *Do not disguise or attempt to disguise your identity when sending mail.*

