



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

THE INTERNAL RULES OF OPERATION

Enschede Muslim Student Association

EMSA

Made in 2020-2021



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1. Introduction

General

This document is made of articles which are divided into chapters. Every chapter has a whole number (1,2,3...) and every article consists of more than one number (1.1..).

1.1. Definitions

To make the document easy to read for the public we illustrate words that you come across in this document.

Internal Rules of Operation: The internal rules of operation document are a set of rules and guidelines, in addition to statutes of the association. These are agreements, rules and guidelines that could possibly change in the short or medium-term unlike the statutes of the association, which require a notary to make adjustments.

Statutes: The statutes of the Muslim Student Association- EMSA, which is modified and rewritten on 26.06.2021

Ordinary members = all members who are not part of an organ or organisation, so individuals.

Benefactors = organisations, partners and organs. These are not individuals.

Internal decisions: Minor decisions within team members of a specific team (for example PR).

Board decisions: Decisions that are made during the Board Meeting after discussing the advantages and disadvantages of different matters.

Valid reasons: A reason, argument etc. that is based on what is reasonable or sensible. Examples: sickness, death, natural calamities, etc.

Active Members: Active Members include Board Members, Team Members, Team Members and members of the Support Services.

General Members: Members of the association who are not part of a team, team or the board. These are the UT Members, Saxion Members, ROC Members and External Members.

Alumni: Ex-members of EMSA who graduated from the University of Twente, Saxion or ROC irrespective of his/her study, degree or doctorate program.

The association knows 3 different kinds of General Members:

- 1) **Team or Board Member:** Team members are part of any team and Board Members.
- 2) **UT Member:** A member who is currently doing his/her degree program which includes minor, bachelor, master, PhD, PDEng or Post Doc at the University of Twente OR an employee who is currently working at the University of Twente.
- 3) **Saxion member:** A student who is currently studying at Saxion University in Enschede OR an employee who is currently working at Saxion University, Enschede.

Active members comprise of the following:

1) **Executive Board Members**

Consists of 5 positions: President, Secretary, Treasurer, Board Member Events, Board Member Marketing.

2) **Supervisory Board Members**

The supervisory board supervises and advises the executive board. It consists of Islamic Scholars/Professors, Young Professionals and Old Board members.

3) **Team Members**

Team members are active members of the association who take any role in the Event Team, the Social Media Team, the Facility Team, and/or the Khatib Team. Through signing the NDA, a General Member or a non-member of EMSA can become a team member and contribute to the association. All the positions in the EMSA are voluntary.

4) **Team**

Teams have their role in contributing towards achieving goal(s) of EMSA. The teams are responsible for their own scope. Each team has a supervisor in the Board who coordinates and manages the team members and reports to the board.

1. **Event Team:** Organises all the activities of EMSA, which also consists of Graphic Designers.
2. **Social Media Team:** The team which takes care of the social media pages of the association.
3. **Facility & Khatib Team:** A Team that is responsible for the facilities of EMSA and the availability of the khateeb during the Friday Prayer. The Facility Team works together with volunteers to keep the facilities clean.
4. **Support Services:** The support services is a collective name for all of the positions which support all the projects of EMSA with their expertise. Their contact person is the Secretary and each BM whose team is giving them a task is responsible for the content which is provided by members of the support services.

Pilots:

1. Interreligious Event Team – organizes event(s) with other religious associations in the Netherlands.
2. Team Charity – organizes charity event(s), like food packages and fundraisers, in the name of the association.
3. Team Dawah & Awareness

Pilot means that the teams are new. If there are enough people interested in taking the position, then the team can start organising events.

Facilities of EMSA

1. Vrijhof 302 mosque and the furniture inside the mosque including
 - a. Main Cupboard
 - b. Two shelves (one in male section and one in female)
 - c. Two sitting chairs
 - d. One table
2. Wudu room is partially a facility of EMSA as Vrijhof contractor to clean so it makes it usable for others.

Abbreviations:

- **General Members Assembly** = GMA
- **Social Media** = SM
- **General Members** = GM
- **Board Member** = BM

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1.1. **Validity**

These regulations take effect on the date of signing by the board on that date as such is in office (see Chapter 12) and is binding on board, teams and general members up to the end the moment that the then sitting board decides by the majority to amend the regulations.

1.2. Change of the Internal Rules of Operation

A change of this document is only possible through a board decision, after the GMA. If teams, team members or general members find changes or additional rules necessary for urgent reasons, they can submit a motivated request to the board, provided that this is not in conflict with the regulations and within the boundaries of reasonableness and the Dutch law.

1.3. Violation of the Internal Rules of Operation

- 1.3.1. When a member of the executive board, supervisory board, or a team member, does not comply with the internal rules, they will receive a warning from the secretary through email and/or phone.
- 1.3.2. Should the member not have a good reason for not complying, then the executive board will decide on further consequences.
- 1.3.3. There are levels of violation that should be decided by board members along with the team members. This is highly context-based.

1.4. By 2036, EMSA aims to achieve the following missions:

- 1.4.1. To represent all Muslim students of the University of Twente, and Hogeschool Saxion.
- 1.4.2. To create a bridge between Muslim and non-Muslim students and to connect with national organizations.
- 1.4.3. To become a fundraising organ for charities.
- 1.4.4. To be an Islamic and Educational Event center in Enschede for all students and staffs who are interested in Islam, providing good to high quality activities.
- 1.4.5. To encourage the integration of international students by creating a home-like atmosphere and a tight-knit community organising social and interactive events.

1.5. 4 Core values of EMSA

- 1.5.1. **Respect:** Everyone inside and outside our association is respected and never looked down upon by UT Muslim's members, regardless of their race, sexuality, opinion, religion, age or appearance.

- 1.5.1.1. *We have indeed honoured the Children of Adam, and provided for them means of transportation on land and sea, and given them wholesome food and exalted them high above the greater part of Our creation. [Quran 17:70]*

- 1.5.2. **Professionalism:** EMSA broadens the knowledge of their members academically and religiously in a professional and trustworthy way. EMSA relies only on truth and facts and seeks help from professionals if needed.

- 1.5.2.1. *Allah will say, "This is the Day when the truthful will benefit from their truthfulness." For them are gardens [in Paradise] beneath which rivers flow, wherein they will abide forever, Allah being pleased with them, and they with Him. That is the great attainment. [Quran 5:119]*

- 1.5.3. **Harmony:** Our members are able to share various kinds of interests and accept different opinions without showing disagreements. Islam is what ties us together and that is our association's strong hold.

- 1.5.3.1. *And hold fast, all of you together, to the Rope of Allah, and be not divided among yourselves ... [Quran 3:103]*

1.5.4. **Unity:** As our members would describe, we are one ummah, one community. Whether someone needs help with settling in the Netherlands or help with their studies, as the student association, we are always ready to lend a hand and guide each other on the right track! We welcome everyone at our association and make sure they are integrated well.

1.5.4.1. *Narrated by Abu Musa (R.A.): The Prophet (Peace & Blessings be upon him) said, "A believer to another believer is like a building whose different parts enforce each other." The Prophet then clasped his hands with the fingers interlaced (while saying that). [Ṣaḥīḥ Bukhārī 2446]*

2. Code of Conduct for EMSA's Activities

2.1. Forbidden

- 2.1.1. The consumption of alcohol and smoking.
- 2.1.2. The consumption of any type of intoxicants.
- 2.1.3. The use of drugs, weeds...
- 2.1.4. Any type of bullying, ragging and quarrels.
- 2.1.5. Use of abusive/vulgar language.
- 2.1.6. Any sort of physical damage to any person or property belonging to the School/University, the MSA or the venue.
- 2.1.7. Any other Islamically forbidden act.

2.2. Supervision and Contact-persons

- 2.2.1. At the beginning of the Activity, a contact person is assigned for the participants.
- 2.2.2. In general, the Event BM is the contact person regarding the organisation of an event.

2.3. Emergencies

- 2.3.1. First, contact the event's contact person as soon as possible.
- 2.3.2. Medical emergencies in the Netherlands 112.
- 2.3.3. [Call the Emergency of the University of Twente:](#)

2.4. Misbehaviour

In the case of any misbehavior of any MSA member(s) or any misbehavior with any MSA member(s) during an Event inside and outside of the University campus: First, calmly approach the suspected person with patience. If they are found guilty then inform the Event BM. The Event BM can request for advice from the President in case the matter is very serious. The Event BM will keep a track of the guilty person by noting the participant's full name and behaviour. The Event BM can confront the situation by giving warnings and in case of three consecutive warnings or persistent misbehaviour of the participant, he/she can be expelled out of the Event immediately, disallowed from further joining the activity, can be given a temporary ban from other activities and in last of the circumstances can be banned permanently based on multiple transgressions committed.

2.5. Certificates and Prizes

- 2.5.1. There are in total 3 types of certificates which will be given to the attendees of the MSA's activities: (1) *Certificate of Appreciation*- To the person(s) who taught or gave a lecture during any activity, (2) *Certificate of Successful Participation*- For all the participants who attended a religion or academic-based workshop or a lesson series successfully to the end and during these activities the presence of the participant will be observed till the end, and (3) *Certificate of Loyalty*- For all the lectures and leisure

activities attended in the past year. This certificate will be given to the members who attended more than 50% of the MSA's activities. This certificate will be handed out during the *Annual Memento of Honor* with all the leisure and lecture activities mentioned on the certificate.

- 2.5.2. The top 3 participants who attended most of the association's activities will be given ranks as first, second or third; a direct free pass, discount or coupons to the association's biggest event of the year.
- 2.5.3. For offline activities- Printed certificates would be given while for online activities- all the certificates would be mailed automatically using the add-on *Certifyém*, after submitting the feedback form by the participants. The feedback form will therefore be time-bounded to prevent the generation of unauthorized certificates and asked to be filled near the end of the event.
- 2.5.4. During follow-up, if a person (who didn't attend the activity) is found to have generated a certificate, the guilty person would be charged with a penalty.

2.6. **Absence without notification & cancellation**

- 2.6.1. If chances of being absent due to any reason on the scheduled date of the activity, the registered participant is humbly requested to notify the association a few days before the event, by sending an email to ut.muslims@gmail.com.
- 2.6.2. For free (No Fee) activities- In case of no prior notice, the participant will be asked to donate 2 euros to the association as compensation for their hard work and will receive an email regarding his/her absence. This 2 euros can be put in the mosque donation box or be transferred to the EMSA bank account.
- 2.6.3. In case of paid activities, the association will return the full price if the Event gets cancelled from their side due to valid reasons.
- 2.6.4. A participant can ask for a full refund with a valid reason through email up to one week before the start of the event. After that, it is not possible anymore to ask for a refund since your place is already booked.
- 2.6.5. The money received via 2.6.2. will be used as sadaqah for the association's internal activities or charity projects.

2.7. **Communication between Event Team and participants**

- 2.7.1. The Event Team is only to communicate with the participants via the email of EMSA to keep the trust between the participants and the association.
- 2.7.2. In case of any questions, the participants can send an email to the association's mail ID ut.muslims@gmail.com.

3. **Regulations for Teams**

3.1. **Contract and Agreements with a third party**

- 3.1.1. If a member of a team wishes to conclude a contract or agreement with a third party in the name of EMSA, then this contract must be submitted to the board of EMSA to be approved and signed. The board members are legally authorized to conclude agreements and contract on behalf of the association. Team members do not have this authorization by law. If a team member himself signs a contract or agreement for EMSA and something goes wrong, causing it, for example, a financial debt, which arises from the contract or agreement, then the respectable person is responsible.
- 3.1.2. If a team member contracts or concludes agreements with third parties on behalf of EMSA, neither the board nor EMSA is in any way liable for the consequences.

3.2. **Contact Persons**

- 3.2.1. Each Team has its own contact person in the Executive board, who is also responsible for the coordination, workflow and checking of the project proposals of the team.

3.3. **Duties and Rules**

- 3.3.1. Every team member is responsible for their own tasks and is stimulated to come up with initiatives regarding their team.
- 3.3.2. The team members are stimulated to work together and initiate their own meetings to work on a project.
- 3.3.3. Each team member is to be present during team meetings and to be actively involved in their team.
- 3.3.4. Every team member must report to their contact person, as stated in article 3.2 in case of absence during meetings or long-term unavailability.
- 3.3.5. A team member can be part of different teams at the same time.
- 3.3.6. A detailed description of the tasks of each active member is written in [the Roles Description](#) document.
- 3.3.7. Each team member is required to contribute an average of 12-16 hours per month which can vary from team to team and the size of the project.
- 3.3.8. The exam weeks will be taken into account and the team members are pardoned in these weeks.
- 3.3.9. Each team has its own Team Guideline document, which they should read carefully and work accordingly.

3.4. **Communication**

- 3.4.1. Through our social media channels, we provide informative, educational and Islamic correct posts only taking our target groups into consideration.
- 3.4.2. MSA's promotions are done through posters, flyers and social media.
- 3.4.3. The team and board members communicate with each other through Teams or WhatsApp.
- 3.4.4. The association must express itself in a neutral way on social media.
- 3.4.5. When there is an insulting comment on our social media, then it is handled following the protocol in article 3.7.
- 3.4.6. Only the President, Vice President, Marketing BM and Social Media team members have authority over social media.
- 3.4.7. To facilitate the communication and coordination between members is every active member obliged to communicate their busy weeks to their BM. The BM then communicates this to the Secretary so that other teams are also aware of the busy weeks and free weeks.
- 3.4.8. In the case of any misbehavior of the active members, inform your BM who will calmly approach the suspected person with patience and give the first warning after consultation with the President and the whole board in case needed. The president has the responsibility to discuss this with the Board when the case is too complicated. The president needs to keep a track of the guilty person by noting the participant's full name and behaviour.
 - 3.4.8.1. Once a behaviour is reported to be offensive or inappropriate, then this protocol will be used.
 - 3.4.8.2. A warning will be given via a text or email which states that: Because of your behavior regarding _____, you have received one warning from the Board. After 3 warnings you will be faced with the consequence of getting kicked out of the association.
 - 3.4.8.3. When going against one of the rules specified in this document or in the statutes, then 1 warning will be given. After one warning, the board will decide which consequences will be given.
 - 3.4.8.4. The member must be banned from the association if his/her behaviour has consequence on the motivation of the members and the image of the association.

3.5. **Logo of EMSA**

- 3.5.1. The logo of the Organization, with or without background is used in 3 different forms: White, black and colored. The logos can be found in the OneDrive of EMSA.

3.6. **Language**

The language of all communications of teams and board must abide by the following rules:

- ✓ The statements should not be offensive, discriminatory, threatening or hurtful to others;
- ✓ The standards of decency must not be exceeded;

- ✓ Vulgar language is prohibited.
- ✓ The language displays professionalism and liability.

3.7. Protocol for an inappropriate comment on social media

- 3.7.1. The Marketing BM should probe first if the comment was actually inappropriate or just a misunderstanding/miscommunication or a careless mistake.
- 3.7.2. Follow the Community Standards of the Social Media application(s) to identify if the comment had crossed the line.
- 3.7.3. Give the first warning to the commenter if it is actually an inappropriate comment.
- 3.7.4. If the severity of the inappropriate comment is high, for example a threat, report it immediately to the Marketing BM. In this case, the Marketing BM can also consult with the President.
- 3.7.5. Possible reactions could be:
 - 3.7.5.1. Reacting to the comment in a neutral and impartial way.
 - 3.7.5.2. Leave it unanswered in some cases because it would only extend an unwanted discussion.
 - 3.7.5.3. Give three warnings to the commenter and then block the person.
- 3.7.6. Inappropriate comments = being disrespectful to other people's ethical values and/or to the MSA, use of abusive/vulgar language, racist remarks, insulting & bullying, threats etc. or anything repugnant to society, holistically or non-holistically, including but not limited to bigotry, insulting or violation of anyone's moral or decency standards towards any sect of the society and not just specifically to EMSA.

3.8. Corporate colors

- 3.8.1. EMSA uses [these colors](#) in all promotional materials, certificates and on the website.

3.9. Activities

At the beginning of the academic year, teams must make an annual plan with all the activities and projects they want to organise. As a result, activities can be better coordinated and better distributed throughout the year. If activities are finally planned, they become noted by a board member in the board agenda. If there is a price difference for members and others, this should be clearly indicated. Time, place and price of the activity, EMSA logo (see 3.5) and mention of the website (<http://utmuslims.weebly.com>) must be clearly visible and legible on the means that are used to promote the Event in question. The registration of an Event is done through the event webpage of EMSA (<http://utmuslims.weebly.com/events.html>). The social events are members-only events and also events with a sensitive aspect are for members-only! Educational lectures and workshops are open for everyone. Activities for non-Muslim members need to be prepared as such that it is easy to follow for non-Muslim members and that it is promoted as an event for non-Muslim members to prevent it from being noneducational for Muslim participants.

3.9.1. Preparation

- 3.9.1.1. The Event team will act according to [this workflow](#). *You have to be given access to view this document.*
- 3.9.1.2. The events are categorized in three domains: Academic, religious and leisure. Activities in any of these domains can be prepared as such that non-Muslims are able to join as well.

3.9.2. Paid activities and registration required

- 3.9.2.1. It is decided whether the Event will be paid or not based on the costs of organising the Event and the quality of the activity.
- 3.9.2.2. For all activities, registration is required to be able to contact participants once something went wrong and also to order food and attributes according to the number of participants.

3.9.3. Announcement of Activities

- 3.9.3.1. The activities should be announced a maximum of 3 weeks before the registration deadline.

3.10. Website

- 3.10.1. The website serves as the primary repository for all the information including the logo, aim, events, open positions and updates related to the association.
- 3.10.2. The website contains important information necessary for the comfortable stay of the fellow students of UT, Saxion and/or ROC, in the city of Enschede, Netherlands.
- 3.10.3. The website is used to write blogs and share pictures related to the upcoming and past events, activities and workshops.
- 3.10.4. The website gracefully acknowledges the MSA's sponsors and partners.
- 3.10.5. The website contains all the links of our association on various social media platforms.
- 3.10.6. In future, the website will offer services like automated help via chatbot (FAQ), login system for the MSA members and other details of help for local and international students of UT, Saxion or ROC.
- 3.10.7. It is very important that the website does not contain information about procedures (admission, visa, etc.) But rather put the appropriate links to the website of the University of Twente for this information.

3.11. Decision-Making Policy

- 3.11.1. The decisions which have to be discussed during the GMA are mentioned in the statutes.
- 3.11.2. A Board member, including the President, does not have more votes than the other board members.
- 3.11.3. Internal decisions are made in a team and not personally.
- 3.11.4. The Majority of the Board has the final say and makes the final decision. BUT, the BM is to gather the opinions with reasons in [writing](#) of the involved team members and present it to the Board. The Board is hereby obliged to take the opinions with the reasons of the team members sincerely.
- 3.11.5. The decisions mentioned in article 3.11.5 are additional to the decisions taken up in the yearly plan and monthly plan as mentioned.
- 3.11.6. If the board disapproves with a decision following article 3.10.4 and 3.10.5, then the Board gives suggestions which the board all agrees upon. These suggestions are then given to the team members by their BM.
- 3.11.7. Once a team member feels like he/she is a minority, with respect to unequal ratio women:men, he/she has the right to ask other members of the association for back-up. This is done by asking the board member to contact a list of volunteers to participate in the decision making of a certain subject.

3.12. Resignation of an Active Member

- 3.12.1. Resignation will go according to articles 5 and 9 of the statutes.
- 3.12.2. The resigning member is obligated to transfer his/her experience and knowledge to his/her successor. This is done through an online or physical training, where all the rules and procedures are explained.

3.13. Recruitment of team members

- 3.13.1. Each board member is allowed to introduce a candidate to the recruiting team or one can apply for a position by filling in the recruitment form.
- 3.13.2. The recruiting team will then have the intake meeting to assess whether or not the candidate is suited for his/her position. [The protocol.](#)
- 3.13.3. After the candidate has become an official member, the new member is introduced to his/her BM.
- 3.13.4. The BM will explain to the new member everything he/she needs to know and will explain the workflow and status of the team regarding the yearly goals and the already set activities.

- 3.13.5. The president will contact the Secretary in order to grant the new member access to all the necessary documents in the drive.

4. Regulations and Duties for Board

4.1. Board Elections

- 4.1.1. The executive board is elected every year. The same board members can be re-elected.
- 4.1.2. The election begins in May and the transitioning period is in June and July.
- 4.1.3. In case nobody volunteers, the current board can select people from the assembly on the basis of qualification, experience and interest of the people in the community. The selected candidate board members are then not obliged to take on the position but should nominate others.
- 4.1.4. An election is always held to ensure that the right people are appointed the right positions through a questionnaire, CV and an interview.
- 4.1.5. The candidate board members are required to introduce themselves during the GMA. If the majority of the GM in the GMA disapprove of the board member, then the GM should offer a substitute.
- 4.1.6. The election can also be performed by means of an Electronic election system, where the members of the EMSA can vote for the nominees after they have introduced themselves on an earlier appointed platform.
- 4.1.7. The Board is allowed to have non-UT members, as long as 75% of the board consists of University of Twente members.

4.2. Board Meetings

- 4.2.1. The board meetings will be held once a week. Under the consultation of the board members, a date is decided.
- 4.2.2. All the board meetings in the academic year 2020-2021 are held online through Google Meets.
- 4.2.3. The agenda is made and distributed 4 days prior to the meeting to give space for additions and/or modifications to the agenda.
- 4.2.4. In case of emergencies, an emergency board meeting needs to be initiated by the President.
- 4.2.5. The agenda is decided based on the requests of the BMs and matters of the previous board meetings.
- 4.2.6. Prior to the meeting, a reminder is sent to everyone by the Secretary.
- 4.2.7. All the BMs should have a team update ready to present during the board meetings.

4.3. The obligations of the Executive Board

- 4.3.1. Duties that are mentioned in the Statutes
- 4.3.2. Execute the decisions made during the General Members Assembly.
- 4.3.3. Set up a policy and yearly plan for the association and supervise the execution of that plan.
- 4.3.4. Each board member is responsible for at least one team of which he/she guides and supervises the proceedings. It is the responsibility of the whole board to regularly assess each team's success in feedback meetings and take actions accordingly.
- 4.3.5. Every Board member must report to the Secretary in case of absence or long-term unavailability and show responsibility for their position and work.
- 4.3.6. Being a Board member of EMSA is a one academic year voluntary part-time job, which requires approximately 10 hours per week.

The exam weeks will be taken into account and the team members are pardoned in these weeks.

- 4.3.7. It is the board's duty to regularly look for people who can fill in open positions in the association, with the help of the SM Team to be able to reach a large number of people.
- 4.3.8. In case of a shortage of SM Team members, then the Marketing BM and other board members need to prioritize and divide the marketing related tasks so that the open positions are filled in as soon as possible.
- 4.3.9. Board members get appreciated and rewarded for their efforts:
- The best Board member will get FOBOS, which is a contribution and reward in the form of compensation. Furthermore, each board member will receive a board member certificate at the end of their board year as proof of their contribution as a board member at EMSA.
 - Board members get a free pass for all the activities of the association.
- 4.3.10. The board is to show appreciation to the active members who exceeded their expected roles during the Annual Memento of Honor, which is held at the end of the year in the month of June/July.
- 4.3.11. It is the board's duty to make sure that the association holds its end of the deal made with sponsors and partners.
- 4.3.12. In the case of any misbehavior which is reported to be offensive or inappropriate of the active members, inform the president who will calmly approach the board member with patience and give the first warning after consultation with the whole board in case needed. The president has the responsibility to discuss this with the Board when the case is too complicated. The president needs to keep a track of the guilty person by noting the participant's full name and behaviour.
- 4.3.12.1. A warning will be given via a text or email which states that: Because of your behavior regarding _____, you have received one warning from the Board. After 3 warnings you will be faced with the consequence of getting kicked out of the association.
- 4.3.12.2. When going against one of the rules specified in this document or in the statutes, then 1 warning will be given. After one warning, the board will decide which consequences will be given.
- 4.3.12.3. The member must be banned from the association if his/her behaviour has consequence on the motivation of the members and the image of the association.

4.4. **Supervisory Board**

- 4.4.1. Supervises the policy pursued by the Executive Board and checks if it is in coordination with the principles of EMSA.
- 4.4.2. Supervises the administration of the association by the Executive Board.
- 4.4.3. Provides instructions to the Executive Board on matters that are of far-reaching consequences or important in principle.
- 4.4.4. Submits its statement on the financial statements and the Secretary's report to the General Members Assembly.
- 4.4.5. Is alert on an Islamic concept/principle that is going to cause dispute and/or chaos. Make sure to discuss it internally and make a decision together with the Executive Board.

5. **Roles of each board position**

- 5.1. The roles of each position are described in detail in [the roles description document](#).

6. **General Members**

6.1. **Rights and obligations**



- 6.1.1. One becomes a member of EMSA by filling in the registration form and by meeting the criteria mentioned in the registration form.
 - 6.1.2. The board keeps a registration of all the members following the GDPR regulations.
 - 6.1.3. A member is invited to be present at the General Members Assembly.
 - 6.1.4. Every member acts according to the mission, vision, Islamic principles and core values of the association as stated in the statutes.
 - 6.1.5. Members have access to members-only events, which are social events and trips.
 - 6.1.6. Members can enjoy the deals we have with our partners, including a discount on LogaCore.
 - 6.1.7. (mostly) Free pass to activities, lectures and workshops organised by or with EMSA.
 - 6.1.8. Discounts on trips and paid activities organised by or with EMSA.
 - 6.1.9. To be able to enjoy articles 6.1.5 and 6.1.6 one must be able to identify that he/she is a member of EMSA.
 - 6.1.10. Members have access to the EMSA WhatsApp group to stay in contact with other members.
 - 6.1.11. 75% of the members need to be part of the University of Twente as long as EMSA remains a dependent student association.
- 6.2. Resignation of a General Member**
- 6.2.1. Article 5 of the statutes
- 6.3. GMA**
- 6.3.1. The General Members Assembly is held 3 times a year. One at the beginning, one half way and one at the end.
 - 6.3.2. An additional GMA can be initiated in case of Emergencies.
 - 6.3.3. Articles 14, 16 and 17 of the Statutes

7. Financial Resources

7.1. Financial Resources

EMSA has the following incomes:

- 7.1.1. Donations from people through our new website or the donation box in the mosque.
- 7.1.2. EMSA has the right to get a [subsidy](#) from the international office of the University of Twente (Ces Soir), as long as it remains a World Association under UNITE.
- 7.1.3. Sponsors

8. Facilities of EMSA

8.1. Prayer Room

- 8.1.1. It is strongly advised to bring your own prayer mats, if this is not feasible then you may use the prayer mats on the shelves of the prayer room.
 - 8.1.1.1. When using a mat, however, make sure to NOT put it back in the shelf, but put it on the ground.
- 8.1.2. In the prayer room, there are a maximum of 8 people allowed in the room.
- 8.1.3. The books should not be touched with unsanitized hands till the end of the COVID-19 pandemic.
- 8.1.4. There are hand sanitizers that should be used

- 8.1.5. Remain a 1.5 m distance at all times.
- 8.1.6. The one cleaning the mosque should wait until the ones praying leave. And, request others entering to wait outside so they can clean.
- 8.1.7. Cleaning should be done outside of prayer times.
- 8.1.8. Make sure to use the designated doors for exit and entry.
- 8.1.9. Members and non-members of EMSA are allowed to use the prayer room.

8.2. Wudu Room

- 8.2.1. Only one person is allowed to enter the Wudu Room as long as Corona restrictions are in-place.
- 8.2.2. Everyone should wipe the floor after wudu. This should be taken as an individual responsibility.
- 8.2.3. The Mop cloth should be replaced regularly and evaluated regularly with regards to wear and tear.
- 8.2.4. The use of water should be minimised.

8.3. Printers, beamers and computers

- 8.3.1. EMSA owns a fully functional projector, DSLR camera and one fully functional vacuum cleaner as of date: 26/11/2020. EMSA does not own a computer.
- 8.3.2. We use the printing facility of the UT and ITC, furthermore, commercial service can also be used. The costs related to printing are covered by EMSA through the treasurer. The printing is done by a facility team member through ut.muslims.pr@gmail.com
- 8.3.3. We have our own sound system that is usually used during Friday Prayer.

8.4. ClickUp

- 8.4.1. ClickUp is a platform through which the board and team members assign tasks to each other. It is important that the active members get used to this platform and actively ask questions to the Secretary.
- 8.4.2. The Secretary is the admin of ClickUp.
- 8.4.3. All board and team members are added to ClickUp as members.
- 8.4.4. Partners are added to ClickUp as Guests.

9. Data Security is a fundamental Human Right

- 9.1. The association follows the GDPR of the University of Twente and has some [complementaries](#).
- 9.2. All the documents will be made private and sharing of links will only be to BM/CM who would be permitted to edit/view. So login will be compulsory.
- 9.3. All the necessary data needs to be there when needed to cross-check. If not sufficient personal data was provided, the person could be removed/denied from membership in regards to the safety of the MSA.
- 9.4. Only the Secretary could log in into the *sensitive files* of Onedrive using MSA's own account. Information of *sensitive files* (a different folder) will only be shared with the concerned BM when needed.
- 9.5. In case the Social Media member forgets the Facebook profile password and if it was not documented in the drive also, then the Secretary would change the Facebook profile password using the MSA's Gmail ID and will convey the new password to the Social Media member.
- 9.6. The participants have the right to be against taking video's and/or photos of them during an event.

10. SU deals and advantages

- 10.1. Free participation in the Board Improvement Program and the annual association weekend;
- 10.2. Financial support through the More Than A Degree services funds;
- 10.3. Office room in the Bastille, and rental subsidies; accommodation@union.utwente.nl
- 10.4. Subsidies for Instruction, Materials, and Accommodation (IMA) for sports association;
- 10.5. Big discounts for renting halls for culture association with a Unioncard obligation;
- 10.6. Free renting of meeting rooms and the Atrium in the Bastille;
- 10.7. Free room for recruiting new members during the Kick-In;

- 10.8. Each year you are allowed to let your members participate in a professional culture performance in the Vrijhof.
- 10.9. <https://su.utwente.nl/en/union-services/associations/overarching-deals/>
- 10.10. Board Month beginning on the 16th of November: <https://su.utwente.nl/en/Activism/bip/boardmonth/>

11. Newsletters

- 11.1. Once registered as a member you are automatically subscribed to the Newsletters of EMSA.
- 11.2. You can unsubscribe anytime from the Newsletters by clicking the unsubscribe button in the email. This is not recommended when you want to receive important updates and notices of EMSA via email.
- 11.3. The Newsletters are sent every first week of each month.
- 11.4. The newsletters usually contain one or more of the following: next events, open positions, updates regarding internal changes, questionnaires and small questions/polls to get your opinion and a small duaa/reminder for the month.
- 11.5. All newsletters are sent by the Secretary via mailchimp.

12. Final Provisions

The 4th board of EMSA in the year 2020-2021 states these *Internal Rules of Operation* with due observance of Chapter 12 of the statutes, making these regulations generally valid and binding on the board, the teams and the general members until the next change be the then sitting board.