

Musallah Code of Conduct

Bismillah Ar-Rahman Ar-Rahim

In the name of Allah, the Most Beneficent, the Most Merciful

The following is an outline of the policy that all people who enter the musalla (defined as rm. 232 and 231 of the John Deutsch University Centre, and the immediate area encompassing the rooms) must adhere to. These guidelines follow the AMS, and subsequently Queen's, Codes of Conduct within the campus area (as defined by the Queen's University). For more details on the code of conduct within Queen's that applies to all students, regardless of affiliation, please follow this link: <http://www.queensu.ca/secretariat/senate/policies/code2008.pdf>. Please click on the following link for the AMS Constitution which the Queens University Muslim Students' Association strictly adheres to: http://old.myams.org/images/stories/AMS%20Info/ams_constitution.pdf. For all safety and security concerns, please follow the link to the Campus Security Services at Queen's University: <http://www.queensu.ca/security/>.

The safety of our non/members on Queen's Campus and in particular the Queen's University Muslim Students' Association's (hereto referred to as "QUMSA") club space (hereto referred to as the "musalla") is of paramount concern. Any (deemed) behaviours that threaten to compromise the safety of any non/member present on Queen's Campus will be dealt with by the appropriate authorities. Within the musalla, this authority is any present member of the current, presiding QUMSA Executive Committee. It is expected that all current members of QUMSA are to have read this policy and have understood it. It is also expected that unless otherwise indicated, there is an understanding of all policies outlined herein. All terms are defined within this document and interpretable by the current, presiding QUMSA Executive Committee.

The appropriate authorities to contact are the Campus Security Services at (613) 533-6733 for non-emergency situations and (613) 533-6111 for emergency situations; the Kingston Police at (613) 549-4660 for non-emergencies and 911 for emergencies.

Excerpts from the Terms of Conduct

Queen's University Code of Conduct (Effective July 1, 2008)

Queen's University has developed the following Student Code of Conduct to describe the standard of behaviour to which its students will be held. Contravention of the terms of conduct published here or of any other applicable University policy by a Queen's student may lead to disciplinary consequences.

Queen's students are valued members of the University community with a valid interest in contributing to, participating in and remaining part of the University community. The academic and social privileges associated with student membership at Queen's University are conditional upon the fulfillment of the responsibilities such membership entails.

Being a member of the Queen's community does not carry any special privilege before civil or criminal codes regulating the behaviour of local residents. The University's system of non-academic discipline is a complementary

system that may be derived naturally from our existence as a clearly distinguishable community of interests. It should not be regarded as a substitute for the civil or criminal law.

Students may be subject to consequences for misconduct both under the University's discipline system and under the criminal law concurrently. In the exercise of its disciplinary authority and responsibility, the University treats students as free to organize their own personal lives, behaviour and associations subject to the law and to those University regulations that are necessary to protect the legitimate interests of the University and/or members of the University community.

Students have a duty to familiarize themselves with the rules and regulations of the University that determine what their responsibilities are.

1. Students shall abide by the published rules, regulations, and policies of the University or of any authorized rule-making body within the University. This includes, but is not limited to, the Queen's Harassment/Discrimination Policy and Procedure, those established by Residence administration, and this Student Code of Conduct.

2. Students shall abide by the provisions of the Criminal Code of Canada while in Canada. Students shall also abide by all the other laws of the land, including but not limited to those regulating the possession, sale, or consumption of alcoholic beverages and contraband substances. While outside Canada, students are expected to abide by the laws of the host country. If a student violates those laws, the University may pursue disciplinary action, whether the conduct occurred on or off campus, if the conduct had a real and substantial connection to the legitimate

*3. **Students shall comply, and shall not interfere, with the directions of officials acting within the scope of their authority, including, but not limited to, the Kingston Police, Queen's Campus Security, Queen's Student Constables and Science Constables.***

4. Students shall not furnish false information to the University or any University official or judicial body authorized by the University, nor forge or possess any forged, altered, or falsified instrument of identification.

5. Students shall not interfere, directly, indirectly, or by threat, with the communication or pursuit of a complaint under the Code.

6. Students shall refrain from theft, knowingly possessing stolen property, trespassing, vandalism, and wilfully or negligently damaging private or University property.

7. Student conduct shall respect the lawful rights of others to possess, use, or enjoy private or University property.

8. Students shall respect the freedom of individuals to study, teach, work, and engage in research and socialize. Students shall refrain from conduct that attempts to limit these freedoms or any other freedoms guaranteed by law. The following conduct is unacceptable and constitutes an offence within the University community: acts of discrimination or harassment based upon, but not limited to, race, religion, gender, ability, ethnicity, national origin or sexual orientation. Students shall comply with the terms of any disciplinary sanction imposed in accordance with the Code or other applicable University policy.

Violation of the aforementioned terms of conduct is an offence under the Code, subject to disciplinary sanction. The above terms apply with equal force to individual students and student groups or organizations. Being under the influence of alcohol and/or other substances does not diminish or excuse a violation of the Code.

Misconduct under the Code will be deemed aggravated if it results or foreseeably could have resulted in significant injury to persons or damage to property or which otherwise posed a substantial threat to the stability and continuance of normal university or university-sponsored activities.

Specific Terms of the Policy as applies to the musalla

1. Upon entering the musalla, all Queen's policies apply as well as the following policies shall apply. Violation of said policies will result in:
 - a. Appropriate action for immediate violation to be implemented by any present QUMSA Executive member(s).
 - b. Official notice issued to violating person(s) for violation.
 - c. Appropriate members of the QUMSA and Queen's community contacted to determine appropriate disciplinary action for degree of violation.
 - i. Disciplinary action enforced by QUMSA will adhere strictly to the authority imbued by the AMS and will not violate the rights given by the AMS, Queen's University and the Canadian Charter of Rights and Freedom.
 - ii. Non-academic discipline enforced by Queen's is subject to Queen's Judicial Process as outlined, but not limited to, the following: Non-academic discipline at Queen's is governed by the Queen's Code of Conduct and Section 10 of the AMS Constitution. In the case that a violation occurs, a complaint may be filed with the Commission of Internal Affairs by anyone as per the definition of a complainant in Section 5 of AMS Policy Manual 1. All complaints are assessed and investigated by the Judicial Affairs Office. In the case of incidents that warrant recourse, matters may be settled directly with the Judicial Affairs Office or brought before the Judicial Committee for judgment. The decisions of the Judicial Committee are binding, though they may be appealed to the University Student Appeals Board (USAB). The Judicial Affairs Office and Judicial Committee strive to be non-adversarial and to reflect the principles of natural and restorative justice throughout the judicial process.
 - iii. Academic discipline enforced by Queen's is strictly determined by the appropriate governing bodies of Queen's University.
2. Upon entering the musalla, one will refrain from any inappropriate behaviour as defined by Queen's Code of Conduct. As well, the following definitions of inappropriate behaviour shall apply to being refrained from while at the musalla:
 - a. Inappropriate language deemed offensive or prejudicial as stated explicitly by the offending party(ies). Implicit statement(s) are not necessarily considered.
 - i. An immediate notice (verbal or otherwise) will be issued to the offending party(ies) to refrain from said behaviour by any present QUMSA Executive Member(s).
 - ii. If inappropriate behaviour continues, appropriate action to be taken by any present QUMSA Executive Member(s), including but not limited to, request of removal from musalla, calling of Campus Security, etc.
 - iii. If offence is repeated (from the time of offending party(ies) having left and returned to the musalla), present QUMSA Executive Member(s) will ask for offender(s) to immediately leave the musalla and Executive Member will call Campus Security.

- iv. Any further disciplinary action is subject to AMS, and ultimately Queen's, Code of Conduct.
- b. Inappropriate actions including, but not limited to, lewd gestures, offensive gestures, any unwanted physical contact, any horseplay, and any gesture(s) provoking or inciting violence.
 - i. Immediate request of removal from musalla by present QUMSA Executive Member(s) and a call to Campus Security and appropriate authorities including, but not limited to, Kingston Police. If noncompliance ensues, the following procedures must be implemented:
 - 1. Securing of person(s) considered victim(s) in a safe place and call to Campus Security and Kingston Police placed by immediate, uninvolved person(s), if no risk presented to said uninvolved person(s). If immediate risk is presented to presently uninvolved person(s), securing of the self will take precedence.
 - 2. Secure other(s) who may be at risk within the immediate vicinity.
 - 3. Divert any passerby(s) away from the area of incidence.
 - 4. For further emergency procedures, please refer to the "Emergency Response Procedures" as outlined by the Campus Security force: <http://www.queensu.ca/security/>.
 - ii. A notice (verbal or otherwise) will be issued to the offending party(ies) to refrain from said behaviour by any present QUMSA Executive member; immediately, should the situation be deemed safe by said Member, or within two days of offence taking place if situation deemed otherwise by present Member.
 - iii. If offender repeats any offence outlined, immediate removal will take place and call placed to Kingston Police and Campus Security. Restrictions to access of musalla will be enacted (extent to be determined by current, presiding members of QUMSA Executive Committee). Notification will be placed with AMS Judicial Committee and whatever decision is reached by said Committee will be followed strictly by QUMSA.
- c. Movement of curtain to any degree is impermissible without explicit consent of current, acting Chair(s) of QUMSA. Noncompliance of this policy will be followed promptly by a reminder of current musalla policy from any present QUMSA member(s). If offence is repeated by same offending person(s), an official notice will be given of inappropriate behaviour.
- d. Personal belongings that are left unclaimed in the musalla for more than two days will be removed and turned into the Lost and Found services of the Campus Security.
- e. Any littering that takes place in the musalla will be followed by an immediate reminder of current musalla policy by any present QUMSA member(s). If offence is repeated by same offending person(s), an official notice will be given of inappropriate behaviour.
- f. Vandalism of any property within the musalla will not be tolerated and a request for immediate refraining from said offence will be issued from any QUMSA member(s) present.

3. Upon entering the musalla, proper etiquette that is due for any place of prayer must be followed. This includes, but is not limited to, refraining from:
 - a. Shouting or speaking in harsh tones.
 - b. Any sort of disturbance whilst person(s) are praying and/or reading Qur'an.
 - c. Laughing obnoxiously and/or uncontrollably whilst person(s) are praying and/or reading Qur'an.
 - d. Removal of literature from the library that is not signed out/allowed to be signed out for other than QUMSA Events as approved by present member(s) of the current, presiding QUMSA Executive Committee.
 - e. The addition of literature to the library without the explicit consent of the current and presiding Education Officer of the QUMSA Executive Committee.
 - f. Removal of any materials from the cupboards or other storage areas for other than QUMSA Events as approved by current, presiding member(s) of the QUMSA Executive Committee who are present at time of removal.
 - g. The addition of material(s) to the storage areas of the musalla without the explicit consent of the current and presiding Chair(s) of the QUMSA Executive Committee.
 - h. Leaving personal belongings strewn about the musalla such that it can lead to impediment of active forms of worship.
 - i. The playing of loud music within the musalla.
 - j. The playing of any loud audio or video from a device that plays such material.
 - k. Argumentation that ensues from matters that are based on certain scholarly decisions.
 - l. The criticizing of certain scholars, or well known people in the media.
 - m. Speaking while athan is being made.
 - n. Not arguing about who will lead the prayer or make the athan.
 - o. Leaving the windows and doors opened and unlocked when no one is present in room 232 or 231.

All policies are expected to be known and followed unless indicated otherwise by current and prospective members of QUMSA. All policies are drafted with the safety of the members of QUMSA kept foremost in mind and adherence to these policies ensures a safe environment where one can come and perform their acts of worship.

First draft of the QUMSA Musalla Policy, dated this day, Friday, September 19, 2008.