



ICOE Communication Policies & Guidelines

The purpose of this Communication Policy document is to provide guidelines for the usage of ICOE Email DL, notice boards, the material that can be displayed, as well as the print media that is allowed and approved on ICOE premises. 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. To advertise, please send an e-mail to communications@eastsidemosque.com

POLICY INFORMATION

- 1) Anyone wishing to make announcements or distribute any literature/talk with or without microphone system on ICOE premises must seek the permission of the Board of Directors or ICOE Imam.
- 2) **On Premises:** – Human pictures and inappropriate messages or political content are NOT allowed to post on the notice/bulletin board or anywhere inside ICOE premises. (Examples include flyers with human pictures, violent pictures or picture of adult men and women, etc.).
- 3) All members and non-members of ICOE will observe the Islamic Code of Conduct and Ethics in all proceedings and at all times before and after salah within ICOE premises.
- 4) **ICOE Community/Non-Profits:** – 2 Notice boards, one on the men’s side and the other on the women’s side are ICOE community bulletin boards for the community members and nonprofit organizations to post free ads for up to 3 weeks.
 - a. **The recommended poster/flyer size for display on the notice boards is postcard size and not to exceed 8.5" x 11".**
 - b. Placement/distribution of donation envelopes/pledge cards from any organization is NOT allowed except on their approved fund-raising day at ICOE.
- 5) **Profits/Businesses:** –The cost for businesses to display their ads on notice board is \$40.00 per month for the large slots (8.5 X 11) and \$25.00 for the smaller slots (post card size).
- 6) All notice board display items must be approved by the ICOE Management and all display items must be stamped with the date of approval before being put on the notice board.
- 7) In addition, all print media items (including books) that will be placed inside ICOE Masjid must also be approved and stamped by ICOE Management.
- 8) All display items on the notice boards will remain for up to 3 weeks from the day of approval/stamping. Notice boards will be checked on a regular intervals to ensure that information is up to date. ICOE management reserves the right to remove all items prior to or after the 3 week period.
- 9) **All postings will be at the discretion of ICOE Management, whereby the management decision is final.**



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- 10) **ICOE Emails:**– ICOE email (google groups) should be used for general community communications. Appropriate human pictures on community related flyers are allowed via digital/email communication ONLY (Reviewed by ICOE Imam). No commercial, marketing, personal profit advertisements or political content.
- 11) ICOE is not responsible for any consequences of non-ICOE generated emails.
- 12) ICOE will generally approve community emails in 1-2 days. For urgent emails, please contact ICOE communications at communications@eastsidemosque.com
- 13) All emails will be approved based on the above mentioned criteria and ICOE emails are moderated by communications team.
- 14) For any concerns with email/flyer contents conflicting with Islamic values, communications team will consult with board and ICOE Imam and inform the sender accordingly.

POSTING GUIDELINES:

ICOE management has the right to deny the posting of any information that does not adhere to the following guidelines:

- a) Notice requests must be received by the ICOE Management well in advance (minimum one week) to be considered for posting. ICOE Management will take no responsibility for late postings or submissions that are received too late to post. Please send an e-mail to communications@eastsidemosque.com
- b) Notices will be displayed on a first come first serve basis; however display items pertaining to ICOE Masjid and other non-profit Islamic organizations will have a higher priority.
- c) Notices must publicize activities or events that are occurring within the Eastside community or have specific relevance to the ICOE community.
- d) Any items hung without board approval will be removed, and ICOE reserves the right to forfeit their posting privileges in case of repeated violations. Individuals/Organizations doing so will be held responsible for any damages incurred upon removal.
- e) Items that are deemed to be derogatory, defamatory or offensive will not be posted. Items advertising anything not approved in Islam or against the policy of ICOE will not be posted.
- f) Information to be posted in a language other than English must be accompanied by a comparable English translation of the information being posted.

Detail communication policies and guidelines can also be found online on the website under 'Useful Links' section.



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KHUTBAH AND SPEAKERS:

We thank Almighty Allah for having blessed us with the wealth of Islam. In Islam Masjid plays a very vital role in imparting true knowledge of Islam to educate and guide the community. This responsibility is mainly delivered by the speakers of the masjid whose mission is character building, reformation of humanity, motivate people to do good deeds and prevent them from disobeying Almighty Allah and his messenger (SAW).

- 1) The Speakers shall turn attention of audience from worldly desires and temptations to everlasting life of hereafter and towards the greatness of the our creator Allah (SWT). The Speakers work on audience to remove arrogance and selfishness from their hearts and fill it with humbleness, care and well-wishing for others.
- 2) While speakers have above mentioned responsibilities, in the contemporary world due to the various misinterpretations of teaching of Islam, ICOE speakers have responsibility to guide the community and keep them steadfast in the light of established beliefs and practices of Ahle Sunnat Wal Jamat.
- 3) Speakers at ICOE shall not use khutbah or any language that targets or offends any individual or any group of the community as Islam teaches us to dislike the sin but not the sinner.
- 4) At the same ICOE members are advised to present themselves with discipline (adab) and desire to learn the teachings of Islam and understand the speaker's intentions and responsibility is to guide the community and invite them to good and prevent them from Evil.
- 5) If the congregations has any concerns with a sermon or any ICOE matter they are advised to follow the compliant process and reach out to responsible members of ICOE or contact communications@eastsidemosque.com

Dated: 11-30-2018