

Constitution and Code of Conduct of the Muslim Society (University of Reading)

In the Name of Allah (God), Most Gracious, Most Merciful



The Constitution and Code of Conduct of the Muslim Society of the University of Reading

October 17th, 2006

Verily, the religion with Allah (God) is *Islam*
(Al-Qur'an, 3:19)



The University of Reading

Reading University Students' Union



The Constitution and Code of Conduct of the Muslim Society of the University of Reading

Table of Contents

I	Definitions	3
II	Statement of Objectives	3
III	General Regulations	4
IV	Eligibility	4
V	Areas of Legislative Responsibility	4
VI	Membership Fee	5
VII	Procedure for Calling Meetings	5
VIII	General Body Meeting Procedure	5
IX	Executive Meeting Procedure	6
X	Duties and Structure of the Executive	7
XI	The Presidency	7
XII	The Vice-Presidency	8
XIII	The Secretary	8
XIV	The Treasurer	8
XV	The Sub Treasurer	9
XVI	The Event Organiser(s)	9
XVII	The Centre Coordinator(s)	9
XVIII	The Email Administrator	9
XIX	The Webmaster	10
XX	The Fosis Coordination Officer	10
XXI	Elections Procedure	10
XXII	Removal from Office	11
XXIII	Finances	11
XXIV	Constitutional Amendment Procedure	12
XXV	Acceptance	12
XXVI	Code of Conduct	13

In the Name of Allah (God), Most Gracious, Most Merciful

The Constitution of the Muslim Society of the University of Reading

I. DEFINITIONS

1.01 For purposes of this constitution, (a) RUMS shall be deemed to refer to the Muslim Society of the University of Reading. (b) The terms 'University' and 'RU' shall be deemed to refer to the University of Reading. (c) The term 'Executive' shall be deemed to refer to the elected body of RUMS. (d) The terms 'general body,' 'general member(s),' and 'general membership' shall be deemed to refer to every member of RUMS, regular and associate. (e) 'RUSU' shall be deemed to refer to the RU Students' Union, (f) The 'Qur'an' shall be deemed to refer to the Holy Book of Islam, considered to be the Word of Allah (Arabic term for 'God'). (g) The 'Sunnah' shall be deemed to refer to the way of life of the Prophet Muhammad (peace be upon him), considered to be a guide to the personal and communal behaviour of Muslims. In particular it consists of what the Prophet (peace be upon him) said, did or actions witnessed by the Prophet and not objected to by him, as agreed upon by the majority of Muslim scholars. (h) 'Dawah' shall be deemed to refer to the practice of educating the public about Islam. (i) The 'Shariah' shall be deemed to refer to the religious code of laws and rules governing the life of all Muslims. (j) The 'Member Database' shall refer to the master list of all members of RUMS. (k) The 'Muslim Centre' shall refer to Archway Lodge, Whiteknights, Reading, RG6 6AY which is under a 'licence agreement' from the The University of Reading through the Reading University Students' Union (l) The term 'brother' shall be deemed to refer to any male members of the society. (m) The term 'sister' shall be deemed to refer to any female members of the society.

II. STATEMENT OF OBJECTIVES

2.01 The purpose of the Muslim Society at the University of Reading shall be to serve Allah (God) in the best way possible through the principles laid out in the Qur'an and Sunnah.

2.02 This Constitution is enacted for the purpose of establishing a representative body of elected members to help: (a) bring together the Muslim community on campus, (b) encourage and facilitate the practice of Islam on campus, and (c) promote awareness of Islam among the University community.

2.03 RUMS will organize events in accordance with the Shariah. Any interference on the pretext of "modernization" or any such ideas will not be acceptable, as Islam is a way of life for all times and places and hence is not subject to being outdated or needing reform. Where differences of opinion arise on Islamic thought and practice, RUMS shall adhere to principles recognized by the majority of Sunni Muslims worldwide.

2.04 (a) RUMS shall maintain an active affiliation with the Federation of Student Islamic Societies.

2.05 RUMS is not an agent or a representative of the Students' Union or the University of Reading, and the views and actions of RUMS does not necessarily represent those of the Students' Union, University of Reading, and/or its associates.

2.05 The Muslim Centre shall be used as an outlet, to aide in the achievement of the objectives of RUMS, during and outside term including Christmas and Easter vacations.

III. GENERAL REGULATIONS

3.01 (a) A student shall be deemed to be a full-time/part-time undergraduate student, or a fulltime/ part-time postgraduate student of the University provided that they have paid their incidental fees. (b) As per RUSU regulations, an individual is deemed a student, even if on an industrial placement or not on a study term, as long as he/she has enrolled in the term preceding or succeeding the current term. As a result, members of RUMS who fall under these criteria are eligible to run for an Executive position subject to section [3.03-b].

3.02 (a) Undergraduate, postgraduate and PhD. students are allowed to be regular members of RUMS . (b) Faculty, alumni and staff are allowed to be regular members of RUMS . (c) Only regular members will be allowed to hold voting Executive positions.

3.03 (a) All elected members of RUMS shall be students while in office. (b) Exchange students may hold an Executive position as long as their period of study extends to at least a single academic year.

3.04 Interpretation: In the case of ambiguity regarding the interpretation of any sections of this Constitution or a possible conflict between one or more sections, the majority of the current Executive Committee's interpretation will rule. If editing or rewording is necessary the Executive Committee should follow the procedures for an amendment subject to article [XXIII. Constitutional Amendments Procedure].

3.05 Membership to RUMS is not dictated by religion, caste or creed; thus provisions for Muslims as well as Non-Muslims exist to be a part of RUMS.

IV. ELIGIBILITY

4.01 Eligibility for RUMS Membership

To be eligible for RUMS Membership, the following conditions must be met:

- (i) can be a student as defined under section [3.01],
- (ii) can be a non-student as defined under section [3.02-b],
- (iii) must have paid the membership fees for that term subject to section [6.02], and
- (iv) must have submitted the required information to RUMS Member Database.

4.02 Eligibility for Executive Position:

To be eligible for nomination to the Executive, the following conditions must be met:

- (i) must have a strong belief in the values of Islam,
- (ii) must be adept with the practices of Islam,
- (iii) must be a student as set out in article [III. General Regulations],
- (iv) must be a member of RUMS as set out under section [4.01],

4.03 Eligibility for Non-Executive Position:

To be eligible for a non-Executive position, the following conditions must be met:

- (i) must be a student as set out in article [III. General Regulations],
- (ii) must be a member of RUMS as set out under section [4.01],

V. AREAS OF LEGISLATIVE RESPONSIBILITY

5.01 RUMS shall legislate on all matters within its jurisdiction as set out by this constitution.

5.02 RUMS shall amend or append this constitution only in accordance with article [XXIII. Constitutional Amendments Procedure].

VI. MEMBERSHIP FEE

6.01 The membership fee to RUMS shall be £5 subject to section [22.02].

6.02 The membership fee can be changed to a different amount or waived entirely by a 2/3rd majority vote of the Executive Committee under special circumstances as and if they arise.

VII. PROCEDURE FOR CALLING MEETINGS

7.01 General Body Meetings (GBM):

(a) General Body Meetings shall take place at least once a term in order to provide the general body with an avenue to express their ideas or share their concerns with the execs. (b) Meetings shall be called by the Presidency, by a petition signed by 2/3 of the Executive, or a petition signed by ten general members and three executive members of RUMS. (c) Members shall be notified of a General Body Meeting by email at least a week in advance. (d) Emergency GBMs shall be permissible in extenuating circumstances, provided notice is posted in prominent places on campus, and every attempt is made to ensure that members receive 24 hours notice. (e) The agenda shall be made available via RUMS webpage at each meeting, subject to the discretion of the Executive.

7.02 Executive Meetings:

(a) Meetings shall take place on a fortnightly basis during the terms. (b) Meetings shall be closed except when the Executives decide by majority vote that a particular meeting shall be open to the general membership. (c) Meetings shall be called by the President or by a petition of 2/3 of the Executive. (d) The agenda of each meeting shall be made available one (1) day prior to each meeting subject to availability and the discretion of the chair. (e) Emergency meetings shall be permissible in extenuating circumstances provided notice is posted on relevant executive e-mail lists 24 hours prior to meeting. (f) In the case the President cannot be contacted any member of the Executive shall reserve the right to call an emergency meeting. All efforts must be made to contact the President.

VIII. GENERAL BODY MEETING PROCEDURE

8.01 (a) The President of RUMS, preferably, shall be the chair of the GBM, unless he or she decides to assign the duties of chair to another member of the Executive Committee. (b) The President will be responsible for the agenda of the meeting. (c) The President will direct the flow of the meeting, resulting in members of the General Body speaking only when the President gives permission.

8.02 Rules of conduct shall be outlined by the Presidency at the beginning of the first meeting of RUMS each year, such as: (a) Respecting seating arrangements. (b) Speaking only when called upon by the President. (c) In the absence of the President, the Vice-President shall moderate the meeting. (d) In the event that neither President nor Vice-President is available for the meeting, it is the President's responsibility to appoint a moderator for the General Body Meeting at least 24 hours prior to meeting time. The chosen moderator shall be from the Executive only.

IX. EXECUTIVE MEETING PROCEDURE

9.01 This Constitution along with the RUSU Sport Clubs and Societies Constitution, the former being established in accordance with the Quran and the Sunnah, shall be the sole documents governing RUMS' s behavior.

9.02 Quorum shall consist of five (5) members of the Executive Committee, including the Secretary.

9.03 Meeting timings and location can only be changed with the unanimous approval of complete executive membership.

9.04 Only the Executive shall reserve the right to vote.

9.05 The Executive, by a majority vote, may open issues for discussion and/or an Executive vote.

9.06 Any inter-executive conflict, complaint or disagreement shall be brought up in an Executive meeting, and shall be kept in strict confidence by the Executive.

9.07 Any Executive member who is absent from three (3) consecutive meetings shall be deemed to have resigned, unless satisfactory reason for such an absence is given to the President, no later than two (2) days prior to a meeting.

9.08 Chairing: (a) Meetings shall be chaired by the President. In the absence of the President, the Vice President shall chair all meetings, and in the absence of both the Secretary shall chair all meetings. (b) The Chair shall be responsible for maintaining order subject to section [9.03], and ensuring that the agenda is discussed in a complete and efficient manner. (c) The Chair reserves the right to open issues for discussion and/or an Executive vote. (d) The Chair shall reserve the right to veto any vote, excepting when the rest of the Executive present at the meeting unanimously agrees that the veto is unwarranted.

9.09 (a) Attendance is highly encouraged at all meetings for the Executive, the general body, and all members holding non-Executive positions. (b) Attendance is mandatory for all meetings where the announced agenda includes discussion or review of items that explicitly fall within each Executive/Non-Executive's responsibilities, as set out in this section.

9.10 Failure to attend three (3) consecutive meetings, where attendance was deemed mandatory (subject to section [15.01]) will lead to automatic resignation of the member, subject to the majority vote of the Executive.

9.11 Non-Executive positions may not vote on any motions or items, unless the subject of the vote falls explicitly within their bounds of responsibilities, as defined in this Constitution and where they are asked by the chair to participate.

X. DUTIES AND STRUCTURE OF THE EXECUTIVE

10.01 The Executive shall consist of the following positions:

- (i) The President (brother or sister)
- (ii) The Vice President (brother and sister)
- (iii) The Secretary (brother or sister)
- (iv) The Treasurer (brother or sister)
- (v) The Sub-Treasurer (brother or sister)
- (vi) The Event Organiser(s) (brother or sister)
- (vii) The Centre Coordinator(s) (brother or sister)
- (viii) The Email Administrator
- (ix) The Webmaster
- (x) The Fosis Coordination Officer

10.02 (a) The total number of Executive members for a term shall be an odd number between seven and thirteen (for purposes of reaching a decision during Executive Committee meetings. 10.02 (b) An individual may be nominated and elected to more than one position, provided he/she does not assume more than one of the following three positions: President, Vice President, and Treasurer.

10.03 (a) Term of office for each Executive shall be one academic year.

10.04 (a) The Executive shall be responsible for the direction and management of the affairs of RUMS in accordance with the provisions of this constitution. (b) The Executive shall strive to adhere to an Islamic code of conduct at all times that will positively influence the rest of the membership. (c) Every Executive member shall be responsible for security at all RUMS events.

10.05 (a) No member of RUMS Executive Committee shall be part of the Executives of RUSU and/or any other on-campus religious club. (b) RUMS Executives can be a part of the executive of any other on-campus club provided they are able to fulfill their RUMS Executive obligations.

XI. THE PRESIDENCY

11.01 The President shall:

- (a) Act as the official representative of RUMS at all occasions. (b) Provide leadership and guidance to the Executive and RUMS. (c) Be responsible for ensuring that the Executive carry out their respective duties as outlined in articles [XII – XIX]. (d) Supervise and ensure the smooth operation of RUMS, which includes peacefully resolving any inter-executive conflict and reviewing all RUMS documentation. (e) Chair each Executive and General Body meeting, subject to section [9.08]. (f) Present the secretary with information in order to set the agenda for future meetings. (g) Have certain veto-powers subject to section [9.08-d]. (h) Act on his/her own authority only if an Executive or General meeting cannot be called. This may include making emergency decisions such as delegating duties and/or special powers to an Executive member. (i) Be responsible to the Executive and RUMS for all of his/her actions as their representative, (j) be a signing officer of RUMS. (k) Be responsible for appointing an Elections Committee or Elections Officer. (l) Have the power to appoint any general member to an executive position that has not been filled in by a by-election, subject to the approval of the Executive Committee by a 2/3 majority vote. (m) Be responsible for arranging a proper transition of responsibilities at the end of the term, including scheduling of the first general body meeting of the subsequent term. (n) At the end of term, ensure any reports required by the RUSU are completed and handed in on time.

XII. THE VICE-PRESIDENCY

12.01 The Vice President shall:

(a) Assist the President with all designated duties and responsibilities. (b) Assume all duties and responsibilities of the Presidency in the President's absence. (c) Be responsible for any administrative correspondence not specifically handled by other Executive members. (d) Be a signing officer of RUMS, pending approval by the President.

XIII. THE SECRETARY

13.01 The Secretary shall:

(a) Prepare and type an accurate account of each Executive and General Body meeting in the minutes to be distributed to the Executive Committee and, if requested, to general members, at the next meeting. (b) Post meeting minutes to the Executive and other mailing lists (as decided by the Executive Committee) no later than 2 days after the actual meeting. (c) Provide RUSU with any meeting minutes as required by RUSU policies. (d) Prepare the agenda for each Executive and General meeting in consultation with the Executive and the general membership. (e) Type and distribute the agenda for each Executive meeting subject to section [7.02 -d]. (f) Provide the Webmaster with all relevant information needed to update RUMS web page for planned events and other useful info in coordination with the Event Organiser(s). (g) Maintain liaison with the RUSU on any secretarial matters. (h) Work with the Executive Committee to ensure University facilities and equipment are properly booked in advance of their need. This includes bookings for all meetings, lectures, halaqas, and on-campus social gatherings held by RUMS. (i) Ensure any equipment borrowed from the University is obtained early enough to ensure its proper setup in coordination with the Event Organiser(s). (j) Ensure the equipment is safely used during the event and returned on a timely basis to avoid penalties by the University in coordination with the Event Organiser(s). (k) Be responsible for advertising and publicity of RUMS events in the community in coordination with the Event Organiser(s). (l) Coordinate any ticket sales for special events with the rest of the Executive in coordination with the Event Organiser(s). (n) Be responsible for dealing with on-campus publications such as Spark or any RUMS publication.

XIV. THE TREASURER

14.01 The Treasurer shall:

(a) Be responsible for all the financial affairs of RUMS, including the maintenance and security of the financial records. (b) Be a signing officer of RUMS. (c) Maintain, if necessary, a maximum of £50.00 in petty cash at RUMS events involving general cash sales (e.g., sale of food or books by RUMS, ticket sales for events). (d) Reimburse Executive and general members for expenses paid out-of-pocket only when proof of purchase is provided. Reimbursement shall only occur if the expense (on behalf of the RUMS) was pre-authorized or approved by either the President or the Vice President. (e) Be responsible for the security and deposit of any cash funds received as revenue at any RUMS events and ensure deposit is made on a timely basis. Cash receipts in excess of £50.00 shall not be left un-deposited for longer than three (3) business days. (f) Prepare the end of year budget of RUMS, and submit it to the RUSU prior to the budget submission deadline posted by the RUSU (obtain budget

form and submission deadline from RUSU office). (g) Abide by any financial guidelines set by the RUSU. (h) Disburse no funds of RUMS except as authorized by the majority of the Executive or the President. (i) Transfer all assets, books and other financial records to the incoming secretary/treasurer. (j) If requested, present monthly bank statements to the Executive, including a financial report and bank statement following every major event. (k) Prepare a report of the financial position of RUMS for any General Meeting, including original net worth, revenue generated, expenditures incurred, amount owing, accounts receivable and funds remaining.

(l) Ensure the signing officers recorded by the bank are the chosen Executive officers (preferably the President/Vice President and Treasurer). (m) Maintain liaison with the RUSU on any financial matters.

XV. THE SUB-TREASURER

15.01 The Sub-Treasurer shall:

(a) Assist the Treasurer with all designated duties and responsibilities. (b) Assume all duties and responsibilities of the Treasurer in the Treasurer's absence.

XVI. THE EVENT ORGANISER(S)

16.01 The Event Organiser shall:

(a) Be responsible for organising socials for all members of RUMS. (b) Liaise with internal and external bodies to get sponsorship for events. (c) Organise fund raising events for RUMS. (d) Provide the Webmaster with all relevant information needed to update RUMS web page for planned events and other useful info in coordination with the Secretary. (e) Ensure any equipment borrowed from the University is obtained early enough to ensure its proper setup in coordination with the Secretary. (f) Ensure the equipment is safely used during the event and returned on a timely basis to avoid penalties by the University in coordination with the Secretary. (g) Be responsible for advertising and publicity of RUMS events in the community in coordination with the Secretary. (l) Coordinate any ticket sales for special events with the rest of the Executive Committee.

XVII. THE CENTRE COORDINATOR(S)

17.01 The Centre Coordinator(s) shall:

(a) Be responsible for looking after all arrangements for daily prayers and Jumu'ah (Friday Prayer) organized by RUMS. (b) Be responsible for looking after the Muslim Centre assets. (c) Ensure the Muslim Centre facilities are available for use at anytime. (d) Look after the welfare of all Muslim Centre users; ensuring the Muslim Centre is clean and tidy; stock of edible items (such as for tea etc) are properly kept; the kitchen and dining corners are stocked and well maintained; the toilets and ablution areas are clean and stocked with toiletries. (e) Collaborate with the Event Organiser(s) and the Treasurer. (f) Ensure the centre is open during pre-agreed times and lock up after the last prayer. (g) Look after the Library.

XVIII. THE EMAIL ADMINISTRATOR

18.01 The Email Administrator shall:

(a) Be responsible for maintaining an up to date mailing list of all members of RUMS and any custom mailing lists (such as the Executive Committee mailing list) as approved by the Executive Committee. (b) Ensure any and all queries referred to the RUMS webpage are directed towards the appropriate post and designation. (c) In the event of failure to recognise the attribute(s) of any correspondence will forward any such correspondence to the President and/or Vice President.

XIX. THE WEBMASTER

19.01 The Webmaster shall:

(a) Be responsible for maintaining the RUMS website (www.muslimcentre.co.uk) and ensure it is up to date with regards any information pertaining to RUMS, its members and events. (b) Liaise with any Executive Committee member in order to obtain any information regarding any matter (including but not limited to events and notices) for purposes of maintaining an up to date website. (c) Be the chief moderator of the entire RUMS website, including but not limited to any information posted on its Forum. (d) Ensure that any information posted/displayed on the website is consistent with the policies, codes and principles of RUMS.

XX. THE FOSIS COORDINATION OFFICER

20.01 The Fosis Coordination Officer shall:

(a) Be responsible for maintaining contact and correspondence between RUMS and The Federation of Student Islamic Societies (FOSIS). (b) Be the first point of contact between RUMS and FOSIS and FOSIS and RUMS. (c) Facilitate any requirements that may arise on the part of RUMS and/or FOSIS. (d) Promote RUMS events to FOSIS and other FOSIS events to RUMS. (e) Attend FOSIS meetings and enable adequate note taking for RUMS implementation of FOSIS regulations.

XXI. ELECTIONS PROCEDURE

21.01 Elections of RUMS shall take place during the start of the academic year and within two weeks of the Freshers' Fair. These elections will be used to appoint Executive positions as defined in section [10.01].

21.02 Appointment of an Elections Committee or Elections Officer. Subject to section [11.01-1], the President shall appoint an Elections Committee or sole Elections Officer, depending on the availability of qualifying individuals. To qualify for this appointment, an individual needs to be a neutral alumni, postgraduate or PhD. Student.

21.03 The Elections Committee or Officer shall be responsible for the scheduling, advertising and carrying out of all election-related activities. The Elections Committee may request the outgoing Executive for any assistance in the carrying out of these responsibilities.

21.04 Notice of the date of elections shall be posted in prominent places no less than three (3) days in advance of said elections. Similar notices shall also be posted on the RUMS website.

21.05 All Nominees must read and agree to implement the principles in this Constitution if they are elected to office. The Elections Committee must make clear to all candidates:

(a) They must meet the Executive eligibility requirements as set out in section [4.02]. (b) Before accepting any nomination, the candidate must read and agreed to the duties and responsibilities of that position as outlined in this Constitution. (c) Nominees have the option of submitting a Candidate Information Form to the Elections Committee. The Candidate Information Forms will be posted on RUMS website 72 hours before the first General Body Meeting of the term. (d) No individual shall be denied the right to an elected Executive position based on gender, colour, race, or ethnicity subject to section [10.01 and 4.02]. (e) Nominees must understand the seriousness of the position, what each position exactly entails, and the responsibility to Allah (God) that each candidate will have after accepting that position.

21.06 Voting Procedure: The exact voting procedure shall be determined by the Elections Committee or Elections Officer. The following rules shall apply regardless of actual voting procedures: (a) General members may elect members of the incoming Executive Committee. (b) Voting shall be conducted by secret ballot.

21.07 Any Executive position(s) which become vacant during the academic year for any reason must be filled through an appointment of a regular member by the President, with ratification by a majority of the Executive Committee.

21.08 In the case that only one sister is elected to the Executive Committee, the Executive Committee must do everything in its power to appoint another sister to the Executive Committee without forcing another committee member to resign, subject to section [10.01]. If this is not possible, then other accommodations must be made.

XXII. REMOVAL FROM OFFICE

22.01 An Executive member shall be reprimanded by the Executive Committee, and upon repetition, be subject to dismissal for: (a) violating any Islamic Principle or Law that deems them unworthy to serve as a leader of the RU Muslims and/or representing RUMS in a fashion that is uncharacteristic of the General Body and Islamic Principles, (b) slander against another Executive member or general member(s), (c) usage of profanities, derogatory or discriminatory language in conversation pertaining to RUMS, its affairs, or membership, (d) incompetence or willful negligence of duty.

22.02 (a) Removal from office shall be accomplished by a consensus of the Executive Committee after charges and specifications against the affected member have been presented to him/her at a previous Executive meeting, subject to section [21.03]. (b) The General Body can lobby to remove any Executive from the Executive Committee at any given time, provided that three (3) Executives and thirty (30) General Body Members support the removal and sign a petition for it.

22.03 After consultation with the aggrieved parties, the President shall write up and present a list of charges against the affected member, to the Executive Committee, at the next meeting. This shall activate section [21.02].

22.04 Any Executive member shall be deemed to have resigned, subject to section [9.07].

XXIII. FINANCES

23.01 The signing officers of RUMS shall be the Treasurer and any one of the President or the Vice- President. In the unavoidable absence of the Treasurer, the President and the Vice President will be the signing officers.

23.02 RUSU shall determine the RUMS membership fee.

20.03 A budget of RUMS's revenues and expenditures for the term shall be prepared and approved by 2/3 of the Executive. This budget may be forwarded to RUSU if they require so.

23.04 Once the annual budget is approved, expenditures that fall within the budget may be approved by a 2/3 majority Executive vote.

23.05 All expenditures exceeding £50.00 must be authorized in advance by 2/3 of the Executive. Sums under £50.00 may be paid in advance but must require approval by 2/3 of the Executive for reimbursement.

23.06 Extraordinary expenditures, not covered by the budget, must at any time be approved by 2/3 of the Executive.

23.07 **Dissolution:** If due to some extreme circumstance RUMS is forced to dissolve, then all assets of the organization must be relinquished by the last Executive Committee to RUMS and/or RUSU after all debts to RUMS and/or its associates have been paid off.

XXIV. CONSTITUTIONAL AMENDMENT PROCEDURE

24.01 (a) If it becomes necessary to amend any part of this Constitution, a notice of intent to amend the Constitution, and written copies of the proposed amendment(s) must be presented to the Executive Committee at an Executive meeting. (b) The general body must be informed of the amendments meeting by e-mail and a copy of the proposed amendment(s) must be posted on RUMS website at least three (3) days before the meeting. (c) Amendments may be made to this Constitution, subject to section [23.02], by vote of 60% or greater of a quorum of 60% of the members present at the first General Body Meeting, subject to section [3.04].

24.02 (a) Amendments to article [XXIV. Constitutional Amendment Procedure] may be made not more than once every two years starting from the time when this Constitution was most recently amended. (b) The quorum must follow the same exact procedure as section [24.01].

XXV. ACCEPTANCE

25.01 As of October 2nd, 2006 this constitution and code of conduct shall be known as the Constitution and Code of Conduct of the University of Reading Muslim Society.

25.02 (a) A master copy of this constitution shall be kept in the Muslim Centre and with the Secretary. All amendments and references shall be kept with the original document to ensure that a complete copy of this document is available at all times. The master copy shall be the responsibility of each Executive and shall not be allowed to leave the Muslim Centre except under the care of the President, who shall return it within 48 hours. (b) A current copy shall be filed with RUSU upon request.

XXVI. CODE OF CONDUCT

- I. No member of the Muslim Society is allowed to advertise or promote products without full permission from the Executive Committee members.
- II. It is the duty of all members of the Muslim Society to look after all valuable items in the Muslim Centre (e.g. books, tapes, videos etc)
- III. It is the duty of all members of the Muslim Society to keep noise levels to a minimum when using the Muslim Centre during prayer times (by switching off their mobile phones, for instance)
- IV. It is the duty of all members of the Muslim Society to keep the Muslim Centre clean and tidy at all times.
- V. No member of the Muslim Society is allowed to organize discussions or debates inside the Muslim Centre that would instigate conflicts and general disquiet.
- VI. It is the duty of any members present at the Muslim centre to disallow non-members of the Muslim Society and individuals from outside the university from making any comments/lectures or engaging in activities that are not consistent with the values and codes of the Muslim Society, and thus RUSU.

APPENDIX: A