The Student Life Codex is an initiative of the Brussels Studentengenootschap “Geen Taal, Geen Vrijheid”.
The Student Life Codex was adopted at the Student Council meeting of 11/10/2017.
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**Artikel 1 - Aims**

The Vrije Universiteit Brussel (VUB) is keen to support student life. It does so by facilitating and subsidising:

- student initiatives;
- student community life through the Brussels Studentengenootschap, geen taal geen vrijheid, as the umbrella organisation of the VUB's student societies;
- De Moeial student magazine;
- Studiekring Vrij Onderzoek.

In addition, the VUB may conclude agreements with outside organisations whose activities benefit VUB student life.

**Artikel 2 - Values and code of conduct**

All students – including those students who perform acts outside of student community life – are to organise their activities in deference to the principle of Free Inquiry. They are not to discriminate on the basis of gender, nationality, national or ethnic origin, race, skin colour and background, disability, religious beliefs or creed, sexual orientation, age, ability, marital status, political beliefs, allegiance to any particular trade union, health status, physical or genetic traits, birth, social background and language.

They are to abide the VUB’s regulations as well outside regulations.

All students are to observe a code of conduct which requires them, in their capacity as students to behave responsibly, both on and off campus. They are to respect one another’s mental and physical integrity. They are to support each other, especially in case of problematic situations.

The VUB does everything necessary to raise awareness among students of this code of conduct and to foster due compliance with the code.

**Facilities for all students**

**Activity grants**

**Artikel 3 - Grants from the project grants budget or sponsorships**

Every VUB student can submit an application for a project grant or sponsorship.

The aim of the project grants budget is to support new projects which expand the range of leisure and entertainment opportunities and formative activities available to VUB students.

The sponsorships are aimed at supporting initiatives which, in addition, are innovative or ambitious in nature and serve to promote the appeal of the VUB or of Brussels as a college city.

**Artikel 4 - Requirements and applications for project grants or sponsorships**

§1 To qualify for grants from the project grants budget or sponsorships, the application must meet the following general requirements:

- the project or the activity must be open to at least part of the VUB student population;
- the application must be submitted by a VUB student. He/she may do so on behalf of a society of which he/she is a member.

§2 In addition to the general requirements, applications for a grant from the project grants budget must meet the following supplementary requirements:

- for the same type of activity, the maximum number of grants that may be applied for from the project grants budget is three;

---

1 As is the case with CJP vzw (non-for-profit organisation), BSG AS vzw, BOJ vzw, etc.

2 *Thought should never submit, neither to dogma, nor to a party, nor to a passion, nor to any interests, nor to any preconceived notions, or anything else, but solely to the facts themselves, as to submit would mean to cease to be.* (Henri Poincaré)

3 The statutory framework is the European Convention for the Protection of Human Rights and Fundamental Freedoms, signed in Rome on 4 November 1950 (and the Belgian anti-discrimination legislation)
• where an activity is promoted in multiple languages, the activity should allow that participants who speak (only) one of these languages can also actively participate;
• the application is to include a budget estimate, which provides an appropriately detailed run-down of the planned expenditures and revenues, and is not allowed to pursue a profit in excess of € 75.

Student societies with a regular recognition, who no longer find themselves in the trial period, cannot call on grants from the project grants budget as they are already receiving grants on a structural footing.

§3 In addition to the general requirements, sponsorship grant applications must meet the following supplementary requirements:
• the application is to include a statement of grounds setting out how the initiative is innovative and ambitious in nature;
• the application is to include a statement of grounds explaining how the initiative acts to promote the appeal of the VUB and/or of Brussel as a college city;
• the application is to include a budget estimate, which provides an appropriately detailed overview of the planned expenditures and revenues.

§4 The applicant is to submit his application via the student portal before:
• 1 October;
• 1 December;
• 28 February;
• 15 April.

Applications may be submitted both for initiatives that are yet to take place and for projects that have already taken place.

Late applications are automatically carried over to the next deadline.

Artikel 5 - Award procedure for grants from the project grants budget or sponsorships

The Grants Advisory and Appeals Committee, as defined in article 182, treats the applications 4 times per year, shortly after the application deadlines. The Committee establishes whether or not the application meets the requirements set out in article 4.

If the application meets the requirements, the applicant or his representative is invited to clarify the application at the meeting of the Grants Advisory and Appeals Committee at the time the application is on the agenda.

After the applicant has further clarified matters, as applicable, the Grants Advisory and Appeals Committee awards points based on the following concurrent rules of allocation:

• Attendance
  o <20 participants: 1 point
  o 20-100 participants: 3 points
  o >100 participants: 5 points

• Language of communication
  o Dutch: 1 point
  o English: 1 point
  o Dutch + English, French and/or German: 3 points

• Location
  o at and around the campus where the society operates (including the VUB’s halls of residence or the halls of residence with which the VUB has an agreement in place, and the cafés around Etterbeek railway station and the Brussels Health Campus): 1 point
  o outside of Brussels or at a VUB campus other than the campus where the society operates: 2 points
  o Brussels: 3 points
  o abroad: 4 points

• Nature of activity
  o culture and sports: 3 points
  o games and studenty: 1 point
  o Educational: 5 points

• Miscellaneous
  o Ecological aspect (subject to motivation): 2 points
  o Free admission (subject to motivation): 1 point
  o Innovative (subject to motivation): 1 point
  o Interdisciplinary (subject to motivation): 2 points

The Grants Advisory and Appeals Committee converts the number of points into a sum:
• 0 to 7 points: € 150
• 8 to 13 points: - € 300
• >13 points: - € 500

For initiatives as part of sponsorships, the Grants Advisory and Appeals Committee may put forward a motivated sponsorship proposal that exceeds the amounts specified above, whilst also proposing additional implementing rules.

The Grants Advisory and Appeals Committee sends the Student Council a motivated opinion.

The Student Council decides on whether or not a grant from the project grants budget or a sponsorship is to be awarded further to a motivated opinion from the Grants Advisory and Appeals Committee.
**Artikel 6 - Implementation of a subsidised project or a sponsored initiative**

The implementer of a subsidised project or a sponsored initiative is to make sure:

- that he is able to corroborate that all communications carry the specification 'with the support of the Student Council';
- that a financial report is prepared, showing how much profit or loss the project or initiative made or incurred.

The claim to the approved budget ceases to apply in each of the following situations:

- if the subsidised project or sponsored initiative brought in a profit in excess of € 75;
- if the supporting documents of a subsidised project or a sponsored initiative fail to be handed in within three months further to the end of the Student Council;
- if the extra requirements imposed by the Student Council fail to be observed.

**Artikel 7 - Project grants budget and sponsorships – pay-out**

Pay-out is transacted only upon completion of the project or initiative if it has been established that all requirements as set out in article 4 and article 6 were duly complied with.

**Use of infrastructure**

**Artikel 8 - On-campus activities**

The VUB campuses offer a range of venues where both indoor and outdoor activities on campus may be organised.

Locations for activities aimed at students on the Brussels Humanities, Sciences & Engineering Campus are:

- the Esplanade;
- the restaurant entrance;
- the Lounge Bar 1050;
- the BSG Function Room (available to recognised societies only);
- the multi-purpose hall (available to recognised societies only).

The application procedures are outlined in articles 9, 10, 11, 42, 43 and 44 respectively.

Locations for activities aimed at students on the Brussels health Campus are:

- the Basic Fit Lounge 1090;
- the BOJ Function Room (available to recognised societies only);
- Tempus.

The application procedures are outlined in articles 12 and 42.

For all other locations on campus, students wishing to stage activities need to apply for permission ahead of time. The application is to specify:

- the location of the activities;
- the time of the activities;
- a description of the activities;
- the organiser of the activities (contact details, including mobile phone number).

For the Brussels Humanities, Sciences & Engineering Campus, these applications go via Infrastructure. The Faculty of Medicine & Pharmacy coordinates the applications to use the VUB classrooms on the Brussels Health Campus.

**Artikel 9 - Activities at the Esplanade of the Brussels Humanities, Sciences & Engineering Campus**

Esplanade operations at the Brussels Humanities, Sciences & Engineering Campus are centred around four sub-locations:

- indoors section;
- end of fire break (if a vehicle is in place);
- entrance hall building D (indoors);
- VUB restaurant (indoors by the stairwell).

Students may apply for Esplanade activities through the student portal.

At the Security department’s request, all stall holders, organisers or people handing out flyers must be able to present the permission mail from Infopunt Studenten at all times.

**Artikel 10 - Lounges**

§1 The Lounge Bar 1050 at the Humanities, Sciences & Engineering Campus and the Basic Fit Lounge 1090 at the Brussels Health Campus are intended as a gathering ground for all VUB students and are meant to serve as venues for social and cultural initiatives. The Lounge Bar 1050 serves refreshments at affordable prices.

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4 Via infradesk@vub.ac.be
The Student Council handles the general coordination of the Lounge Bar 1050, represented by a student appointed by the Student Council, hereinafter referred to as the lounge coordinator. The BOJ Raad vzw assumes the general coordination of the Basic Fit Lounge 1090, represented by a student appointed by the BOJ Raad vzw, hereinafter referred to as the lounge coordinator. The lounge coordinators can delegate practical sub-duties such as the handover of keys, the schedule of condition, billing and the follow-up of payments, to other students. The lounge coordinators are assisted by Infopunt Studenten.

The user of the Lounges is free in determining the nature of the activity he is organising, provided it complies with the following requirements:

- the applicant must have a clear connection to the VUB;
- the activity must be freely admissible to everybody or be designated as a private activity with a clear connection to the university community;
- the activity does not come under the intended activities of the BSG or BOJ rooms;
- the activity has no negative impact on the VUB’s image;
- the activity does not interfere with other users of the campus or - in Jette - Basic Fit (noise, dirt, smoke, etc.).

The user or a person in charge representing the user must be in attendance throughout the entire duration of the activity. The mobile phone number of this person is to be communicated to the VUB’s Security department ahead of time or at the start of the period of use.

It is prohibited for the Lounges to be made available, in full or in part, to third parties.

The use of the Lounges is to be requested through the student portal.

### Artikel 11 - Lounge Bar 1050

#### §1 Allocation

Members of the university community may submit an application to use the Loungebar 1050 up to 1 year ahead of time.

Private activities may be held no more than once a week.

The applications are treated on a "first come first served" basis. The lounge coordinator may decide to only partially assign applications for series of bookings so as not to compromise the booking options of other applicants.

#### §2 Period of use and opening and closing times

From Monday through Thursday, the Lounge Bar 1050 is made available from 13.00 hours until 03.00 at night, including activity preparations and clean-up.

At the weekends – from Friday lunchtime until Monday lunchtime – the Lounge Bar 1050 is made available for the entire weekend, from Friday 13.00 hours until Monday morning 03.00 hours, including activity preparations and clearance and clean-up.

Anyone renting the Lounge Bar 1050 for a public activity is to make sure the bar is accessible to visitors by 16.00 hours at the latest.

#### §3 Financial arrangements

Users are to pay either of the following amounts within 14 calendar days upon confirmation of the allocation:

- €40 for the use of the room for public activities
- €100 for the use of the room for private activities

These sums include final clean-up, but exclude clearance.

If the user cancels the booking no later than ten calendar days ahead of the day on which the room was to be used, the fee for the use of the room and the security deposit, if any, will be refunded as quickly as possible.

During activities at the Lounge Bar 1050, the consumer goods in stock may be used, in the same way as any alternatives brought in by the organisers. After the event at the Lounge Bar 1050, the lounge coordinator will count the stocks to establish the amount the user is to pay for the goods consumed. The vats, bottles and cans that have been opened are considered as consumed.

The user is to pay by transfer within 14 calendar days upon receipt of the relevant expense note. Payment must be made into IBAN account number BE29 0010 6864 5764 GEBABEBB, stating ISS8 STI60 LOUNGEB and the date of use.

In case of late payment, the sum payable is raised by 15% of the sum still outstanding, with a minimum of €25.

Users are not permitted to charge entrance fees.

The maximum amounts users are allowed to charge for the standard offering of drinks at public activities is established as follows:

- soft drinks: €1
- beers: €1.20
- energy drinks: €1.20

5 For Loungebar 1050, this number is to be included in the application form.
§4 Schedule of condition and clearance and clean-up

The user is to prepare a joint schedule of condition along with the lounge coordinator at the start and at the end of the period of use. These schedules of condition are prepared at a time to be agreed with the lounge coordinator. If the user is absent at the scheduled appointment, the lounge coordinator will prepare the schedule of condition by himself, after which the user will have no redress against the said schedule of condition.

For the end-of-hire schedule of condition, the Lounge Bar 1050 is to be returned to the same condition as described in the start-of-hire schedule of condition.

For two consecutive activities, the end-of-hire and the start-of-hire schedule of condition of the previous user and the new user may be prepared simultaneously.

The user will be handed the keys to the Lounge Bar 1050 only after the user agreement has been signed and the schedule of condition has been prepared by the user and the lounge coordinator.

Artikel 12 - Basic Fit Lounge 1090

§1 Allocation

Dates may be freely applied for from the lounge coordinator throughout the academic year. The applications are dealt with on a “first come first served” basis.

§2 User period and closing time

Activities may be held only during Basic Fit’s opening hours. The activity must be wound down 15 minutes before closing time. The last visitors are to have left the Basic Fit Lounge 1090 by closing time.

§3 Financial arrangements

The Basic Fit Lounge 1090 is made available free of charge for the duration of the activity.

Basic Fit Lounge 1090 booking cancellations must be notified no later than seven calendar days before the date on which the room was to be used. For late cancellations, a €15 fee will be charged as late cancellations prevent other users from having the use of the room.

§4 Use and health and safety

The user of the Basic Fit Lounge 1090 is free to determine the nature of the activity he is staging, provided this complies with detailed in article 10;

The lounge coordinator reserves the right to refuse activities which may have a negative impact. Activities that come under the intended activities of the BOJ room qualify for the use of the Basic Fit Lounge 1090 only after having obtained permission from the Student Council or from the chairman of the BOJ vzw.

§5 Prior check, clean-up and clearance

Before the activity gets under way, the user is to check to make sure the Basic Fit Lounge 1090 and the adjoining room are in good condition. If this is not the case, the user is to immediately notify the lounge coordinator thereof – if possible, corroborated with evidence – and observe the latter’s instructions.

At the end of the activity, the Basic Fit Lounge 1090 and the adjoining rooms must be returned to the same condition they were in when the activity started.

The user himself is responsible for clearance and clean-up and for leaving the Basic Fit Lounge 1090 in good condition, which includes depositing the bin bags into the designated wheelie bins.

Artikel 13 - Reproduction of images and music

In all cases where images or music are to be reproduced at an activity, the organiser himself is responsible for the appropriate use thereof. The organiser is making enquiries into a master agreement for the campus location in question, and is putting in place further steps to obtain permission and the right to reproduce from the relevant bodies (e.g. SABAM, De Billijke Vergoeding, Bevrijdingsfilms, author, distributor, et cetera). If these regulations are offended against, the organiser will be responsible for any sanctions or fines.

Artikel 14 - Measures in the areas of health and safety, order and efficient running, sanctions and appeals

Measures in the areas of health and safety, order and efficient running, sanctions and appeals are set out under article 167 et seq..

Publicity and communications to the student community

Artikel 15 - Communication advice and promotional campaigns for students

Infopunt Studenten provides communication advice. The service is available to deliver support in designing promotional campaign, in case of a media crisis or where third party complaints are to be dealt with. If necessary, Infopunt Studenten will contact or refer to other university departments.
The operational execution remains in the hands of the organisers/students.

In exceptional situations, the university may direct the communications itself in joint consultation with the students concerned.

**Artikel 16 - The student portal**

The student portal provides information that is relevant to student life, and contains a full list of all means of support available, along with all VUB student societies.

News posts and the announcement of activities in the events calendar may be requested through the student portal.

**Artikel 17 - The screens**

Students who wish to put their information out via the digital screens, are to supply Infopunt Studenten with their material in 16:9 aspect ratio.

**Artikel 18 - Pointcarré digital learning environment**

Pointcarré administrators can make the communication features of the Pointcarré digital learning environment available to students for the purpose of community-related information. Students are enabled to inform a pertinent group of fellow students about relevant initiatives of societies. They are not permitted to put out commercial messages.

**Artikel 19 - Promotional menu at the VUB restaurant at the Brussels Humanities, Sciences & Engineering Campus**

The restaurant's promotional pack allows users to book a special menu around the activity. All recognised societies or students setting up an event should send in their application by e-mail to the restaurant's head of department 3 weeks ahead of time.

**Artikel 20 - Physical promotional activities at the restaurant at the Brussels Humanities, Sciences & Engineering Campus**

Applications for promotional activities (promo stands, ticket sales, sampling ...) at the restaurant go through Infopunt Studenten. At the request of the restaurant staff, stall holders setting up inside the restaurant must be able to present permission from Infopunt Studenten.

Flyers may be handed out without permission, as long as the flyers specify the name of the publisher. Flyers that run counter to the VUB's values are not permitted. If in doubt, the publishers or the distributors of flyers must apply for prior permission from Infopunt Studenten.

**Artikel 21 - The other VUB communication channels**

The VUB has various other communication channels, which each come with their own distinct identity and communication policy: social media, newsletter, direct e-mail, VUBToday, Henri, et cetera.

Students or student organisations who wish to announce an initiative can call on Infopunt Studenten, which facilitates communications.

Direct e-mail aimed at large groups of students may be considered only for essential messages that are of general interest.

**Artikel 22 - Final decision**

The officers in charge of the respective departments or communication channels concerned have the final say on whether or not to publicise an event or whether or not a promotional activity is to be allowed. Before giving permission, they may ask to be provided with more information.

**Other services**

**Artikel 23 - Administrative coaching**

All students seeking to set up an initiative serving student life at the VUB may call on Infopunt Studenten for administrative coaching to find their way around the administrative and logistical arrangements of the VUB or external regulations.

**Artikel 24 - Insurance cover**

All VUB students are insured against accidents involving physical injuries, which might occur during normal activities.

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6 Information with regard to the insurance covers for students is available from the web page of the Insurance department. Login using your NetID or contact the Insurance department directly.
**Artikel 25 - Hiring equipment**

Various equipment for infrastructure may – free of charge in some cases – be hired through Facility Services at the Brussels Humanities, Sciences & Engineering Campus.

Payments are possible only via an internal VUB budget (PKC account). By arrangement with BSGgtgv, fees may be settled privately for societies that do not have a PKC account.

At the Brussels Health Campus, this support is provided by the Congress department.

**Artikel 26 - Hiring vehicles**

Students who are at least 21 years of age, have had a valid driving licence for at least a year, and who are able to transact payment through an internal VUB budget (PKC account), may order a VUB van/car.

Bicycles may be also be rented from various locations in the local area.

**Artikel 27 - Catering**

Catering at meetings or other events may be booked via the VUB restaurant.

Payments must be transacted by way of an internal VUB budget (PKC account). By arrangement with BSGgtgv, fees may be settled privately for societies that do not have a PKC account.

Students or organisations may request a bill made out to the name of a private person with an address outside campus.

**Artikel 28 - Earplugs**

All students can pick up free earplugs from Infopunt Studenten for student activities involving amplified music.

**Artikel 29 - Sustainability**

The Green team has a network of speakers and organisations, and in some cases can even provide financial support, for activities that promote sustainability and mobility.

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**Facilities for recognised student societies at the VUB**

**Organisation of student community life**

**Artikel 30 - Student community life at the VUB**

The Brussels Studentengenootschap geen taal geen vrijheid (BSGgtgv), as detailed under article 57, coordinates student community life at the VUB.

**Artikel 31 - Types of recognition of student societies**

There are 2 types of recognitions for student societies:

- societies with normal recognition are de facto societies or vzws (not-for-profit organisations) that are recognised by the Student Council because VUB students are their main target group;
- societies with functional recognition are de facto societies of vzws (not-for-profit organisations) that are recognised by the Student Council because they are able to deliver added value to VUB students, although they do not expressly have just VUB students as a target group.

Societies that have not been recognised by the Student Council are unable to claim the rights that come with official recognition status. However, they can enter an application for other facilities as outlined under article 4, 9 and 10.

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8 The student portal has a full checklist.
9 http://gf.vub.ac.be/congresdienst-informatie.php
11 Bicycles may be rented via https://my.vub.ac.be/faq/waar-kan-ik-een-fiets-huren as well as from Brik: https://brik.be/fietsen-in-brussel__trashed/brikbike/
12 For more details and to put in orders, go to https://intranet.vub.ac.be/restaurant/cateringdiensten.html
13 https://my.vub.ac.be/milieu-en-duurzaamheid/GreenTeam
Recognition application procedure

Any society that wishes to be recognised is to enter its recognition application in writing with the BSGgtgv.

Applications for normal recognition as a student society must be entered by at least four VUB students who are members of the society applying for recognition.

All applications for functional recognition as a student society must be entered by at least one VUB student who is a member of the society applying for recognition.

All applications are to be entered along with:
- a list of at least 40 associate members, who can be identified as VUB students, and who second the formation of the society;
- the bylaws of the society.

For student societies seeking normal recognition, the bylaws shall include at least the following elements:
- a clear set of stated objects, which are to benefit student life at the VUB;
- the society must abide by the principle of Free Inquiry;
- the society is not permitted to discriminate, as set out in article 2;
- the society has a General Meeting which is to convene at least twice a year;
- at least 50% of the voting members must be VUB students;
- at a minimum, the board is to consist of a chairman, a vice-chairman, a secretary and a treasurer;
- the chairman must be a VUB student;
- the society is to have arrangements in place on conflicts of interest. at a minimum, these arrangements are to state that a key post in the society is irreconcilable with a key post on the BSGgtgv and with membership of the board of De Moeial or the bureau of Studiekring Vrij Onderzoek, cf. articles 80, 136 and 170;
- at a minimum, the General Meeting must be qualified to adopt the financial report and to appoint the members of the board by way of a secret and written ballot;
- the meeting quorum of the bodies with powers of decision must be at least 50%;
- decisions must be adopted with at least simple majority;
- the society has a dissolution clause which states that, after any debts have been settled, the remaining assets are to be used to benefit student life at the VUB.

For student societies seeking functional recognition, the bylaws are to include the following elements:
- A clear set of stated objects, which are to benefit student life at the VUB;
- at least 50% of the voting members must be VUB students;
- the society is to demonstrate that it operates in accordance with the rules of good governance and at a minimum complies with the requirements imposed by the Belgian regulations for not-for-profit organisations;
- the society does not act contrary to the principle of Free Inquiry;
- the society is not permitted to discriminate, as set out under article 2.

Societies in the process of formation too are free to enter an application. BSGgtgv shall appraise every applications and, if the applicable requirements are duly met, present the application with a positive opinion to the Student Council to be decided.

Trial period

Once a society has been recognised, it is first to go through a trial period of at least 3 years during which no grants will be allocated and during which the society can only get involved in the BSGgtgv policy in an advisory capacity. BSGgtgv may decide to extend this trial period further to the opinion of the Committee of Former Chairs.

Loss of recognition as a student society

The BSGgtgv supervises the operation of the student societies and may advise the Student Council to withdraw or suspend recognitions in accordance with the provisions set out in article 179.

Obligations of recognised student societies

§1 All recognised societies have the following obligations:
- to comply with the Student Life Codex and the other internal and external regulations;
- each member is to accept the society’s bylaws;
- to provide the BSGgtgv with an annual report, no later than seven calendar days after adoption by the General Meeting or the board. The annual report shall contain at least the following records in respect of the operation of the society concerned:
  - an activities report, detailing participant numbers, expenditures & revenues per activity;
  - a list containing the details of former and present board members (first name, name, address, contact details and whether or not they are (VUB) students);
- at the BSGgtgv's request, societies are to supply further details.
- to provide both the previous and the updated version of their bylaws if these are amended;
- to observe the ban on the reproduction or distribution of official course materials.

the BSGgtgv will actively check to see if the operations and any amended bylaws comply with the recognition requirements.

14 the BSGgtgv has an online template document for societies with normal recognition.
§2 In addition, all societies with normal recognition have the following supplementary obligations:
- to provide the BSGgtgv with two activities reports per year, as defined in §1 of the present article in consideration of the application for grants as outlined under article 38;

Sanctions for non-compliance with the above obligations are set out under articles 34 and article 177, §3.

Artikel 36 - Minimum health & safety rules and rules of conduct for all student societies

§1 All societies are to ensure the safe conduct of activities. This includes the assessment and prevention of health risks and other safety risks and due compliance with the values and the code of conduct set out in article 2.

§2 No one may be forced to take part in the activities organised by the BSGgtgv or the societies. Every individual must be free at any time to decide to pull out of any given activity.

§3 In all cases, it is prohibited for societies:
- to use toxic or corrosive products;
- to force participants to eat or drink;
- to demand to see or take away student cards.

§4 Societies that organise activities involving loud music are required to provide free earplugs. These must be made available at no cost as set out in article 28.

§5 For all activities, at least one sober board member must be in attendance at all activities, from start to finish.

§6 At a minimum, student societies are to offer pure non-sparkling water at all activities.

§7 In addition, all student societies with normal recognition that organise hazing activities have the following supplementary obligations:
- make sure that the freshmen do not exceed the maximum blood alcohol content permitted by law during hazing activities;
- enquire with the freshmen whether they have any health problems that are incompatible with traditional hazing activities. In that case, the students concerned are to be offered an adapted hazing ritual;
- see to it that the freshmen remain entirely sober during the hazings of societies with normal recognition which historically pertain to the group of "faculty societies";
- observe the written arrangements on safety measures for the hazing rituals, that are established each year by ad hoc conventions of like-minded student societies or that are directly presented to the BSGgtgv’s general meeting by the society concerned.

Sanctions for non-compliance with the above obligations are set out in article 34 and article 177, §3.

Subsidisation of recognised student societies

Artikel 37 - Grants for recognised student societies

The budgets available for grants to student societies with normal recognition that are no longer in their trial period, are approved by the Student Council as part of the budget of Section III – student services and are allocated by the BSGgtgv. In addition, societies with normal recognition may enter a further application for sponsorship by the Student Council, as set out in articles 4 and 5.

Student societies with functional recognition may enter an application for a project grant and sponsorship by the Student Council as set out in article 4 and 5.

The VUB fully refunds the expenses which recognised student societies are required to pay for the publication of their incorporation as a not-for-profit organisation in the Belgian Official Gazette, provided this publication is digital. The VUB fully refunds the expenses which recognised student societies are required to pay for the publication of amendments to their bylaws as a not-for-profit organisation or changes to the constitution of their board of directors in the Belgian Official Gazette.

Artikel 38 - Grant applications and requirements

Only student organisations with normal recognition that are no longer in their trial period, may apply for grants. To do so, the student societies are to submit an activities report with the BSGgtgv, before the end of the first semester and before the end of the second semester respectively, as detailed in the academic calendar.

To qualify for grants from the BSGgtgv, the activities of the student societies must meet the following requirements:
- society membership may not be a requirement for participation;
- the activity must be publically advertised;
- the activities draw at least 10 participants;
- no more than €75 may be made in profits per activity
- a similar kind of activity may be staged no more than three times;

https://www.vub.ac.be/academische-kalender/
• if the promotion of an activity is done in two or more languages, the activity must also enable participants who speak (only) one of these languages to actively take part.

If student societies decide to jointly organise activities, they are to clearly specify this in their activities report.

If student societies take part in activities which they did not organise themselves, they are to clearly specify this in their activities report.

The following activities do not qualify for grants from the BSGgtgv:
• dances;
• activities whose main activity revolves around the selling of meals.

**Artikel 39 - Allocation of grants for student societies with normal recognition**

§1 The BSGgtgv verifies the activities reports and awards points to the activities. Student societies may jointly organise activities. In that case, the BSGgtgv will evenly apportion the points across the organising student societies.

§2 The BSGgtgv awards points to activities which comply with the requirements set out in article 38, and which the student societies have organised themselves, based on the following concurrent rules:

• Attendance
  o <20 participants: 1 point
  o 20-100 participants: 3 points
  o >100 participants: 5 points

• Language of communication
  o Dutch: 1 point
  o English: 1 point
  o Dutch + English, French and/or German: 3 points

• Location
  o at and around the campus where the society operates (including the VUB’s halls of residence or the halls of residence with which the VUB has an agreement in place, and the cafés around Etterbeek railway station and the Brussels Health Campus): 1 point
  o outside of Brussels or at a VUB campus other than the campus where the society operates: 2 points
  o Brussels: 3 points
  o abroad: 4 points

• Nature of activity
  o culture and sports: 3 points
  o games and studenty: 1 point
  o Educational: 5 points

• Miscellaneous:
  o ecological aspect (subject to motivation): 2 points
  o free admission (subject to motivation): 1 point

§3 the BSGgtgv sets aside 10% of the budget per time period for subsidising activities which comply with the requirements under article 38, in which societies took part, but did not organise themselves. The BSG gtgv awards points for these activities based on the concurrent rules set out below:

• Sports: 1/3 point
  o at least one full team (e.g. basketball team of 6 players, football team of 11 players) or five players in case of non-team sports

• Educational: 1/2 point
  o at least five participants

• Cultural: 1/2 point
  o at least 10 persons

§4 Based on the expense notes submitted, the BSGgtgv establishes which expenditures the student societies with normal recognition and non-for-profit organisation status incurred to comply with their duty of publication in the Belgian Official Gazette.

§5 The BSGgtgv converts the points awarded under §2 and §3 into concrete grant amounts in accordance with the following formula:

\[
\text{subsidie studentenvereniging} = \left( \frac{A}{C} \times 0.9 + \frac{B}{D} \times 0.1 \right) \times (\text{TOT} - \text{V})
\]

whereby
A = total number of points 'self-organised activities' of the society;
B = total number of points 'participating activities' of the society;
C = total number of points 'self-organised activities' of all societies;
D = total number of points 'participating activities' of all societies;
V = total amount of expenses for duty of publication in the Belgian Official Gazette, that apply for non-profit organisation obligations;
TOT = total budget of the grants for all societies for the time period concerned.

The annual budget is evenly apportioned across both grant periods.

16 Such as dinner evenings, lunches, brunches, breakfasts, BBQ's, etc.
§6 The BSGgtgv communicates the number of points awarded per activity to the student societies concerned, no later than 4 weeks after the deadline for submitting the activities report. After the points awarded have been announced, each society is within its rights to submit a motivated application with the BSGgtgv for more points to be assigned to a specific activity. Based on the motivation put forward and further supporting documents as applicable, the BSG gtgv may decide to review the points awarded and notify the society concerned of its decision.

The societies may appeal against the BSGgtgv’s decision as set out in article 181.

§7 The BSGgtgv submits the grant calculation and the calculation of the publication expenses to be refunded for non-profit organisations as soon as possible after any appeals have been heard, by way of formal notification to the Student Council, after which the grants are paid out.

Use of infrastructure

Artikel 40 - Rooms assigned student societies

§1 The student societies with normal recognition, which historically pertain to the group of 'faculty societies' have a dedicated room for the sole and exclusive use by the student society in question.

§2 The student societies with normal recognition, which historically pertain to the group of 'regional societies' share a room which is only used by these student societies.

§3 Changes to and the allocation of new rooms are decided by the VUB further to an opinion from the Student Council. The priority rules observed by the Student Council in its opinion are as follows:
1. storage space for all student societies with normal recognition that are no longer in their trial period and do not have a room of their own;
2. a room to be shared for the student societies with normal recognition that do not come under §1 and §2;
3. storage space and meeting room for the student societies with functional recognition.

§4 By way of a transitional measure for and confined to 2017-2018, other student societies, recognised or otherwise, may continue to use the room currently assigned to them.

Artikel 41 - Function rooms and multi-purpose hall for societies

Recognised societies may use the infrastructure available to all students as set out under article 8 et seq.

Only recognised student societies may use the BSG room, the BOJ room and the multi-purpose hall.

Only recognised student societies may use the marquee and the classrooms at an in-house rate.

The room regulations are published online.  

Artikel 42 - Lottery and coordination

Twice a year, the BSGgtgv organises a lottery convention for use of the BSG room, the marquee and the multi-purpose hall. The first lottery draw takes place during the last week before the start of the academic year. The second lottery draw is held during the last week before the winter holidays.

The BSGgtgv coordinates the applications for use of the VUB classrooms at the Brussels Humanities, Sciences & Engineering Campus.

The BOJ vzw coordinates the applications for use of the BOJ room.

Artikel 43 - Participants in the lottery draw and the sequence order of allocation of the BSG Function Room and the marquee

§1 De Moeial, Studiekring Vrij Onderzoek, the BSGgtgv and its lower echelons may announce their own preferred dates for the use of the BSG room and the marquee, at which point these dates are considered booked there and then. In addition, the BSGgtgv can also set aside room dates as part of its collaboration with any given VUB service.

§2 Only the societies with normal recognition that are no longer in their trial period, are allowed to join the lottery draw. The following order sequence is adopted to allocate the marquee and the Function Room:
1. dates for marquee parties;
2. special dates for the Function Room, to be motivated and approved by the lottery convention;
3. dates for hazing parties for the Function Room and dates for handovers during the 2nd semester;
4. First lottery draw for parties in the Function Room. Societies that have been given a special date, do not qualify for this;
5. Second lottery for parties in the Function Room. Societies that have been given a special date, do not qualify for this;
6. Lottery draw for other dates, cantuses and parties;
7. Lottery draw for dates with collaborations with outside parties, cantuses or parties;


en https://www.bojraad.be/regelements.html
8. Lottery draw for all activities for all.
§3 Societies with normal recognition in their trial period and societies with functional recognition may request for dates for the function room after the lottery convention has ended.

Artikel 44 - Multi-purpose hall

§1 Use.
The multi-purpose hall at the Brussels Humanities, Sciences & Engineering Campus is available to be used only for small and quiet meetings and small-scale public events as deemed suitable. Studenty activities\(^18\) which are traditionally held in the BSG room of parties are not allowed at the multi-purpose hall.

§2 Lottery
a) All recognised societies are to submit a list of preferred time slots with the BSGgtgv 14 calendar days before the start of the academic year. The multi-purpose hall is made available for time slots of two consecutive hours, every week day from 15.00 hours-22.00 hours.

b) Twice a year, the BSGgtgv organises a lottery convention for the use of the multi-purpose hall. The first lottery draw takes place during the last week before the start of the academic year. The second lottery draw is held during the last week before the winter holidays.\(^19\)

The following lottery draw order is adopted for the multi-purpose hall:
1. all student societies with normal recognition that do not have a room yet and that are submitting an application for a recurrent activity (e.g. a meeting);
2. all student societies with normal recognition that have a room and that are submitting an application for a recurrent activity (e.g. a meeting);
3. all student societies with normal recognition that do not have a room yet and that are submitting an application for an activity of a standalone activity;
4. all student societies with normal recognition that have a room and that are submitting an application for a standalone activity;
5. all student societies with functional recognition.

If only one society is interested in a particular time slot, this time slot is allocated to the society in question.

A lottery draw will be held to decide only on those time slots chosen by several student societies with the same standing in the aforesaid order of allocation.

c) After the lottery draw, the room may still be assigned on a “first come, first served” basis.

§3 Order and cleanliness.
All users are themselves responsible for order and for returning the room in a clean condition. If the multi-purpose room is found to be dirty, a time-tagged picture will be sent to the BSGgtgv, which will recoup the clearing and cleaning costs from the previous user.

Artikel 45 - Marquee

The organisation of large-scale events in the marquee demands thorough preparation and the use of people. As participant safety is paramount, the safety plan including a ground plan\(^20\) is to be meticulously completed.

Artikel 46 - Classrooms

The use of classrooms is determined by the VUB\(^21\).

Recognised societies may use the classrooms for activities at the times these rooms are available and subject to prior booking.

The G100 classrooms and the Nelson Mandela room are the only rooms available until after 22.00 hours. The request to continue to use the room after 22.00 hours is to be explicitly specified in the application form.

Artikel 47 - Classrooms – application

Only the chairman, the vice-chairman, the secretary or the treasurer of a society are allowed to enter a classroom application. Application must be submitted at least 14 calendar days ahead of time via the student portal.

Classrooms may be requested only on a per activity basis.

If a classroom is booked for a lecture or a panel discussion involving one or more speakers, the organiser is to specify:
- the location of the activities;

\(^18\) Ale king and ale queen elections, cantuses, parties, etc.

\(^19\) The 2016-2017 academic year is a transitional year, whereby – separate from the terms specified here - a lottery convention is organised for the second semester.

\(^20\) https://my.vub.ac.be/infrastructuur-en-events/evenementen-aanvragen#tentfuiven

\(^21\) http://splus.cumulus.vub.ac.be:1184/Reglement_lokalen%2007072010.pdf
• the time of the activities;
• a description of the activities;
• the organiser of the activities (contact details, including mobile phone number);
• the names of the persons invited to a panel discussion, including the panel chairman.

**Artikel 48 - Classrooms - ban on hiring out to third parties**

Hiring out classrooms to third parties is strictly prohibited.

**Artikel 49 - Classrooms – cancellations**

The VUB services or the BSGgtgv are entitled to cancel a classroom booking. They are to notify the society in question thereof as soon as possible. Such a cancellation shall not constitute grounds for compensation.

If a society wishes to cancel an activity, it must do so as soon as possible in accordance with the guidelines on the student portal.

**Artikel 50 - Sanctions**

Sanctions are governed by articles 173 et seq.

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**Publicity and communications to the student community**

**Artikel 51 - Notice boards for recognised societies**

Only recognised societies, the BSGgtgv, De Moeial, Studiekring Vrij Onderzoek and the Student Council are allowed to use the notice boards and notice poles\(^\text{22}\).  

**§1 postering requirements**

The use of the notice boards for communications on political parties, alcohol, cigarettes and denominational issues is prohibited.

All posters are to clearly carry the VUB seal \(^{23}\) in the top left hand corner. Failure to include the seal means the organisers do not qualify for any kind of guaranteed minimum nor do they have any kind of redress against their posters being postered over by the other organisations.

Posters for events being held at the Brussels Humanities, Sciences & Engineering Campus or the Brussels Health Campus and involving admission checks, are to carry the clearly legible mention "Student card compulsory".

**§2 permitted locations and guaranteed minimum**

Posters may be put up only at the locations provided for this purpose, in compliance with the plan available on. Fly-postering, i.e. postering in places other than the poles and boards provided for this purpose, is prohibited.

Posters may be put up using wallpaper pastes only.

If a concrete pole or a wooden board only has 1 large-size poster (type A1 or A2) of two smaller-size posters promoting a planned activity, these posters are not allowed to be postered over – not even partially. Posters of activities that have already taken place may be postered over.

**§3 time of postering**

Posters promoting activities may be put up one week ahead of the activity at the earliest. Organisations found putting up posters earlier than this:

• are not allowed to paste over any of the posters for activities that are yet to take place;
• do not qualify for any kind of guaranteed minimum during the time period they are putting up their posters early;
• have no redress whatsoever against their posters being postered over by the other organisations.

Each organisation is allowed to put up posters two weeks ahead of time for no more than one activity per semester. To do so, the organisation is to apply for prior permission from the BSGgtgv. The admissibility of this application is to be discussed at the next meeting. The posters to be put up are to carry the mention “BSG postering permission 2 weeks” in the right hand bottom corner.

**§4 complaints, sanctions and spending of revenues from fines**

The complaints and sanctions arrangements are set out in articles 171 et seq. and articles 177 and 178.

Upon payment by the offending party, the BSGgtgv will transfer the sum of the fine to the aggrieved student society, as applicable. The BSGgtgv uses other revenues through fines to the benefit of the student community life at the VUB.

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\(^{22}\) Plan showing the exact locations is available at https://my.vub.ac.be/sites/default/files/plakplan.png

\(^{23}\) Also on the BSGgtgv site: http://bscggtgv.be/bscggtgv/index.php?option=com_content&view=article&id=121:plak-reglement-VUB logo&catid=57:-brussels-Studentengenootschap-gtgv&Itemid=112
Recognised societies may obtain extra administrative support at Infopunt Studenten to perform their financial administration by way of VUB accounts, the preparation of their annual financial reports and compliance with the obligations under non-for-profit organisation legislation.

**Artikel 53 - Applying for a PKC account**

Only societies with normal recognition which are no longer in their trial period can apply for an internal VUB budget account (PKC account).

The societies will only be allowed to submit orders with university departments if the balance of the PKC account is greater than or equal to the price of the order.

Each month, Student Relations provides the BSG gtvv with a statement of the balances held in the PKC accounts of the societies.

The societies can call up the current balance status of their account from Infopunt Studenten.

In case of a negative balance, the society is sent a notification by Infopunt Studenten in response to which the society is to make up the difference in its PKC account without delay.

The rules governing the sanctions are set out under article 177.52.

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**The Brussels Studentengenootschap, geen taal, geen vrijheid**

**General provisions**

**Artikel 54 - De facto society**

The Brussels Studentengenootschap “Geen Taal, Geen Vrijheid” (BSGgtgv) society is a de facto society incorporated for an open-ended term.

**Artikel 55 - Free inquiry and human rights**


**Artikel 56 - Seat**

The society has its seat at the VUB’s Brussels Humanities, Sciences & Engineering Campus at 2 Pleinlaan in 1050 Brussels.

**Artikel 57 - Stated objects**

The BSGgtgv’s stated objects are threefold:

- to uphold the interests of the VUB’s student community;
- to coordinate activities as the umbrella organisation of the recognised student societies;
- to advise on the recognition of the societies, prior to the decision by the Student Council 25.

**Artikel 58 - Financial year and operating year**

The financial year starts on 1 March and ends on the last day of February of the next calendar year. The operating year is planned in keeping with these dates in consideration of the academic calendar.

**Artikel 59 - Members**

All societies with normal recognition whose trial period has ended are full members of the BSGgtgv.

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24 http://www.echr.coe.int/Documents/Convention_NLD.pdf

25 The Student Council upholds the interest of students. It has a duty of information for the benefit of all students on the way in which it exercises its powers. The Student Council is free to put forward written opinions of its own impetus on all matters that are relevant to students. The Student Council decision-making powers in respect of the student services. For further details: http://data.onderwijs.vlaanderen.be/edulex/document.aspx?docid=14650, art. II.321 and https://my.vub.ac.be/sites/default/files/nieuws/users/nbrigou/participatiereglement.pdf
All societies with normal recognition still in their trial period, are members of the BSGgtgv with an advisory capacity.

**Artikel 60 - Grants**
Each year, the Student Council establishes the sums in the budget lines for the subsidisation of the operation of the BSGgtgv, and the subsidisation of the recognised student societies.

**Artikel 61 - Budget and accountability**
At the first meeting after the Board has been elected, the BSGgtgv establishes a budget for a full year.
The outgoing board submits the following records within one month to be included on the agenda of the Student Council:
- the annual report, including the operating reports of the members of the board accounting for the operations of the previous year, by way of formal notification;
- the financial report, with the inclusion of the previously approved budget, for adoption.

**General Meeting “the Praeses Convention”**

**Artikel 62 - Powers of the General Meeting “the Praeses Convention”**
The General Meeting is qualified:
- to put forward opinions on the policy in respect of organised student community life at the VUB;
- to put forward motivated opinions to the Student Council on amendments to the Student Life Codex that affect the operation of the BSGgtgv;
- to put forward opinions on the powers of the board;
- to elect the board members and the standing board;
- to dismiss regular board members at the proposal of the standing board;
- to dismiss standing board members at the proposal of the other standing board members;
- to adopt the operating and the financial report of the outgoing board.
- The annual update of the list of recognised student societies, still in their trial period or temporarily suspended, by way of formal notification of the Student Council,

**Artikel 63 - Constitution of the General Meeting “the Praeses Convention”**
The following members are entitled to vote:
- the members of the standing board;
- the chairmen of the societies with normal recognition which are no longer in their trial period, or their alternate.

The following are invited in an advisory capacity:
- the chairmen of the societies with normal recognition still in their trial period, or their alternates;
- the chairman of Studiekring Vrij Onderzoek, or his alternate;
- the chairman of the Student Council, or his alternate;
- the persons invited by the chairman on an ad hoc basis.

**Artikel 64 - Frequency of meetings**
The General Meeting convenes at least twice a year.

**Artikel 65 - Calling of meetings**
The BSGgtgv chairman sends out the invitations at least two weeks ahead of the General Meeting.
The General Meeting is also to be called in response to the written demand of 25% of its members. In said case, the members are to be notified at least 7 days ahead of time in writing.

In exceptional cases of the utmost urgency, the chairman may call the meeting as soon as possible. In such cases, the urgency is to be accepted by the meeting.

The convening notices of the General Meeting are to include a detailed agenda. Every member can have an item included on the agenda provided he submits his request at least three calendar days before the meeting to the BSGgtgv chairman in writing.

**Artikel 66 - Meeting quorum**
The General Meeting will lawfully convene if at least 50% of the voting members are in attendance.

If this quorum is not reached, the next General Meeting will lawfully convene, regardless of the number of voting members in attendance. The two General Meetings must be separated by a time span of at least one week.

**Artikel 67 - Lawful decisions**
The General Meeting may lawfully convene only on the items that are included on the agenda.
Decisions are carried by a simple majority\(^{26}\) of the voting members in attendance. Proposals to amend the bylaws as set out in article 54 through article 61, require a 66% majority \(^{27}\) of the voting members in attendance. If the proposal is adopted, it is included on the agenda to be discussed at the next meeting of the Student Council.

The BSGgtgv board

\textbf{Artikel 68 - Powers of the board}

The board acts in support of the standing board in respect of the duties outlined in \textit{article 78} and in respect of the assignments delegated by the standing board.

\textbf{Artikel 69 - Election of the members}

All VUB students may run for a post on the BSGgtgv board.

\textbf{Artikel 70 - Composition}

The BSGgtgv board has at least 12 members.

Five members make up the standing board, assuming the following posts on the board:

- chairman;
- vice-chairman;
- secretary;
- treasurer;
- room administrator.

Seven board members are regular board members, assuming the following posts on the board:

- room manager;
- Singing Fest coordinator;
- shop manager;
- internal manager;
- external manager;
- IT manager;
- head of Events and Logistics.

The board acts independently in its co-optation decisions \(^{28}\). Co-opted board members have the same rights and obligations as regular board members. Together with the directly elected board members, co-opted board members make up the board of the BSGgtgv.

The BSGgtgv aspires to put in place gender balance on the board.

\textbf{Artikel 71 - Calling of meetings}

The board is called by the BSGgtgv chairman or at the request of at least four board members.

\textbf{Artikel 72 - Frequency of meetings}

During lecture weeks, as established in the VUB’s academic calendar, the board meets on a weekly basis.

\textbf{Artikel 73 - Agenda}

The agenda is set by the chairman.

Each member of the board can have items included on the agenda by notifying the chair thereof no later than one hour before the meeting gets under way.

\textbf{Artikel 74 - Meeting quorum}

The board lawfully convenes if at least half of the board members are in attendance or have given power of attorney to another member of the board.

One member may have no more than two proxies.

\textbf{Artikel 75 - Lawful decisions}

Decisions are carried by a simple majority. In the event of a tie, the chairman has the casting vote.

\(^{26}\) The majority that is reached when half plus one of the voting members in attendance or represented have approved the motion.

\(^{27}\) The majority that is reached when 66% of the voting members in attendance or represented have approved the motion.

\(^{28}\) Convening the board during the course of the operating year, without elections.
The BSGgtgv’s standing board

Artikel 76 - Powers of the standing board

The standing board is qualified for:
- the day-to-day operation of the BSGgtgv;
- putting forward the proposed dismissal of a standing board member;
- filling the post which has become vacant as soon as possible by way of co-optation;
- motivated decision-making on the appropriation of the reserve fund;
- delegating duties to one or more members of the board.

Artikel 77 - Composition

The standing board is made up of five members:
- chairman;
- vice-chairman;
- secretary;
- treasurer;
- room administrator.

Artikel 78 - Standing board posts and duties

- The chairman
  - prepares the meetings of the general meeting, the board and the standing board, convenes these assemblies and chairs the meetings;
  - supervises the operation of the society and has final responsibility;
  - guides and supervises the operation of the lower echelons, commissions and working groups within the BSGgtgv;
  - guides the organisation of certain activities;
  - represents the BSGgtgv at the Student Council, associated commissions, administrative bodies or advisory bodies of the VUB;
  - Acts as a mediator in disputes between societies and between the VUB administration and societies;
  - represents the BSGgtgv at external bodies and institutions;
  - authors the operating report at the end of his mandate.

- The vice-chairman
  - replaces the chairman in the latter’s absence;
  - coordinates the organisation of the Verhaegen Celebration. To this end, he works closely with the BSGgtgv St-V vzw, the St-V Committee and the Vice Convention;
  - authors the operating report on the Verhaegen Celebration;
  - coordinates the organisation of all other events.

- The secretary
  - records the minutes of all BSGgtgv meetings and disseminates the reports;
  - administers the documents;
  - attends to the correspondence;
  - administers the room requests;
  - authors an operating report at the end of his mandate.

- The treasurer
  - is responsible for the financial management, including all bank accounts and internal PKC accounts, albeit with the exception of the reserve fund;
  - must be able to furnish the board with a financial status report at all times, especially after activities;
  - ensures that the operating budgets are properly spent;
  - sees to it that the student societies properly manage their PKC accounts, in association with the relevant VUB services;
  - disburses the prize money of the Sports Trophy;
  - attends the General Meeting and the meetings of the board of directors of BSG AS vzw29;
  - supervises the financial situation of the BSG shop;
  - authors an operating and a financial report at the end of his mandate, including a summary of all outstanding fines.

- The room administrator
  - is the primary liaison for the VUB services and suppliers with regard to the BSG room;
  - places the orders with the suppliers, both for events held at the BSG room and for BSGgtgv-related events at the Brussels Humanities, Sciences & Engineering Campus;
  - is responsible for stock management;
  - checks the inventories per activity and provides them to the BSG AS vzw treasurer;
  - orders the room managers to carry out minor repairs;
  - gives third parties access to the BSG room;
  - sits on the board of directors of BSG AS vzw, where he renders account;
  - reports on a weekly basis on the management of the BSG room at the standing board meetings;

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29 Brussels Studentengenootschap Algemene Studentenvoorzieningen vzw
Board members are not permitted to cumulate more than one standing board post.

**Artikel 79 - Requirements**

Candidates are eligible for the post of chairman or vice-chairman if they:
- are enrolled as VUB students;
- have been members of the BSGgtgv board for an entire operating year.

The latter requirement ceases to apply only if no candidate-chairs comply with the latter requirement at the board elections.

**Artikel 80 - Conflicts of interest**

The standing board members of the recognised societies, the chairman of Vrij Onderzoek and the editor in chief van De Moeial are not permitted to serve as standing board members of the BSGgtgv.

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**The regular board of the BSGgtgv**

**Artikel 81 - Posts and duties of regular board members**

- The room manager
  - draws up the schedules of condition with the hirers before and after events at the BSG room;
  - checks the end-of-hire schedule of condition checklist item by item and records any findings;
  - switches on/off the alarm system when deliveries are made;
  - carries out minor repairs in the BSG room;
  - is responsible for the proper operation of the volume limitation installation;
  - reports to the room administrator;
  - compiles an operating report.

- The Singing Fest coordinator
  - coordinates the organisation of the Non-Denominational Singing Fest;
  - authors an operating report on the Non-Denominational Singing Fest.

- The shop manager
  - runs the BSG shop at set times at least twice a week;
  - communicates on opening hours to the students;
  - maintains relations with suppliers;
  - responsible for the BSG shop’s stock management;
  - responsible for the smooth-paced running of the sale of freshmen packs;
  - places orders and transacts payments;
  - responsible for the financial accounts of the BSG shop on which he reports to the treasurer each month;
  - authors an operating report.

- The internal manager
  - is responsible for ensuring good working relations within the BSGgtgv;
  - resolves any conflicts between board members;
  - responsible for order and cleanliness of the BSG room;
  - authors an operating report.

- The external manager
  - represents the BSGgtgv at external bodies, along with the chairman;
  - authors an operating report.

- The IT manager
  - administers the website;
  - responsible for the BSG gtgv’s electronic devices;
  - authors an operating report.

- The head of Events & Logistics
  - provides support with the organisation and logistics of BSGgtgv events;
  - heads up the Events & Logistics committee;
  - authors an operating report.

**Artikel 82 - Voting rights**

Only the full members have the right to vote.

All members of the BSGgtgv board in office may attend the board elections. The members of the standing board in office are not allowed to take part in the ballot, with the exception of the application of article 87.

**Artikel 83 - Frequency of board elections**

The board elections are held once a year at a General Meeting.

**Artikel 84 - Calling candidates**

The call for candidates for the board elections is sent out to all societies four weeks ahead of the board elections. Applications are to be submitted with the chairman two weeks ahead of the board elections at the latest.
Artikel 85 - Chairman of the board elections
The board elections are convened and chaired by the BSGgtgv chairman.

Artikel 86 - Convening notice for the board elections
The convening notice for the board elections is to be sent out to the members 13 days ahead of the board elections, along with the list of all the candidates for the various posts on the board.

Artikel 87 - Voting at the board elections
A candidate is to be elected for each post on the standing board and each post on the board by simple majority. The ballot is secret.

A separate vote is to put out for each individual candidate (standing) board member: in favour, against or an abstention. A vote in favour of several candidates for the same post is considered invalid.

Where several candidates are running for the same post, the candidate with the highest number of preference votes to his name is elected into office. If there is a tie in the number of preference votes, the candidate with the least number of votes against is elected into office.

If no candidate is elected for a certain post in observance of the above procedure, new board elections are to be held for that particular post only.

Where several candidates are running for the chairman and none of them has obtained the required majority, the five members of the standing board are to cast an additional vote. The new chairman is accepted into office if he has secured 60% majority of the votes cast by the members of the standing board. Where a member of the current standing board stands for the post of chairman, this person will not be allowed to vote. In that case, the other members of the standing board may elect the chair with a 75% majority.

Artikel 88 - Entry into office of the new board
If the required majority of the votes in the standing board fails to be reached, new board elections are to be called for the post of chairman within two weeks. In that case, the other board members will be lawfully elected into office but will not take up their office yet. The outgoing board will stay on until a new chair is in place who was lawfully elected.

The Vice Convention of the BSGgtgv

Artikel 89 - Powers of the Vice Convention
The Vice Convention organises the student parade as part of the Verhaegen Commemoration (St-V) in association with l'Association des Cercles Etudiants de l'ULB (ACE) and the BSGgtgvStV vzw. Moreover, the Vice Convention may be tasked with duties delegated by the general meeting.

Artikel 90 - Constitution
The Vice Convention is made up of:
- the chairman, vice-chairman and treasurer of the BSGgtgv;
- the vice-chairmen of the recognised societies who wish to take part in the student parade as part of the Verhaegen Commemoration (St-V).

Vice-chairmen of the provisionally recognised societies may attend the meeting in an advisory capacity.

Artikel 91 - Chairman
The Vice Convention is presided over by the vice-chairman of the BSGgtgv. In the latter’s absence the BSGgtgv chairman will deputise for him/her.

Artikel 92 - Alternates
The vice-chairmen of the societies are to appoint a regular alternate.

Artikel 93 - Meeting quorum
The meeting will lawfully deliberate only if at least 50% of the student societies who wish to take part in the Verhaegen Commemoration or be involved in the duties delegated by the general meeting are in attendance or represented.

Artikel 94 - Lawful decisions
Decisions are carried by a simple majority.

Artikel 95 - Calling of meetings
The Vice Convention will convene to meet at the request of the BSGgtgv vice-chairman or if such is requested by 10% of the members.

The convening notice dispatched by the BSGgtgv vice-chairman is to be sent out at least five calendar days ahead of time, and include the agenda for the meeting.
Advisory committees

Artikel 96 - Advisory committee Events & Logistics
The Events & Logistics committee coordinates the organisation of the following activities: End-of-Year dance, Opening cantus, Opening dance, Re-opening cantus, Re-opening dance, Mass cantus.

Artikel 97 - Advisory committee St-V
The St-V committee supports the BSGgtgv vice-chairman in his role as the coordinator of the Verhaegen Commemoration.

Artikel 98 - Advisory Committee of Former Chairs
All former chairs of the BSG gtgv are entitled to sit on the Committee of Former Chairs with the right to vote, regardless of whether or not they are still enrolled as VUB students.

The Committee of Former Chairs:
- verifies the annual reports of the recognised societies and advises on the grants on the strength thereof;
- manages the reserve fund;
- evaluates the grants allocation scheme each year and puts forward suggestions for improvement on the strength thereof.

The Committee of Former Chairs may tap into the reserve fund only after a positive decision to that effect by the standing board and provided this is signed by two former chairmen.

The Committee of Former Chairs convenes to meet at least once a year. The BSGgtgv chairman in office convenes the Committee of Former Chairs. The BSGgtgv chairman in office presides over the Committee of Former Chairs. He does so in an advisory capacity.

Final provisions

Artikel 99 - Dissolution
In the event the BSG gtgv is to be dissolved, the General Meeting will move to appoint one or several liquidators. The General Meeting will establish the powers of the liquidators. Any positive balances are to be transferred to the VUB to be spent in furtherance of student life at the VUB.

Artikel 100 - The assets of the society
The members of the BSGgtgv and their legal successors will have no personal claims to the society’s assets, whether during the existence of the de facto association or upon its dissolution.

De Moeial, the VUB student magazine

Artikel 101 - Title
The title of the student publication is: De Moeial (hereinafter referred to as ”De Moeial”).

Artikel 102 - Sub-title
The sub-title van De Moeial is: Studentenblad van de Vrije Universiteit Brussel.

Artikel 103 - Stated objects
De Moeial is a critical and independent platform for information and discussion. Its aim is to disseminate information to the Brussels university community as widely as possible.

Artikel 104 - Seat
The editorial office where the editorial team meets is located at: Triomflaan 35, 1160 Brussels.

Artikel 105 - Not for profit
The editorial team is non-commercial and does not pursue the making of profits.

Artikel 106 - Free Inquiry
The editorial team subscribes to the principle of Free Inquiry.

Artikel 107 - Gender-neutrality
References to persons by name or by derived references in the present bylaws are deemed to gender-neutral.
The editorial team and the editorial team meeting

**Artikel 108 - Editorial team**
The editorial team consists of editorial team members and editorial team assistants:
- editorial team assistants are all members of the VUB community who wish to do their bit for the publication. This is to be recorded in the report;
- editorial team members are enrolled VUB students who, after they have worked in support of De Moeial on a regular basis, wish to become members of the editorial team, provided they are elected with half the votes of the editorial team + 1. This is to be recorded in the report. Only editorial team members have voting rights.

**Artikel 109 - Adoption of decisions**
The editorial team is a collegiate body. In arriving at decisions, the team pursues consensus. If necessary, it will decide by ballot with a simple majority, unless otherwise required in the bylaws. In case of a tie, the proposed decision is rejected.

**Artikel 110 - Dismissal of an editorial team member or a board member**
The editorial team may, on an exceptional basis and after discussing matters with the person involved, dismiss an editorial team member or a board member with a two thirds majority of the voting members in attendance and in observance of a 50 % + 1 quorum of the voting editorial team members.

**Artikel 111 - Organisational and financial responsibility**
The editorial team is the autonomous board of the "Student Publication" service. It establishes the editorial line. It is responsible for the organisational and financial policy of De Moeial.

**Artikel 112 - Annual report**
Each year, the board renders account to the Student Council by way of an operating and financial report.

**Artikel 113 - Continuity of the publication**
The editorial team is responsible for the continuity of the publication. As such, it is responsible for the presentation, layout, publication and distribution of De Moeial.

**Artikel 114 - Political independence**
On no account does the editorial team act as a mouthpiece for any political movement or school of thought.

**Artikel 115 - Compliance with the bylaws**
The editorial team is bound by the bylaws and ensures due compliance therewith.

**Artikel 116 - Publication decisions**
The editorial team discusses the articles entered, and decides by simple majority on whether or not these are to be published. In case of a tie, the article is declined.

**Artikel 117 - Editorial responsibility**
Articles accepted by the editorial team are published under the editor’s responsibility. In theory, all articles are to be signed by an individual, unless the content is expressly presented as an editorial position. Articles and letters to the editor may be signed using one’s initials or by a pseudonym. However, the name and address of the author must be known to least one editorial team member.

**Artikel 118 - Right to critical comment**
The editorial team has to right to include a critical comment on an article.

**Artikel 119 - Opinion and letters to the editor**
Open letters, letters to the editor and views may be published under the header of “Opinion” or “Letters to the editor”.

**Artikel 120 - Not responsible for opinions and letters to the editor**
The editorial team is not responsible for the views published under the header of “Opinion” or "Letters to the editor”.

**Artikel 121 - Calendar of editorial meetings**
The editorial team convenes to meet on a fixed day, previously announced in De Moeial and on the website.

**Artikel 122 - Location of editorial meetings**
The editorial meetings are held at the editor’s office.

**Artikel 123 - Open editorial meetings**
The editorial meetings are open to be attended by any member of the VUB community.
The editorial posts on the board and the publisher

Artikel 125 - Editorial posts on the board
There are four editorial posts on the board: the editor in chief, the News editor, the Cultural editor and the Opinions editor. Together they make up De Moeial’s board.

Artikel 126 - Editor in chief
The editor in chief is responsible for the general organisation of the print publication. He chairs the editorial meetings and the meetings of the chief editors. He acts as the spokesperson and as the final point of contact for the editorial team, unless the editorial team decides otherwise.

Artikel 127 - News editor
The News editor deputises for the editor in chief in the latter’s absence. He is responsible for the website publications. He presides over the meetings of the news editors’ team.

Artikel 128 - Cultural editor
The Cultural editor is responsible for the cultural reports in the print publication and on the internet. He presides over the meetings of the cultural editors’ team.

Artikel 129 - Opinions editor
The Opinions editor is responsible for opinion pieces, letters to the editor and columns in the print publication and on the internet.

Artikel 130 - Publisher
The editorial team appoints a publisher. Failing a publisher, this post is assumed by the editor in chief.

Artikel 131 - Additional or alternative posts
To facilitate the magazine’s operation for the year, the editorial team may create additional or alternative posts.

Artikel 132 - Attracting assistants
The editorial team undertakes to actively secure the succession of the posts and to attract new people.

The General Meeting

Artikel 133 - Composition and frequency
The General Meeting is made up of the members of the VUB community. Under its bylaws, it convenes to meet at least once a year.

Artikel 134 - Calendar
The General Meeting convenes in a lecture week in the month of May, unless the editorial team decides otherwise. The exact date and time are to be announced two weeks ahead of time. At the request of at least the half of the editorial team members, a Special General Meeting is to be convened.

Artikel 135 - Powers
The powers of the General Meeting includes policy supervision on behalf of the VUB community, electing the editorial posts on the board, and putting forward opinions on the bylaws. The editor in chief is to present an operating and a financial report approved by the editorial team for evaluation and adoption. The powers of the GM do not relate to the substantive editorial independence.

Artikel 136 - Eligibility
The elections for a new board are conducted at the General Meeting, which is also when applications may be announced, subject to the presentation of the candidates’ CVs and letters of motivation. All editorial team members are eligible for the posts on the board. The editorial posts on the board are irreconcilable with a post on the standing board of another VUB-related organisation, a political organisation, a student society or the Student Council/Stuvo Council.
Artikel 137 - Ballot
The posts are elected in a first round with an absolute majority (50% + 1) of the voting members in attendance. In a second round, the two remaining candidates with the highest number of votes to their name from the first round go head to head; the candidate with the highest number of votes is elected into the post.

Artikel 138 - No ballot by proxy
Voting by proxy is not allowed.

TITLE V: Code of ethics

Artikel 139 - Pluralist journalism
The editorial team ensures pluralist journalism.

Artikel 140 - Guaranteeing different perspectives and standpoints
Pluralist journalism has nothing to do with political allocation formulas or the imaginary average public opinion, but is about ensuring that an issue or a topic is approached from different angles, with a view to ensuring "guarded subjectivity".

Artikel 141 - Censorship ban
There can be no question of preventive censorship.

Artikel 142 - The right to refuse articles
The editorial team is free to refuse articles if they are contrary to the code of ethics set out in the bylaws, or to the principle of Free Inquiry.

Artikel 143 - Right of reply
The editorial team abides by the laws on the right of reply.

Artikel 144 - Journalistic diligence
The editorial team will ideally submit articles which reflect poorly on persons or groups to a double assessment and, within the bounds of reason, directly enable the persons or groups concerned to put across their views regarding the articles concerned.

Artikel 145 - Minimum quality
The articles published are to meet a minimum quality standard. Significant changes to the substance are made in consultation with the author.

Artikel 146 - No forum for personal scores
De Moeial is not to be abused to settle personal scores.

Artikel 147 - protection of sources
The editorial team is within its rights not disclose its sources.

Complaints

Artikel 148 - Right to complain
Everybody is free to file a complaint against De Moeial if it is found to violate the bylaws or the journalistic code of ethics.

Artikel 149 - Treatment of complaints
Complaints are to be submitted with the editorial team. They are treated at the next editorial meeting.

Artikel 150 - Decision
The editor in chief puts forward the complaint at the editorial meeting in the presence of the submitter. The editorial team unanimously decides how it is to be dealt with. This may include:
- a rectification by the editorial team;
- a statutory right of reply.

Artikel 151 - Appeal
If the complainant does not accept the decision of the editorial meeting, he may file a written complaint with the Stuvo Council. The Stuvo Council mediates to find a workable solution for both parties.
Studiekring Vrij Onderzoek

Nature of the society.

Artikel 152 - Name
The society’s name is: Studiekring Vrij Onderzoek.

Artikel 153 - Seat
The society has its seat at: Triomflaan 35, 1160 Oudergem.

Artikel 154 - Duration
The society has been incorporated for an open-ended term.

Society’s stated objects

Artikel 155 - Stated objects
The society’s stated objects are: the defence, implementation and updating of the principle of Free Inquiry, both within and outside of the university.

Artikel 156 - Organic statute of the VUB as a strategic basis
This stated object is rendered explicit by way of an annual interpretation and evaluation by the board of article 1 under Title I (‘the principles and the mission of the university’) of the organisational status and bylaws of the VUB

Artikel 157 - Publication interpretation organic statute as a strategic basis
This annual interpretation as set out in article 156 is to be conducted no later than during the last week of October. The outcome is to be duly publicised.

The society’s bodies.

The Board.

Artikel 158 - Constitution of the board
The board of Studiekring Vrij Onderzoek is made up of the following persons (the duties listed are basic and indicative, and may be expanded or transferred):

a. the chairman: general coordination and representation at the Student Council, the chairman may appoint an alternate to this end.

b. the vice-chairman: technical/practical side of the general coordination, deputises for the chairman where required.

c. the secretary: administration of the Studiekring and compiles the minutes of the meetings. The minutes are to be dispatched to the study circle’s mailing list.

d. the treasurer: all financial aspects of the study circle’s operation. He/she compiles the financial report that is to be submitted to the Student Council.

e. the co-opted members: may be elected by the GM to supplement the standing board. The co-opted members will serve their post as defined by the GM.

f. board members: are those who attended more than three weekly meetings and who subscribe to the principle of Free Inquiry. The board members are not to be elected and consequently do not belong to the standing board.

g. if the General Meeting so resolves, the various standing board posts may be taken up jointly.

h. the chairman, vice-chairman, secretary and treasurer together make up the standing board.

Artikel 159 - Operation and powers of the board:

a) The board is tasked with the day-to-day management of the study circle.

b) The board deliberates and resolves by consensus. Each of the board members of the board may ask for a matter to be put to the vote. In that case, the proposal will be carried by a simple majority of the board members in attendance. A simple majority is determined as follows: the number just above half of the number of the valid votes, excluding abstentions. In the event of a tie, the chairman has the casting vote.

c) The board may decide, by a simple majority of the board members in attendance, to co-opt members into the standing board as required for the efficient running of the organisation. A simple majority is determined as follows: the number just above half of the number of the valid votes in attendance, including abstentions.
The members

Artikel 160 - Full and associate members
a) Full members are: students enrolled at the VUB, who attended more than three weekly meetings and who subscribe to the principle of Free inquiry. Each full member who fails to attend the board meetings on three consecutive occasions will be considered as outgoing. A board member who is considered as outgoing has one week to resume his post. Failure to do so leaves the board free to delist the board member, by a simple majority.
b) Associate members: Each student enrolled at the VUB who expressly subscribes to Free Inquiry no later than at the General Meeting. They sit on in the General Meeting in an advisory capacity.

The General Meeting

Artikel 161 - Constitution, frequency, calendar and election of the standing board
a) The General Meeting is made up of the members of the society. Under the bylaws they convene once every academic year, except in case of Extraordinary General Meetings.
b) The General Meeting convenes between the end of the second term break and the start of the pre-exam period. The chairman compiles an operating report. The treasurer clarifies the financial report. Lastly, a new standing board is elected into office.

Artikel 162 - Calling of meetings and agenda
The General Meetings are to be announced by way of an e-mail sent to the study circle's entire mailing list, at least two weeks ahead of the General Meeting, specifying the items on the agenda.

Artikel 163 - Lawful decisions
The General Meeting is the highest ruling body of the study circle. Decisions are carried by a simple majority of the full members in attendance unless the bylaws specify otherwise. In the event of a tie is, the proposal is rejected. All ballots on persons are secret. Other ballots are equally secret if so requested by at least one of the members in attendance. In case of discord over the validity of a vote, the General Meeting shall decide if the bylaws are unable to bring a conclusive way out. Voting by proxy is not allowed.

Artikel 164 - Amendments to the bylaws
All amendments to the bylaws are to adopted at a General Meeting with a two thirds majority of the full members in attendance.

Artikel 165 - Calling of Extraordinary General Meetings
a) An Extraordinary General Meeting may be convened by a simple majority of the members of the board or by a petition signed by 150 students enrolled at the VUB.

Artikel 166 - Applications and elections standing board
a) The elections for the standing board are conducted at the General Meeting.
b) Only full members have the right to vote. They are free to vote in favour or against, or abstain.
c) A candidate standing board member may be elected only during the first ballot round with an absolute majority of the votes in attendance. For the posts to be elected in the second round, the two candidates with the highest number of votes to their name from the first round go head to head. The candidate with the highest number of votes in favour is elected. If the number of votes in favour is equal, the candidate with the smallest number of votes against is voted in.
d) The applications must be communicated verbally to the outgoing standing board ahead of the General Meeting. The board is not permitted to accept any other criterion of acceptance than candidates who have first spent six months as board members and who duly upheld and implemented the principle of Free Inquiry during this time period.
e) The candidates for the standing board are to state their reasons for applying at the General Meeting.
f) Only if no candidates come forward at the General Meeting who meet the above requirements, will someone else be eligible for the post. However, candidates applying for the post of chairman and vice-chairman must be presented by the current board.
Measures in the areas of safety and efficient running

Artikel 167 - Emergency situations
For all serious problems on the campuses (accidents, vandalism, theft, violence, nuisance, presence of undesirables, et cetera) the Security department is the first point of call. Students are required to report all incidents to the Security department.
If necessary, the Security department will immediately contact the emergency services.
In case of an emergency, students are to observe the SOS instructions found around the campuses and available to be consulted on the student portal.

Artikel 168 - Safety and nuisance
The VUB or the person in charge has the right to halt or suspend an activity, or to take remedial action, in case of nuisance or for reasons of safety.

Artikel 169 - Technical defects
Technical defects in or around on-campus buildings are to be reported to the Infrastructure department by e-mail.

Conflicts of interest

Artikel 170 - Conflicts of interest
All recognised societies, the BSGgtgv, Vrij Onderzoek and De Moeial have arrangements on conflicts of interest in place. At a minimum, these rules set out that holding a key post within the society or organisation is irreconcilable with a key post in another recognised society or with a key post on De Moeial or Vrij Onderzoek.

Complaints

Artikel 171 - Complaints on non-compliance with the bylaws of a recognised student society
In case of non-compliance with the bylaws of a student society, a complaint may be submitted with the chairman of the General Meeting of the society in question, and, in the second instance, with the chairman of the BSGgtgv, and by resorting to the appeals procedure as set out in article 185.

Artikel 172 - Complaints on offences against the postering regulations
Offences against the postering regulations may be reported to the BSGgtgv chairman by e-mail.
The offence needs to be established either in situ by a standing board member of the BSGgtgv, or by a member of the aggrieved society. In the latter case, the aggrieved organisation is to furnish sufficiently clear photographic evidence, to be transmitted to the BSGgtgv by e-mail. The following will be accepted as ‘sufficiently clear’:
- for the wooden boards:
  - a picture showing the board in its entirety;
  - a detailed shot of the poster pasted over, clearly showing the identity of the society whose poster was pasted over and the society that did the pasting over.
- For the concrete poles:
  - several pictures showing the entire pole all around
  - a detailed shot clearly showing the identity of the society whose poster was pasted over and the society that did the pasting over.
The photographic evidence is to be sent in no later than one hour before the start of the activity that has been postered over.
The BSGgtgv reserves the right to establish violations itself, even if no formal complaint was brought. The BSGgtgv chairman will consider the admissibility of each complaint and establish the amount of the fine in compliance with the guidelines set out in the present regulations. The BSGgtgv chairman is to state the reasons for this decision.

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30 https://my.vub.ac.be/noodnummers
31 E-mail to be sent to infradesk@vub.ac.be
Sanctions

Artikel 173 - Compensation of damage caused
The VUB or the person in charge will send the student or the society concerned an expense note for all damage caused.

Artikel 174 - Withdrawal of grants for non-submission of annual reports
The Vice-Rector For Educational and Student Affairs will not release the grants assigned to the BSGgtgv, De Moeial and Studiekring Vrij Onderzoek as long as the student organisation concerned has not submitted its annual reports to the Student Council.

Artikel 175 - Withdrawal of user rights in case of nuisance or non-compliance with regulations
If a student or a student organisation causes too much nuisance or does so too frequently, or fails to comply with the provisions of the internal or external regulations, the officer in charge may decide to bar the student or the organisation in question from further use of the facilities or the benefits in question for a certain length of time.

Before arriving at a decision, the person involved is to be heard in his defence, in writing as need be.

The officer in charge is to state the grounds for the decision, balancing the nuisance caused against the interests of the student or student society concerned. The person concerned may oppose or appeal the decision in accordance with the terms and procedures set out in artikel 180 et seq.

Artikel 176 - Supplementary cleaning expenses for Lounge Bar 1050 or Basic Fit Lounge 1090 left uncleaned
If the room has not been cleared and cleaned at the time of the end-of-hire schedule, the lounge coordinator is within his rights to bill the user for a supplementary set € 50 fee in cleaning expenses.

Artikel 177 - Sanctions via the BSGgtgv
§1 Sanctions for offences against the postering regulations
The following sanctions may be imposed by the BSGgtgv if the rules set out in artikel 51 are violated:
- Fly-postering: €250 fine;
- The use of glues and pastes other than wallpaper paste: € 75 fine. Any damage to the boards will be recovered from the society concerned by the Infrastructure department. The posters in question shall be immediately removed from the boards;
- All instances of overpasting for upcoming activities: € 50 fine per overpasting activity. This fine applies per board or concrete pole where the offence is established. If the overpasting / offence occurs three times or more often during the course of the same academic year, the fine is doubled to €100. When an organisation is found to be pasting over at least five boards and/or poles, this is penalised by a supplementary €75 administrative fine. In case of repeat offences, the provisions detailed above apply;
- For falsely applying the mention "BSGgtgv postering permission 2 weeks “: €100 fine;
- For failing to apply the mention "Student card compulsory": €75 fine. Moreover, the protection offered by the postering regulations no longer applies for this activity. The BSGgtgv undertakes to notify the other organisations thereof.
- If the fine remains unpaid after 20 calendar days, or no contact has been sought with the BSGgtgv to put in place a payment plan, a supplementary €15 administrative fee will be charged per seven calendar days. As soon as an appeal has been filed, which has been declared admissible by the BSGgtgv chairman, this rule is suspended until the BSGgtgv has arrived at a decision.
- In the event of a collaboration, the activity is considered as being staged by one organisation. If sanctions are to be imposed, the organisation that was put forward as the responsible organisation at the lottery convention will be deemed to be the organisation that is responsible for the event. If the activity was charged for after the lottery convention, the party responsible will be the society that entered the activity into the booking system. If the above clauses prove insufficient to determine who the responsible organiser is, the name that is first specified on the poster from left to right, and from top to bottom will be deemed to be the organisation that is responsible for the event.

§2 Termination of VUB budget account, repeal of user rights and/or suspension of society in case of a negative balance
If a student society still has a negative balance two months after the first reminder, the PKC account in question is scrapped, with the VUB sending the society concerned a bill equal to the negative balance.

Upon the expiry of a full calendar year after the billing date of the termination of the account, the society may submit a motivated request with the BSGgtgv to be awarded the privilege of using a PKC account again.

§3 In addition to the sanctions set out in §1 and §2, in case of serious nuisance or offences the BSGgtgv may also decide to bar a recognised student society from further use of other facilities or benefits than the facilities or benefits in question to which recognised societies are normally entitled, or the BSGgtgv may put forward a proposal with the Student Council to suspend the recognition of the society. In that case, the BSGgtgv is to state the grounds for its decision to table such a proposal, balancing the nuisance caused against the interests of the student society concerned.
Artikel 178 - Payment of fines and damage

The officers concerned will notify the student or the student society concerned in writing of fines and sums in compensation to be paid, specifying the terms and procedures of payment. Any such fines and sums must be paid in full within 30 calendar days of receipt of the expense note.

Artikel 179 - Loss of recognition as a student society

Stating grounds, the BSGgtgv may advise the Student Council to withdraw or suspend a recognition:

- if a student society no longer meets the recognition requirements, as set out in article 32;
- if a student society fails to comply with its obligations, as set out in article 35;
- if a student society has outstanding debts with the VUB;
- if a student society has outstanding debts with outside companies seeking to recover payment from the VUB;
- if a student society has outstanding debts for renting the BSG and BOJ rooms and other spaces made available to it, or misbehaved in this context.

The decision is made by the Student Council.

Defence and appeal

Artikel 180 - Disputing decisions

Decisions may be disputed by way of a written and motivated request with the officer who made the decision. Disputes on bills do not entitle the debtor to suspension of payment. If necessary, a credit note may be issued later on.

Artikel 181 - Grants Advisory and Appeals Committee

This body is tasked with:

- advising the Student Council on project grants and sponsorships.
- treating the appeals brought by societies against the BSGgtgv’s grant decisions.

This body is made up:

- voting members:
  - one student representative per faculty, appointed by the Student Council;
  - the chair of the BSG gtgv or his alternate;
  - the chairman of the International Student Platform or his alternate.

- members acting in an advisory capacity:
  - one representative from each of the following bodies (Infopunt Studenten, Sports & Fitness Department, Culture and IMRO Department) shall be invited to attend in an advisory capacity. Other departments may be invited on an ad hoc basis.

Artikel 182 - Appeals by recognised student societies against the decision of BSGgtgv on the points awarded for the allocation of grants.

Societies may appeal the BSGgtgv’s decision with the Student Council’s Grants Advisory and Appeals Committee within 3 weeks after the points are announced as set out under article 39, §6.

The Grants Advisory and Appeals Committee, as set out in article 180, will reassess the activities for which the points are disputed as soon as possible, taking into account the motivations of the BSGgtgv and of the society in question.

The Grants Advisory and Appeals Committee will notify the BSGgtgv and the student society concerned of its decision as soon as possible.

No further appeal is open against the decision by the Grants Advisory and Appeals Committee.

Artikel 183 - Defence against suspension from lottery for collaborating student societies

Failure to comply with the arrangements governing the collaboration between student societies may prompt the BSGgtgv chairman to suspend them from the next lottery draw. Societies against which the sanction is pronounced may file a written defence. This defence is to be submitted with the BSGgtgv chairman. The defence is treated at the next BSGgtgv board meeting to which the defendant may be invited. After the defendant has left the room, The BSGgtgv board will pronounce a final ruling which is not open to any further appeal.

Artikel 184 - Amicable settlement for offences against postering regulations

Recognised student societies may present a proposed solution to the BSGgtgv by e-mail. The chairman will accept the proposal if the meeting has not yet pronounced itself on the matter on final appeal. The mutual agreement is considered as an admission of guilt on the part of the overpasting society. In that case, the fine is to paid without any kind of appeal. If the mutual agreement is not observed, the original fine is reinstated.

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32 Beheerscomité Ontmoetingsruimte Jette vzw
Artikel 185 - Appeal against decisions on offences against posterling regulations

The society against which the fine is pronounced or whose complaint was declared inadmissible by the BSGgtgv chairman has the right to file an appeal. The appeal is to be sent to the BSGgtgv chairman by e-mail within 14 calendar days after the decision. At one of the next board meetings, the appeal is included on the agenda and duly dealt with. Both parties, aggrieved and offending, are notified of the fact that this appeal has been put on the agenda. Both parties are allowed to come and defend their position at the meeting for which the appeal has been put on the agenda. The BSGgtgv board pronounces a final ruling against which no further appeal is open.

Artikel 186 - Appeal

If their rights have been denied or disregarded, students or student organisations may file appeal in observance of the Student Services appeals procedure with the Vice-Rector for Educational and Student Affairs.

Final provisions

Artikel 187 - Liability for incidents

Neither the VUB, nor the Student Council, or the BSGgtgv, are liable for accidents and/or thefts.

Artikel 188 - Competent courts

Where legal proceedings appear inevitable, grievances shall be heard only by the courts of competent jurisdiction of the district of Brussel.

Artikel 189 - Amendments

The BSGgtgv, De Moeial and Studiekring Vrij Onderzoek may advise or put forward amendment proposals to the Student Life Codex on their own initiative. At the meetings too, they are able to put forward their arguments through their alternates who sit on the Student Council as a member with an advisory capacity.

For all amendments to the present Student Life Codex, the Student Council shall expressly seek the motivated opinion of the BSGgtgv ahead of time, insofar as the

- amendment touches on the bylaws of the BSGgtgv;
- De Moeial insofar as the amendment touches on the bylaws of De Moeial;
- Studiekring Vrij Onderzoek insofar as the amendment touches on the bylaws of Studiekring Vrij Onderzoek.

In its decision, The Student Council may derogate from the motivated opinion of the BSGgtgv, De Moeial, Studiekring Vrij Onderzoek, only if it expressly states the reasons for such derogation.

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33 https://my.vub.ac.be/stuvo/appeals procedure

34 Under the participation regulations, article 3, §3, the Student Council is qualified to put in place policy decisions and to adopt regulations within the “student services” policy area.