STUDENT LIFE CODEX

The Student Life CODEX is an initiative of the Brussels student association 'Geen Taal, Geen Vrijheid' (No Language, No Freedom). The Codex Student Life was approved at the Student Council on 11 September 2020.
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**Article 1 - Objectives**

The Free University Brussels (VUB) is keen to support student life. It does this by facilitating and subsidising:

- student initiatives;
- student community life through the umbrella organisation of the recognised student associations, the Brussels Student Association, 'Geen Taal, Geen Vrijheid' (No Language, No Freedom);
- 'De Moeial' student magazine;
- study circle Vrij Onderzoek (Free Research).

In addition, the VUB may reach agreements with outside organisations whose activities benefit student life at the VUB.¹

**Article 2 - Values and Code of Conduct**

All students - also those who perform activities outside student community life - are to organise their activities in compliance with the principle of Free Research². They must not³ discriminate on the basis of gender, nationality or ethnicity, race, skin colour or background, disability, religion or creed, sexual orientation, age, wealth, civil status, political convictions, trade union allegiance, health, physical or genetic traits, birth, social background or language.

Students are to respect the VUB regulations and regulations outside the university.

We apply a code of conduct for all students which requires them, in their capacity as students, to behave responsibly, both on and off the VUB campuses. They respect each other’s psychological and physical integrity. They are mutually supportive, particularly in difficult situations.

The VUB does everything necessary to make the students aware of this code of conduct and to encourage them to comply with it.

**Facilities for all students**

**Subsidising of activities**

**Article 3 - Aim of the project grants and subsidises**

The aim of the project grants is to support new projects which:

- expand the range of leisure opportunities and formative activities available to VUB students;
- are of an innovative or ambitious character;
- promote the appeal of the VUB or of Brussels as a university city;
- improve students' well-being;
- strengthen student unity across existing networks.

Any projects or policy suggestions which do not meet the criteria for project grants, but which are nonetheless valuable for students, may be submitted to the Student Council accompanied by dossier and reasoning. The Student Council may subsequently decide to subsidise the project from their own resources to an amount of no more than 10% of those resources or recommend drawing up a budget for the proposal.

**Article 4 - Requirements when applying for a project grant**

§1 Potential applicants

Any VUB student may apply for a project grant, both in their own name and on behalf of an association with functional recognition or an ordinary recognised association still in the probationary period.

§2 Timing

Applicants may submit a dossier twice a year through the student portal (https://student.vub.be). Precise deadlines are announced through that website (https://student.vub.be).

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¹For example, with Publq vzw, (non-profit organisation) vzw BSG as, BOJ vzw...
² Thinking must never submit itself, neither to a dogma
   nor to a party,
   nor to a passion,
   nor to any interests,
   nor to any preconceived notion,
   or anything else,
   but solely to the facts themselves,
   as to submit would be to cease to be. (Henri Poincaré)
³ The legal framework is formed by the European Convention on Human Rights and Fundamental Freedoms which was signed in Rome on 4 November 1950 (and the Belgian antidiscrimination legislation).
Any application submitted too late will automatically be referred to the following deadline.

§3 Conditions

An application may be made both for an initiative which has still to take place and a project which took place in the recent semester. Eligibility for project grants requires the application, in all cases, to meet the following general conditions:

- the project or activity must be open to the VUB student population;
- the application must be submitted by a VUB student;
- the application must be reasoned in function of the aim and the award criteria of the project grants as determined in Articles 3 and 5;
- the communication must mention 'with the support of the Student Council';
- the application must not concern an educational activity unless at least 66.6% of the total costs of such activity are borne by the study programme or programmes and the remaining costs generally paid by the students themselves;
- the activity must be non-profit-making;
- the application must include a budget which gives sufficient insight into the planned income and expenditure;
- project grants may be applied for no more than three times for the same type of activity.

If an activity is promoted in multiple languages, it must also allow participants who speak only one of those languages to take part.

In the event of the project or activity applying certain exclusionary criteria which could violate one or more of the 19 discrimination criteria in the Belgian antidiscrimination legislation, the application must provide an argument which objectively and reasonably justifies the different treatment. This justification must also explain why the same goal cannot be achieved through less intrusive measures.

Article 5 - Procedure for the allocation of project grants

Applications will be dealt with twice a year, shortly after the application deadlines, by the Grants Advisory and Appeals Committee, as defined in Article 134. The committee will check whether the application meets the conditions defined in Article 4.

If that is the case, the applicant or their representative will be invited to clarify the application. This will take place at the meeting of the Grants Advisory and Appeals Committee, at the time the application is on the agenda.

The Grants Advisory and Appeals Committee will subsequently allocate points on the basis of the following cumulative rules of allocation:

- Number of people taking part in the activity
  - <20 participants: 1 point
  - 20-100 participants: 3 points
  - >100 participants: 5 points

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

- Location
  - on and around the campus at which the association operates (including VUB halls of residence or those with which the VUB has an agreement in place, and the bars around Etterbeek station and the Brussels Health Campus: 1 point
  - outside Brussels or at a different campus to the one in which the association operates: 2 points
  - Brussels: 3 points
  - abroad: 4 points

- Nature of the activity
  - cultural and/or sporting: 3 points
  - recreational and student-centred: 1 point
  - formative: 3 points

- Diverse
  - ecological aspects (subject to reasoning): 2 points
  - free admittance (subject to reasoning): 1 point
  - innovative (subject to reasoning): 1 point
  - interdisciplinary or beyond existing network boundaries (subject to reasoning): 2 points
  - increasing well-being (subject to reasoning): 2 points
The Grants Advisory and Appeals Committee converts the number of points into the following guiding sums, but may reduce such sums taking into account the total foreseen in the budget:

- 0 to 7 points: €150
- 8 to 13 points: €300
- >13 points: €500

The Student Council will decide on the allocation of a project grant, following a reasoned recommendation by the Grants Advisory and Appeals Committee.

The Student Council will allocate no more than half the amount budgeted in the first round of applications.

If the Student Council finds that the application does not comply with the provisions in this Student Life Codex, or that any discriminating measure cannot be reasonably and objectively justified, the Student Council may refuse to award a project grant.

**Article 5 - bis Sponsoring by the Student Council**

The student council can sponsor on its own initiative and in a motivated manner, insofar as funds are available on the operating credit of the student council or the PKC for project grants

**Article 6 - Implementation and payment of a subsidised project**

The implementer of a subsidised project must make sure they submit the following documentation to the Student Infopoint point in the 2 months following the completion of the activity:

- written evidence that they have complied with the requirements;
- a financial report showing the amount of profit or loss generated by the project.

The grant will only be paid out if after the completion of the project, it can be confirmed that it met all the requirements set out in Articles 4 and 6.

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

- the subsidised project generated more than 75 euros profit;
- the deadline as specified in the first paragraph is not met.

**Use of infrastructure**

**Article 7 - Activities on campus**

The VUB campuses offer various opportunities for organising activities both on and off campus.

On the Brussels Humanities, Sciences & Engineering Campuses, the following locations are available for student-centred activities:

- the Esplanade;
- the restaurant entrance;
- Lounge Bar 1050;
- the BSG events room (only for recognised associations);
- the multifunctional space (only for recognised associations).

Application procedures are described in Articles 8, 9, 10, 42, 43 and 44.

On the Brussels Health Campus, the following locations are available for student-centred activities:

- Basic Fit Lounge 1090;
- the BOJ events room (only for recognised associations);
- Tempus.

Application procedures are described in Articles 11 and 42.

For all other locations on campus, students wishing to organise activities must request permission in advance. The request should state:

- the location of the activities;
- the time of the activities;
- a description of the activities;
- contact details (including mobile phone number) of the organiser of the activities.
For the Brussels Humanities, Sciences & Engineering Campus, these requests should be made through Infrastructure. The Faculty of Medicine & Pharmacy coordinates requests for the use of VUB classrooms on the Brussels Health Campus.

**Article 8 - Activities on the Esplanade of the Brussels Humanities, Sciences & Engineering Campus**

Esplanade operations at the Brussels Humanities, Sciences & Engineering Campus take place in four sub-locations:
- the covered area;
- the end of the fire break (if a vehicle is in place);
- the entrance hall of Building D (indoors);
- the VUB restaurant (inside by the stairs).

Students may request Esplanade activities through the student portal (https://student.vub.be).

Every stallholder, organiser or person handing out leaflets must be able to show the permission email from the Student Infopoint at all times, if requested by Campus Security.

**Article 9 - Lounges**

§1 The purpose of Lounge Bar 1050 on the Brussels, Sciences & Engineering Campus and the Basic Fit Lounge 1090 on the Brussels Health Campus is to be a meeting place for all VUB students and to host social and cultural initiatives. Lounge Bar 1050 aims to sell refreshments at affordable prices.

§2 The Student Council is responsible for the general coordination of Lounge Bar 1050, represented by a student appointed by the council and hereafter referred to as the lounge coordinator. The BOJ Council is responsible for the general coordination of the Basic Fit Lounge 1090, represented by a student appointed by the council and hereafter referred to as the lounge coordinator. The lounge coordinators may delegate practical sub-tasks such as handing over keys, inventory, invoicing and following up on payments, to other students. The lounge coordinators receive assistance from the Student Infopoint.

§3 The person using the Lounges must meet the following requirements:
- the applicant is a member of the university community or an alumnus or is organising an activity which is clearly in the interests of the VUB.
- the activity meets the following requirements:
  - the activity is open to everyone or is a private activity with a clear connection to the university community;
  - the activity has no negative impact on the VUB;
  - the activity does not cause nuisance to other users of the campus in terms of noise, dirt, smoke etc.;
  - the activity does not fall within the target activities of the BSG or BOJ events locations.

§5 The user or their representative in charge must be present throughout the entire duration of the activity. This person's mobile phone number must be made known to VUB Campus Security in advance of the period of use.

§6 It is prohibited to make the Lounges available in full or in part, to third parties.

§7 Use of the Lounges should be requested through the student portal (https://student.vub.be).

**Article 10 - Lounge Bar 1050**

§1 Allocation

Potential users, as defined in Article 9, may apply up to one year in advance to use Lounge Bar 1050.

Private activities may take place once a week at the most.

Applications will be dealt with on a first-come, first-served basis. The lounge coordinator may have reason to decide to allocate requests for series of reservations only in part in order not to jeopardise the chances of other applicants to reserve the space.

§2 Period of use and opening and closing times

From Monday through Thursday, Lounge Bar 1050 will be made available from 13.00 until 03.00, which includes the time needed to prepare the activity and clear up afterwards.

During weekends, from Friday afternoon until Monday afternoon, Lounge Bar 1050 is made available for the entire weekend, from Friday 13.00 until Monday 03.00, which includes the time needed to prepare the activity and clear up afterwards.

Anyone renting Lounge Bar 1050 for a public event must make sure that the location is available to visitors from 16.00 at the latest.

§3 Financial arrangements

The user pays one of the following sums:
- a fee of 80 euros for use of the location for public activities or 180 euros for use of the location for private activities.

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1 Through infradesk@vub.ac.be
2 In the case of Lounge Bar 1050, this should be done in the application form.
These sums include final cleaning but not clearing up. The user must pay by bank transfer within 30 calendar days of receiving the bill. The payment must be made to IBAN account number BE29 0010 6864 5764 GEBABEBB stating ISS8 ST160 LOUNGEB name of the user, code of the invoice and the date of use. In the event of late payment, a further 25 euros will be charged per reminder. The user may not charge admittance. If the user cancels use of the location later than 10 days before the day of the intended use, they must still pay the full user fee.

§4 Inventory and clearing up

The user and lounge coordinator must make an inventory of the material present, at both the start and the finish of the period of use. This inventory will be made at a time agreed upon with the lounge coordinator. In the absence of the user at the agreed appointment, the lounge coordinator will make the inventory alone, after which the user will have no redress against this inventory.

After the activity, Lounge Bar 1050 must be left in the condition it was in before the activity started.

In the event of two consecutive activities, the inventory of the first user and the second user may be made simultaneously.

Only when the user agreement has been signed and the start-of-hire and end-of-hire inventory made by the user and the lounge coordinator, will the keys to Lounge Bar 1050 be handed over to the user.

Sanctions are governed by Articles 130 and 132.

Article 11 - Basic Fit Lounge 1090

§1 Allocation

Users can request dates from the lounge coordinator throughout the academic year. Applications will be dealt with on a first-come, first-served basis.

§2 Period of use and closing times

Activities may take place only during Basic Fit opening times. The activity should be wound down 15 minutes before the closing time. The last visitors must have left Basic Fit Lounge 1090 by closing time.

§3 Financial arrangements

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

Cancellation of a reservation for use of Basic Fit Lounge 1090 should take place no later than seven calendar days before the intended date of use of the location. In the event of late cancellation, a fee of 15 euros will be charged since a late cancellation means others are unable to use the location.

§4 Use and health and safety

Users of Basic Fit Lounge 1090 are free to determine the nature of the activity they are organising, as long as it meets the requirements described in Article 9.

The lounge coordinator reserves the right to refuse activities which could have a negative impact. Activities which fall under the target activities of the BOJ hall will only be considered for use of Basic Fit Lounge after permission is given by the Student Council or the Chair of the BOJ vzw.

§5 Prior check, cleaning and clearing up

Before the activity begins, the user must check whether Basic Fit Lounge 1090 and adjoining room are in the proper condition. If that is not the case, the user must inform the lounge coordinator of this immediately - if necessary backed up by proof - and follow further instructions.

Once the activity has ended, Basic Fit Lounge 1090 and the adjoining spaces must be left in the same condition they were in at the beginning of the activity.

The user is responsible for clearing up Basic Fit Lounge 1090 and leaving it in the proper condition, which includes putting the rubbish in the designated containers.

Article 12 - Use of images, music and amplified sound

§1 When images or music are reproduced during an activity, the organiser is always personally responsible for its proper use. The organiser should ensure about the master agreement for the campus location concerned and take any additional steps necessary to obtain permission for and rights to reproduction from the relevant organisations (for example, SABAM, Billijke Vergoeding, Bevrijdingsfilms, the author, distributor...). In the case of an infringement, the organiser will be responsible for any sanctions or fines.

§2 Organisers must make use of the measuring, registration and limiting equipment for amplified sound in place at campus locations and respect the noise standards. If no equipment is in place, the organiser should reserve the mobile equipment in advance from Facility Services, pick it up at no later than 16.00 on the day of their activity and use it as instructed.

The VUB locations which are often used for student activities are set up according to the noise standards categories for amplified sound as imposed by the Brussels Capital Region. Partly depending on the broader regulatory context, a concrete maximum of sound intensity is imposed as follows:

- Marquee: Category 3 (max. 100 dB)
- Aula Q: Category 3 (max. 100 dB)
• Culture House hall: Category 3 (max. 100 dB)
• BSG events room: Category 3 (max. 95 dB)
• Tempus: Category 2 (max. 95 dB)
• BOJ events room: Category 2 (max. 91 dB)
• Lounge Bar 1050: Category 1 (max. 85 dB)
• Basic Fit Lounge 1090: Category 1 (max. 85 dB)

For activities which fall within Category 3 for noise standards, an extra and freely accessible rest area with a sound intensity of a maximum of 85 dB is compulsory.  

**Article 13 - Measures in the areas of health and safety, order and efficient running and appeals**

Measures in the areas of health and safety, order and efficient running and appeals are set out in Article 110 et seq.

**Publicity and communications to the student community**

**Article 14 - Communication advice and promotional campaigns for students**

Student Infopoint offers advice on communication. The service can be of support in working out promotional campaigns, resolving a media crisis or dealing with complaints from third parties. Where necessary, Student Infopoint will contact or refer to other services in the university.

The operational implementation remains in the hands of the organisers/students.

In exceptional situations, the university may steer the communication itself, in agreement with the students involved.

**Article 15 - The student portal (https://student.vub.be)**

The student portal (https://student.vub.be) offers information pertinent to student life, a list of all available support frameworks and VUB student associations.

News items and announcements of activities in the events calendar can be requested through the student portal (https://student.vub.be).

**Article 16 - The screens**

Students wishing to offer information through the electronic screens should deliver the material to Student Infopoint in a 16:9 aspect ratio.

**Article 17 - The digital events calendar for students**

Students may apply to the Student Infopoint to have their activity included in the digital events calendar.

**Article 18 - Promotional menu in the VUB student restaurants**

The restaurant's promotional package gives the opportunity of having a special menu with mention of an activity. All recognised associations or students wishing to make use of this may submit an application in advance, by email, to the head of services of the restaurant.

**Article 19 - Physical promotion in the restaurant on Brussels Humanities, Sciences & Engineering Campus**

Requests for promotional actions (stalls, ticket sales, sampling...) in the restaurant must go through the Student Infopoint. Every stallholder in the restaurant must be able to show their permission from the Student Infopoint at all times, if requested by do so by restaurant staff.

No permission is needed for the distribution of flyers in the restaurant as long as the flyers mention the name of the publisher responsible. Flyers which go against the values of the VUB may not be distributed. If in doubt, publishers responsible or those distributing flyers may request prior permission from the Student Infopoint.

**Article 20 - Other VUB communication channels**

The VUB has various communication channels at its disposal, each with their own distinct identity and communication policy: social media, newsletter, direct email, VUBtoday, Henri etc.

Students or student associations wishing to communicate an initiative may apply to the Student Infopoint, which will facilitate the communication.

Direct emailing to large groups of students can only be considered in the case of essential messages of general importance.

**Article 21 - Final decision**

Those in charge of the respective services or communication channels will take the final decision on whether or not to publicise an event or allow a promotional activity to take place. They may request additional information before giving permission.

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6 In anticipation of the delivery of the multifunctional space (Garage C), one of the auditoriums in Building G at Esplanade level must be reserved for this purpose.

7 [https://www.facebook.com/studenteventsvub/](https://www.facebook.com/studenteventsvub/)
Other services

**Article 22 - Administrative coaching**
Every student wishing to take an initiative on behalf of student life at the VUB may receive administrative coaching from the Student Infopoint to help them navigate the administrative and logistical regulations of the VUB or of external regulations.

**Article 23 - Insurance**
All VUB students are insured against accidents which might occur during normal activities and involve physical injury.\(^8\)

**Article 24 - Hiring materials**
A range of materials\(^9\) for infrastructure can be hired, sometimes free of charge, through Facility Services on the Brussels, Sciences & Engineering Campus.\(^10\)

On the Brussels Health Campus, this support is offered by the Congress Department.\(^11\)

**Article 25 - Vehicle hire**
Any student who is older than 21 and has been in possession of a valid driving licence for at least one year may hire a VUB car or van through.\(^12\)

Bicycles can be rented at various locations nearby.\(^13\)

**Article 26 - Catering**
Catering for during a meeting or other event may be ordered through the VUB restaurant.\(^14\)

Students or organisations may request an invoice made out to a private individual with an address outside the campus. Recognised student associations may buy in catering through BSGgtgv (Brussels student association ‘Geen Taal Geen Vrijheid’, as determined in Article 53).

**Article 27 - Earplugs**
Every student may pick up free earplugs from the Student Infopoint for any student activity involving amplified music.

**Article 28 - Sustainability**
The Green Team offers a network of speakers and organisations and can, in some cases, even offer financial support to activities which benefit sustainability and mobility.\(^15\)

Facilities for recognised student associations at the VUB

Organisation of student association life

**Article 29 - Student association life at the VUB**
The BSGgtgv coordinates student association life at the VUB, as described in Article 60.

**Article 30 - Types of recognition of student associations**
There are 2 types of recognition of student associations:
- associations with ordinary recognition are de facto associations or non-profit organisations which have been recognised by the Student Council because VUB students are their main target group;
- associations with functional recognition are de facto associations or non-profit organisations recognised by the Student Council because they can offer VUB students added value, but those VUB students are not their only target group.

Student associations not recognised by the Student Council cannot make any claim to the rights that come with official recognition status. They may however request other facilities, as described in Articles 4, 8 and 9.

**Article 31 - Recognition application procedure**
§1 Any association wishing to be recognised should apply in writing to the BSGgtgv for recognition.

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\(^8\)Information about student insurance can be found on the Insurance Department’s web page by logging in with the NetID or through the Insurance Department.

\(^9\)https://student.vub.be/events-en-activiteiten#uitleen

\(^10\)An information sheet can be obtained through the student portal (https://student.vub.be).

\(^11\)http://gf.vub.ac.be/congresdienst-informatie.php

\(^12\)https://student.vub.be/events-en-activiteiten#uitleen

\(^13\)Bicycles can be rented through https://student.vub.be/mobiliteit/ik-trap#huurfietsen or Brik: https://www.brik.be/mobiliteit/riets/

\(^14\)Information can be found at, and orders placed through https://student.vub.be/resto#catering

\(^15\)https://student.vub.be/greenteam#projecten
A request for ordinary recognition as a student association should be made by at least four VUB students who are members of that association.

Every request for functional recognition as a student association should be made by at least one VUB student who is a member of that association.

Associations in the process of forming may also apply.

§2 The Student Council processes new requests for recognition twice a year.

Every association wishing to be recognised should submit a request in writing to the BSGgtgv for recognition, before 20 November, for recognition beginning from the second semester, or before 1 April for recognition beginning from the following academic year.

§3 The application consists of:

- a list of at least 40 VUB students, sympathetic to the setting up of the association;
- the articles of the student association;
- in the case of the student association applying certain exclusionary criteria which could violate one or more of the 19 discrimination criteria in the antidiscrimination legislation applicable in Belgium: a reasoning to explain why the same association goal cannot be achieved through less intrusive measures. This documentation should be accompanied by a motivation explaining how the aims, activities and points of view of the association are compatible with the European Convention on Human Rights;
- in the case of the association choosing an address on campus as its registered office, a model contract for the use of this right signed by the applicant16.

§4 Requirements with which the articles must comply

The following elements must be included in the articles for all student associations seeking recognition:

- the student association has clear aims, which indicate the benefits for student life at the VUB;
- the student association decides on a registered office, preferably at an address outside the VUB;
- the student association shall not discriminate, as set out in Article 2;

The following elements must be included in the articles for student associations seeking ordinary recognition:

- the student association will comply with the principle of Free Research 14;
- the student association will convene a General Meeting at least twice a year;
- at least 50% of the members with voting rights are VUB students;
- the Committee comprises of at least a Chair, a Vice Chair, a secretary and a treasurer;
- the Chair is a VUB student;
- the student association has a clause to cover incompatibilities, as set out in Article 122;
- the General Meeting must be authorised, at the least, to approve the financial report and to appoint the Committee members by way of secret and written ballots;
- the quorum of bodies with powers of decision for the meeting must be at least 50%;
- decisions will be taken with a minimum of a simple majority;
- the student association has a dissolution clause which determines that following the settling of any outstanding debts, the remaining assets will be used for the good of student life at the VUB.

The following elements must be included in the articles for student associations seeking functional recognition:

- the student association will act in accordance with the principle of Free Research;
- at least 50% of the voting members are students;
- the student association can demonstrate that it operates according to the rules of good governance and at the least, complies with the requirements imposed by the Belgian regulations for non-profit organisations;

§5 The BSGgtgv assesses every request and if all requirements have been met, puts it to the Student Council, accompanied by a recommendation, for a decision.

§6 The Student Council may refuse recognition as a student association on the basis of the application dossier or the de facto operations of a student association if it:

- fails to respect the essential values of democracy and the associated rights and freedoms,
- or organises activities which form a realistic threat to the rule of law or public order, in particular that of the VUB campuses.

§7 Any student association whose articles do not fully comply with the requirements stipulated in this article, must reach compliance in a following amendment to the articles or at the latest, 1 year after the last amendment to the Student Life Codex.

16 If an agreement is signed with the VUB to that effect, recognised student associations may request to have their registered office address as p/a BSGgtgv, Campus Vrije Universiteit Brussel, Pleinlaan 2, 1050 Brussel, Building F, Room F070.
**Article 32 - Probationary period**

If an association receives recognition, it must first complete a probationary period of at least 3 years, in which it may only participate in an advisory capacity in BSGgtgv policy. The BSGgtgv may decide to prolong this probationary period on the recommendation of the Committee of Former Chairs.

An association which receives ordinary recognition and has already completed a full probationary period as a functional association, will be exempt from a probationary period.

**Article 33 - Loss of recognition as a student association**

The BSGgtgv will monitor the operations of the student association and may advise the Student Council to rescind or suspend the recognition, in accordance with the provisions in Article 133.

**Article 34 - Obligations of recognised student associations**

§1 Each recognised association has the following duties:

- comply with the codex student life and other internal and external regulations;
- to have each member agree to the statutes of the association;
- to send an annual report to BSGgtgv at the latest seven calendar days after approval by the General Meeting or the Board. The annual report shall contain at least the following documents on the operation of the respective association to account for their operation:
  - an activity report, also stating per activity the number of participants, costs & income;
  - a list of the new board members (first name, name, address, contact details and whether or not they are (VUB) students);
  - an overview of all accounts and their balance;
  - a global financial statement in spreadsheet format, in which, in addition to a summary of what is mentioned above, all other income, expenditure, commissions, debts and receivables are also shown.

At the request of BSGgtgv, an association must provide additional information.

- In case of an amendment of the articles of association both the old and the new articles must be submitted to BSGgtgv;
- comply with the ban on reproducing or distributing official course material;

BSGgtgv will actively check whether the activities and any new articles of association comply with the accreditation conditions.

**Article 35 - Minimum health and safety regulations for all activities including initiation ceremonies**

§1 Every association oversees the safe running of activities. This involves estimating and preventing health and other safety risks and respecting the values and code of conduct as set out in Article 2. If necessary, during activities and initiation ceremonies, associations will offer appropriate medical aid and inform the emergency services.

§2 No-one must be obliged to take part in an activity organised by the BSGgtgv or the associations. Each individual may decide to withdraw from participating in an activity at any given moment.

§3 In any event, associations are prohibited from:

- using toxic or corrosive substances;
- forcing participants to eat or drink;
- demanding or confiscating student cards.

§4 Associations organising activities involving amplified sound are obliged to offer free earplugs. These are available free of charge as defined in Article 27. The associations must make use of fixed or mobile measuring, registering or sound limiting equipment as required by Article 12.

§5 They must check whether the pledges have any health problems which are not compatible with traditional activities and initiation ceremonies. If that is the case, a modified activity or initiation ceremony will be proposed, with the agreement of the student concerned.

§6 At least one sober member of the Committee must be present at every activity, from start to finish.

§7 Student associations must offer still water to drink, at the very least, at all activities.

§8 Moreover, every recognised association which organises initiation ceremonies also has the following obligations:

- to make sure that the pledges do not exceed the legal limit of alcohol during initiation activities;
- to check whether the pledges have any health problems which are not compatible with the traditional activities and initiation ceremonies. If that is the case, the student will be offered a modified activity or initiation ceremony;

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17 BSGgtgv makes a model document available online for all recognized associations.

18 VUB offers a model medical form for this purpose through www.student.vub
• to ensure that the pledges remain completely sober during the initiation ceremonies of associations with ordinary recognition which historically belong to the group of 'faculty associations';
• to comply with the written agreements about health and safety measures for the initiation ceremony, which are determined annually through ad hoc meetings of like-minded student associations19 or presented directly at the BSGgtgv General Meeting by the associations concerned.

§9 In the event of a participant being younger than 18, they must present written permission 20 from parents or legal guardian before being allowed to take part in student association initiation ceremonies or activities.

§10 Sanctions imposed for failure to comply with these regulations are defined in Articles 33 and 131.

Subsidising of recognised student associations

Article 36 - Grants for recognised student associations

Budgets available for grants to student associations with ordinary recognition are approved by the Student Council in the budget of Department III - Student Services and are allocated by BSGgtgv.

Associations with ordinary recognition may also apply for an additional grant through the Student Council, as set out in Articles 4 and 5.

Student associations with functional recognition may apply for grants or project grants through the Student Council as set out in Articles 4 and 5.

The VUB refunds in full the costs which recognised student associations are required to pay for publication in the Belgian Official Gazette of their establishment as a non-profit organisation, provided this publication is digital. The VUB refunds in full the costs which recognised student associations are required to pay for the publication in the Belgian Official Gazette of changes to their non-profit articles or the composition of their Association Committee.

In the event of compulsory cancellation of planned student activities due to force majeure, a separate grant proposal will be drawn up for this purpose, adapted to the situation.

Article 37 - Grant applications and requirements

§1 Only student associations with ordinary recognition are eligible for grants. When applying, the student associations must submit to the BSGgtgv a completed annual report, including financial and activities reports.

§2 In order to be eligible for BSGgtgv grants, the activities of the student associations must meet the following requirements:

• participation must not be dependent on membership of the association;
• the activity must be advertised in public;
• the activity must have a minimum of 10 participants;
• no more than 75 euros profit may be made per activity;
• a similar type of activity may not be held more than three times;
• if the promotion of an activity is in two or more languages, the activity must also allow participants who speak only one of these languages to take an active part.

§3 The following activities are in any case excluded from receiving BSGgtgv grants:

• profit-making marquee parties;
• events in which the main activity is selling meals.

§4 In order to be eligible for BSGgtgv grants, the student associations must clearly state in their activity reports:

• the activities which they jointly organise with another student association;
• the activities in which they participate, but did not organise.

Article 38 - Allocation of grants for activities and non-profit expenses of student associations with ordinary recognition

§1 The BSGgtgv verifies the reports of activities and allocates points to those activities. Student associations may jointly organise an activity. In such an event, the BSGgtgv will divide the points equally among the organising student associations.

§2 The BSGgtgv awards points, based on the following cumulative rules, to activities which meet the requirements as set out in Article 37 and which student associations themselves have organised:

• Number of participants
  • 10 to 20 participants: 1 point
  • 21 to 100 participants: 2 points
  • 101 to 250 participants: 4 points
  • ≥251 participants: 6 points
• Language of communication
  • Dutch: 1 point
  • English: 1 point
  • Dutch + English, French and/or German: 3 points
• Location

19 These can be requested by the BSGgtgv praeses at the faculty and regional meetings.
20 VUB offers a model form for this purpose through www.student.vub.be
§3 The BSGgtgv sets aside 10% of the budget per time period to subsidise activities which comply with the requirements set out in Article 37, in which associations have taken part, but which they did not organise themselves. The BSGgtgv awards points for these activities on the basis of the following cumulative rules:

- **Sports:** 1 point
  - at least one complete team (for example, a basketball team of 6, football team of 11) or five participants in non-team sports
- **Participation in St-V, song festival, Cantus Bruxellensis, Festival Belge de la chanson Estudiantine, Beiaardcantus:** 1 point
- **Culture:** 2 points
  - a minimum of 10 participants
- **Formative:** 3 points
  - a minimum of five participants
- **Participation in a student association activity with another working language:** 3 points
  - A minimum of 5 participants

§4 Based on the expenses declarations submitted, the BSGgtgv decides which costs the student associations with ordinary recognition and non-profit status incurred in complying with their duty of publication in the Belgian Official Gazette.

§5 Student associations with ordinary recognition which are still in the probationary period will be allocated a grant of 150 euros a year or 75 euros a semester. They are also required to meet the provisions of Article 37, from their first annual report, in order to remain eligible for this grant.

§6 The BSGgtgv converts the points awarded in §2 and §3 into concrete amounts of subsidy according to the following formula:

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

in which:
- \(A\) = the total number of points for 'activities organised by the association itself';
- \(B\) = the total number of points for 'participating activities' of the association;
- \(C\) = the total number of points for 'activities organised by the association itself' of all associations;
- \(D\) = the total number of points for 'participating activities' of all associations;
- \(N\) = the total amount of grants for associations with ordinary recognition which are still in the probationary period and which meet the provisions as stated in §5;
- \(V\) = the total amount of expenses for publication in the Belgian Official Gazette, linked to non-profit organisation obligations;
- \(\text{TOT}\) = the total budget of the grants for all associations in the period concerned.

The annual budget is equally divided across both subsidy periods.

§7 The BSGgtgv will communicate the number of points awarded per activity to the student associations concerned, no later than 4 weeks after the deadline for submitting the activities report. After the announcement of the points awarded, each association has the right to submit to the BSGgtgv, a reasoned application for more points to be allocated to a certain activity. Based on the motivation put forward and any additional supporting documents, the BSGgtgv may decide to review the points awarded and will notify the association concerned of its decision.

The associations may appeal against the BSGgtgv decision as determined in Article 135.

§8 The BSGgtgv will submit the calculations of grants and of the publication expenses to be refunded for non-profit organisations as soon as possible following the hearing of any appeals, by way of formal notification to the Student Council, after which the grants will be paid out.

**Article 39 - Grants to student associations with ordinary recognition for prevention of harmful alcohol consumption**

Recognised student associations will receive a refund of 50% of the purchase costs of low-alcohol or alcohol-free beer for the initiation cantus and St.-Vé, on condition that at least one third of the volume of beer sold is low alcohol or alcohol free and that the total number of litres of beer sold and the purchase costs of low-alcohol or alcohol-free beer can be proved.

This grant will be awarded for as long as the budget allocated by the Student Council allows.
Use of infrastructure

Article 40 - Rooms allocated to student associations

§1 The Student Council formulates a recommendation to the general manager on the allocation of rooms to recognised student associations, and applies the following principles:

- student associations with ordinary recognition, if they so wish, may share an allocated room used only by them;
- As a transitional measure, until an evaluation process is in place, the following student associations with ordinary recognition will have a room allocated to be used exclusively by them: Solvaykring, VRG, LWK, PPK, Keps, Mesacosa and Perskring;
- Student associations with functional recognition and those with ordinary recognition may use the multi-purpose meeting room for student associations located in Building C, Level 0\(^{21}\).

§2 The Student Council will decide on the allocation of storage space to recognised student associations based on the following principles.

- One storage space will be managed by the BS\(\text{Ggtgv}\) to be allocated for brief periods to recognised student associations with acute temporary storage needs.
- Student associations with functional recognition and those with ordinary recognition who have not been allocated a room space (shared) may apply to the BS\(\text{Ggtgv}\) for a storage space in Building C, at Level 0, which in turn will issue a reasoned recommendation to the Student Council, based on an analysis of the needs of that recognised student association.
- If any storage space remains unallocated, other student associations with ordinary recognition who have an allocated room (shared) may also apply for storage space through the same procedure.

§3 The BS\(\text{Ggtgv}\) will take the initiative for every concrete proposal for allocation of rooms and/or storage space to recognised student associations and will do this by way of a proposal made to the Student Council. In addition, the BS\(\text{Ggtgv}\) will annually evaluate the use of the rooms by recognised student associations and where guidance is desired or in the case of student circles who have recently received ordinary recognition and would like a room, will propose to the Student Council the allocation of a room.

§4 Recognised student associations will take responsibility for the proper use of rooms (shared). The associations will respect the legal provisions, in particular those referring to the maximum occupancy of the rooms. Recognised student associations which share the same room will be jointly responsible for arranging the use, clearing up and maintenance. They will make written agreements to that end which will be shared with the BS\(\text{Ggtgv}\). They are jointly responsible for the costs of any damages or necessary repairs.

§5 The associations are also responsible for neatness in the immediate vicinity of the rooms or grounds being used. If these are dirtied by student-centred activities, the associations will organise immediate cleaning when the activities finish.

§6 It is forbidden to spread noise and amplified noise:

- o near the club rooms on the esplanade (D) and the club rooms on rotule 5 and 6 (F&G) during class hours (between 8 a.m. and 8 p.m.); in the event of frequent complaints, this will be extended to 10 p.m.
- o at the club rooms on the X5 after 23h.
- o An exception can be made for preparation for TD/baptism in the tent (e.g. for testing the sound) and Game Without Frontiers, provided the Info-Point Students is notified.

§7 If associations do cause nuisance by which they exceed the above agreements, they risk losing access to their classroom for a certain period of time during the current academic year.

§8 Student associations will verify complaints received during office hours. After office hours, the guards will do this.

§9 The sanctions are governed by Articles 127, 129 and 131.

Article 41 - Event halls and multifunctional space for associations

Recognised associations may make use of the infrastructure available to all students as set out in Article 7 et seq.

Only recognised student associations may make use of the BSG events room, the BOJ events hall and the multifunctional space.

Only recognised student associations may make use of the marquee and of classrooms for an internal tariff.

The hall regulations will be published online\(^{22}\).

Article 42 - Drawing lots and coordination

Twice a year, the BS\(\text{Ggtgv}\) will organise a drawing of lots for use of the BSG events room, the marquee and the multifunctional space. The first draw will take place in the last week before the academic year begins. The second draw will take place in the last week before the winter holiday.

The BS\(\text{Ggtgv}\) will coordinate the requests for use of the VUB classrooms at Brussels Humanities, Sciences & Engineering Campus.

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\(^{21}\)From as soon as it is operational and available - the end of 2018 at the earliest.

\(^{22}\)https://bsggtgv.com/bsg-zaal/
BOJ non-profit organisation will coordinate the requests for use of the BOJ events hall.

**Article 43 - Participants taking part in the drawing of lots and order of allocation of the BSG events room and the marquee**

§1 At the drawing of lots, De Moeial, Free Research study circle, the BSGgtgv and its lower echelons may make known their preferences for certain dates for using the BSG events room and the marquee at which point these dates will be immediately reserved for them. In addition and in the context of a collaboration with a VUB service, the BSGgtgv may reserve dates.

§2 Only associations with ordinary recognition and no longer in their probationary period may take part in drawing lots. Allocations for marquee and events halls will take place in the following order:

1. dates for parties in the marquee;
2. special dates for the events hall;
3. dates for initiation parties for the events hall and dates for hand-overs during the second semester;
4. First draw for parties in the events hall. Associations that have already been given a special date are not eligible for this;
5. Second draw for parties in the events hall. Associations that have already been given a special date are not eligible for this;
6. Drawing of lots for remaining dates, cantuses and parties;
7. Drawing of lots for dates involving collaboration with external parties, cantuses or parties;
8. Drawing of lots for all activities for everyone.

§3 Associations with ordinary recognition still in their probationary period and associations with functional recognition may request dates for the events halls after the lots have been drawn.

**Article 44 - Multifunctional space**

§1 Usage

The multifunctional space on the Brussels Humanities, Sciences & Engineering Campus may only be used for small, low-key meetings and possibly small-scale public events. Parties and students' own activities which traditionally take place in the BSG events room may not be held here.

§2 Drawing lots

a) Every recognised association must submit a list of preferences for time slots to the BSGgtgv 14 days before the start of the academic year. The multifunctional space will be made available for time slots of two successive hours, every weekday between 15.00 and 23.00.

b) Twice a year, the BSGgtgv will organise drawing of lots for use of the multifunctional space. The first draw will take place in the last week before the academic year begins. The second draw will take place in the last week before the winter holiday.

Lots for the multifunctional space will be drawn in the following order:

1. all student associations with ordinary recognition which do not as yet have a room at their disposal and which are requesting a room for an activity of a recurring nature (a meeting, for example);
2. all student associations with ordinary recognition which do not as yet have a room at their disposal and which are requesting a room for an activity of a recurring nature (a meeting, for example);
3. all student associations with ordinary recognition which do not as yet have a room at their disposal and which are requesting a room for an ad hoc activity;
4. all student associations with ordinary recognition which do not as yet have a room at their disposal and which are requesting a room for an ad hoc activity;
5. all student associations with functional recognition.

If only one association is interested in a particular time slot, the time slot will be allocated to that association.

The drawing of lots will only be determining for time slots chosen by various student associations ranked in the same position in aforementioned order.

c) After the lots have been drawn, the room can be allocated on a first-come, first-served basis.

§3 Tidiness and cleanliness

Each user is personally responsible for leaving the room clean and tidy. If the multifunctional space is found to have been left dirty, a time-stamped photo will be taken and given to the BSGgtgv. The BSGgtgv will claim the costs of clearing up from the user concerned.

**Article 45 - Marquee**

Organising large events in the marquee demands thorough preparation and great effort on the part of staff. In order to ensure the safety of the participants, the health and safety plan, with floor plan, must be filled in carefully.

**Article 46 - Classrooms**

Use of classrooms is determined by the VUB.

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23 Election of beer king and queen, cantuses, dance parties...

24 Academic year 2016-2017 was a transition year, in which drawing of lots was also organised for the second semester, separately from the periods stated here.


Associations with ordinary recognition may make use of the classrooms at available times if they have reserved them for an activity.

Classroom G100 and the Nelson Mandela room are the only classrooms available until after 22.00. Any use after 22.00 must be specifically mentioned in the request form.

**Article 47 - Classrooms - reservation requests**

Only the Chair, Vice Chair, secretary or treasurer of an association may submit a request to reserve a classroom. Such a request should be submitted to the Infrastructure Department\(^27\) as early as possible and at least 3 calendar days in advance.

Classrooms may only be requested per activity.

If a classroom is reserved for the presentation of a debate with one or more speakers, the organiser must mention:

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

**Article 48 - Classrooms - forbidden to be made available to third parties**

It is strictly forbidden to make classrooms available to third parties.

**Article 49 - Classrooms - cancellations**

The VUB or BSGgtgv services may cancel a reservation of a classroom. In that case, they will inform the association concerned as quickly as possible. A cancellation does not give rise to compensation.

If an association wishes to cancel an activity, it must do so as quickly as possible in accordance with the guidelines on the student portal (https://student.vub.be).

**Article 50 - Sanctions**

Sanctions are governed by Article 127 et seq.

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**Publicity and communications to the student community**

**Article 51 - Notice boards for recognised associations**

Only recognised associations, the BSGgtgv, De Moeial, Free Research Study Circle, the Student Services Umbrella (OSD) and the Student Council may make use of the notice boards and notice poles\(^28\).

§1 poster distribution requirements

It is forbidden to use the notice boards for communications about political parties, alcohol, cigarettes or confessional matters.

The VUB seal\(^29\) must be clearly visible in the top left corner of all posters. Without this seal, the organisation can make no claim to a guaranteed minimum and has no redress against other organisations obliterating their posters with their own.

Posters for activities taking place on Brussels Humanities, Sciences and Engineering Campus or the Brussels Health Campus and involving admission checks must have ‘Student card compulsory’ clearly mentioned.

§2 locations allowed and guaranteed minimum

Posters may only be put up in the designated places, in accordance with the map which can be seen on the student portal (https://student.vub.be). Putting up posters anywhere other than on the designated notice boards or poles is prohibited.

Poster may only be put up using wallpaper paste.

If there is still one large poster (A1 or A2) or two smaller posters for a scheduled activity on one of the wooden boards or concrete poles, it is forbidden to paste posters on top of them, even partially. However, it is permitted to paste posters on top of posters for activities that have already taken place.

§3 times of putting up posters

Posters may be put up for an activity at the earliest, one week before the activity takes place. Any organisation putting up posters too early:

- may not paste posters on top of a poster for an activity that has not yet taken place;
- may not claim a guaranteed minimum during the period that they put up posters too early;
- will have no redress against other organisations pasting posters on top of their posters.

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\(^{27}\)Through infradesk@vub.be

\(^{28}\)A map with precise locations can be found on https://student.vub.be/sites/vub/files/plakplan.pdf

Every organisation may put up posters two weeks in advance for no more than one activity per semester. In that case, the organisation must have prior permission from the BSGgtgv. The admissibility of this request will be discussed at the following meeting. Posters to be put up must mention in the bottom right corner: 'BSGgtgv poster permission 2 weeks'.

§4 complaints, sanctions and allocation of revenue from fines

The complaints and sanctions procedures are set out in Article 127 et seq and in Articles 1, 31 and 132.

Once the party in breach has paid the fine, the BSGgtgv will transfer the money to any student association affected by the breach. The BSGgtgv will use other revenue from fines for the benefit of student association life at the VUB.

Other services

Article 52 - Functional advice

Recognised associations can obtain advice on how to meet the requirement of non-profit legislation and on VUB administrative rules from the Student Infopoint.

Article 53 - VUB services for internal tariff through the BSGgtgv

§1 Recognised student associations may purchase VUB services through the BSGgtgv.

§2 From the moment they are recognised, recognised student associations are entitled to one free generic email address and SharePoint location in the VUB Office 365 environment. They should use this service in compliance with the applicable ICT regulations.

Sui generis student organisations

Article 54 - BSGgtgv, Free Research study circle and De Moeial

The de facto associations - Het Brussels Studentengenootschap 'geen taal, geen vrijheid' (no language, no freedom), Free Research study circle (Studiekring Vrij Onderzoek) and De Moeial support student life at the VUB and receive direct subsidy for that purpose through the Student Council and the Student Services budget. Their operations are defined in Article 57 to Article 118.

Article 55 - Functional advice

The BSGgtgv, Free Research study circle and De Moeial may apply to the Student Infopoint for support in the implementation of their financial administration through VUB accounts, the preparation of their financial reports and for general advice on the operations of the VUB.

Article 56 - Annual report

Sui generis student organisations justify their operations in an annual report, drawn up no later than one month after the inauguration of the new committee (or linguistic equivalent). This annual report is presented to the Student Council.

The annual reports should deal with the previous year of operations. They should be drawn up according to the template provided through the student portal (https://student.vub.be) and should contain the following components:

1. a report on operations, a personal interpretation and an evaluation of the past year
2. a list of the new members of the Executive Committee (or linguistic equivalent)
3. a report of activities, chronologically, including income and expenditure per activity and number of participants
4. a financial report showing income and expenditure per PKC account, set up by the Student Infopoint
5. a summary of the non-VUB accounts and their balances
6. a global financial overview in a spreadsheet in which, in addition to a list of everything mentioned in components 4 and 5, all other income, expenditure, provisions, debts and receivables are shown.

Brussels Studentengenootschap, geen taal, geen vrijheid

General provisions

Article 57 - De facto association

The Brussels StudentenGenootschap "Geen Taal, Geen Vrijheid" (BSGgtgv) is a de facto association set up for an indefinite period.
**Article 58 - Free research and human rights**
The association is founded on the principle of Free Research and on the European Convention on Human Rights.\(^{30}\)

**Article 59 - Registered office**
The association has its registered office on the VUB Brussels Humanities, Sciences and Engineering Campus, Pleinlaan 2, 1050 Brussels.

**Article 60 - Aims**
The BSGgtgv has three aims:
- to defend the interests of the student community at the VUB;
- to coordinate activities for the recognised student associations as their umbrella organisation;
- to make recommendations to the Student Council about recognition of an association.\(^{31}\)

**Article 61 - Financial year and operating year**
The financial year runs from 1 March to the last day of February in the following calendar year. The operating year will be planned to coincide with these dates in the interests of the academic calendar.

**Article 62 - Members**
All associations with ordinary recognition and for which the probationary period has ended, are full members of the BSGgtgv.

All associations with ordinary recognition which are still in the probationary period are advisory members of the BSGgtgv.

**Article 63 - Grants**
The Student Council establishes in the budget heading the amounts of the grants for the operation of the BSGgtgv and the recognised associations.

**Article 64 - Budget and accountability**
At the first meeting after the committee has been elected, the BSGgtgv will establish a budget for a full year.

The outgoing committee will submit the following documentation, within one month, to be put on the agenda of the Student Council:
- the annual report, including the reports on operations by the members of the committee accounting for the operations of the previous year, by way of formal notification;
- the financial report, accompanied by the previously approved budget, for approval.

**General Meeting - the Praeses Convention**

**Article 65 - Powers of the General Meeting - the Praeses Convention**
The General Meeting is responsible for:
- advising on policy with regard to organised association life at the VUB;
- offering reasoned advice to the Student Council on amendments to the Student Life Codex which are in the interests of the operation of the BSGgtgv;
- advising on the powers of the Committee.
- the election of the committee members and the Executive Committee;
- the dismissal of ordinary committee members at the suggestion of the Executive Committee.
- the dismissal of Executive Committee members at the suggestion of the other Executive Committee members;
- the approval of the moral and financial reports of the outgoing Committee.
- The annual updating of the list of recognised student associations, whether in the probationary period or temporarily suspended, for the information of the Student Council.

**Article 66 - Composition of the General Meeting - the Praeses Convention**
The following members have voting rights:
- the members of the Executive Committee;
- the Chairs of the associations with ordinary recognition which are no longer in their probationary period, or their representatives.

The following people are invited to join in an advisory capacity:
- the Chairs of the associations with ordinary recognition which are no longer in their probationary period, or their representatives;
- the Chair of Free Research study circle, or their representative;
- the Chair of the Student Council, or their representative;
- people invited by the Chair on an ad hoc basis.

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\(^{30}\) http://www.echr.coe.int/Documents/Convention_NLD.pdf

\(^{31}\) The Student Council defends the interests of the students. The Student Council has a duty to inform all students about the way in which it exercises its powers. The Student Council may provide on its own initiative a written recommendation on all matters of interest to the students. The Student Council has decision-making powers with regard to student services. For more information: http://data.onderwijs.vlaanderen.be/edulex/document.aspex?docid=14650, art. II.321 en https://student.vub.be/reglementen-formulieren#studentenraad http://data.onderwijs.vlaanderen.be/edulex/document.aspex?docid=14650, art. II.321
**Article 67 - Frequency of meetings**
The General Meeting will convene at least twice a year.

**Article 68 - Calling of meetings**
The Chair of the BSGgtgv will send the invitation at least two weeks before the General Meeting.
The General Meeting must also be called if there is a written request to do so from 25% of its members. Members must be given at least seven calendar days notice in writing.
In exceptional cases of reasoned urgency, the Chair may call the meeting at the earliest possible time. In such a case, the urgency must be accepted by the meeting.
The call for the General Meeting must be accompanied by a detailed agenda. Each member may add a point to the agenda as long as this request is submitted to the Chair of the BSGgtgv in writing at least three calendar days before the meeting.

**Article 69 - Meeting quorum**
The General Meeting may only lawfully convene if 50% of the voting members are present.
If this quorum is not achieved, the following General Meeting will be valid, irrespective of the number of voting members present. There must be a time period of at least one week between both General Meetings.

**Article 70 - Valid decisions**
The General Meeting may only lawfully convene on the points on the agenda.
Decisions will be carried by a simple majority of the voting members present.
In the case of an amendment to the articles, as set out in Article 57 through Article 64, a 66% majority of the voting members present is required. If the proposal is approved, this will be placed on the agenda of the following Student Council meeting for their approval.

**The Committee of the BSGgtgv**

**Article 71 - Powers of the Committee**
The Committee supports the Executive Committee in the duties described in Article 81 and in duties delegated by the Executive Committee.

**Article 72 - Election of the members**
All VUB students may run for election to a committee position with the BSGgtgv.

**Article 73 - Composition**
The Committee of the BSGgtgv consists of a minimum of 12 members.
Five are executive committee members and take up the following committee positions:
- Chair;
- Vice Chair;
- secretary;
- treasurer;
- room manager.

There are seven ordinary committee members who fill the following positions:
- room administrator;
- coordinator of vocal festivals;
- shop administrator;
- internal administrator;
- external administrator;
- IT administrator;
- head of Events and Logistics.
The Committee may act independently in its co-opting decisions. Co-opted committee members have the same rights and responsibilities as ordinary committee members. Co-opted committee members jointly form the BSGgtgv Committee together with the directly elected committee members.
The BSGgtgv will strive to achieve a gender balance in the Committee.

**Article 74 - Calling of meetings**
The Committee will be called together by the Chair of the BSGgtgv or in response to a request from at least four committee members.

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32 The majority will be reached when half plus one of the voting members present or represented has given their approval.
33 The majority will be reached when 66% of the voting members present or represented has given their approval.
34 Deployment of the Committee during the operating year, without an election.
**Article 75 - Frequency of meetings**
The Committee will meet weekly during the lecture weeks as defined in the academic calendar of the VUB.

**Article 76 - Agenda**
The agenda will be determined by the Chair.
Each committee member may have a point added to the agenda by notifying the Chair at least one hour before the meeting starts.

**Article 77 - Meeting quorum**
The Committee meeting may only lawfully convene if half of the Committee is present or has given their proxy to another member of the Committee.
A member may hold only two proxies.

**Article 78 - Valid decisions**
Decisions will be taken with a simple majority. In the event of a tied vote, the Chair will have the casting vote.

**The Executive Committee of the BSGgtgv**

**Article 79 - Powers of the Executive Committee**
The Executive Committee is responsible for:
- the daily running of the BSGgtgv;
- formulating a proposal to dismiss an Executive Committee member;
- filling a vacant position as quickly as possible through co-opting;
- making reasoned decisions about the use of the reserve fund;
- delegating tasks to one or more members of the Committee.

**Article 80 - Composition**
the Executive Committee consists of five members:
- Chair;
- Vice Chair;
- secretary;
- treasurer;
- room manager.

**Article 81 - Core positions and tasks**

- The Chair
  - prepares the meetings of the Committee, the Executive Committee and the General Meeting, calls these meetings and leads them;
  - monitors the association's operations and bears final responsibility;
  - guides and monitors the working of the echelons, committees and work groups within the BSGgtgv;
  - supervises the organisation of certain activities;
  - represents the BSGgtgv in the Student Council, related committees and management or advisory bodies of the VUB;
  - acts as a mediator in disputes between associations and between the VUB administration and associations;
  - represents the BSGgtgv at external bodies and organisations;
  - writes a report on operations at the end of their mandate.

- The Vice Chair
  - replaces the Chair in the Chair’s absence;
  - coordinates the organisation of the Verhaegenviering (celebration) in collaboration with the BSGgtgv, St-V non-profit organisation, St-V Comité and the Viceconvent;
  - writes a report on operations on the Verhaegenviering;
  - coordinates the organisation of all other events.

- The secretary
  - takes notes at all meetings of the BSGgtgv and distributes the reports;
  - manages the documents;
  - deals with correspondence;
  - manages requests for rooms;
  - writes a report on operations at the end of their mandate.

- The treasurer
  - is responsible for the financial management, including all bank accounts and internal PKC accounts but excluding the reserve fund;
  - is able to offer the Committee a financial report at any time, in particular following activities;
  - makes sure that operating funds are spent wisely;
  - pays out the prize money for the Sporttrofee;
  - attends the General Meeting and Executive Board of BSG AS non-profit organisation35;

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35BSG AS non-profit organisation (Brussels Studentenootschap Algemene Studentenvoorzieningen)
The room manager
- acts as initial point of contact for the VUB services and suppliers with regard to the BSG events room;
- places the orders with suppliers both for events in the BSG events room and for BSGgtgv-related events on the Brussels Humanities, Sciences & Engineering Campus;
- manages the stock;
- checks the inventory per activity and passes this on to the treasurer of BSG AS non-profit organisation;
- has those responsible for the room carry out small repairs;
- admits third parties to the BSG events room;
- takes a seat in the Executive Committee of BSG AS non-profit organisation and is accountable;
- reports to the Executive Committee every week on the management of the BSG events room;
- provides a report on operations at the end of their mandate.

Holding more than one Executive Committee post is not possible.

**Article 82 - Conditions**

Candidates for Chair or Vice Chair will be considered if:
- they are VUB students;
- have ever, or already been part of the BSGgtgv Committee for a full year of operations.

This last condition will only lapse at the election of the committee members if there is no candidate for Chair who meets it.

**Article 83 - Incompatibilities**

Incompatibilities are governed by Article 22.

**The regular Committee of the BSGgtgv**

**Article 84 - Positions and tasks of regular committee members**

- The events room administrator
  - takes inventory, together with the lessees, before and after event in the BSG events room;
  - checks every point on the checklist at the end of the inventory and where necessary, adds observations;
  - turns the alarm on and off for deliveries;
  - carries out small repairs in the BSG events room;
  - is responsible for the correct functioning of the sound limiting equipment;
  - reports to the room manager;
  - writes a report on operations.
- The coordinator of vocal festivals
  - coordinates the organisation of the Vrijzinnig Zangfeest;
  - writes a report on operations of the Vrijzinnig Zangfeest.
- The shop administrator
  - keeps the BSG shop open twice a week at set times;
  - informs students about the opening times;
  - maintains the relationships with suppliers;
  - manages the stock of the BSG shop;
  - is responsible for the proper procedure for selling pledge packages;
  - places orders and makes payments;
  - is responsible for the book-keeping of the BSG shop and reports on this monthly to the treasurer;
  - writes a report on operations.
- The internal administrator
  - is responsible for good cooperation within the BSGgtgv;
  - resolves any conflicts between members of the committee;
  - ensures the tidiness and cleanliness of the BSG room;
  - writes a report on operations.
- The external administrator
  - represents the BSGgtgv at external bodies, together with the Chair;
  - writes a report on operations.
- The IT administrator
  - manages the website;
  - is responsible for the electronic equipment;
  - writes a report on operations.
- Head of Events and Logistics
  - supports the organisation and logistics of BSGgtgv events;
  - heads up the Events & Logistics Comité;
  - writes a report on operations.

**Article 85 - Voting rights**

Only the voting members, as defined in Article 62 have voting rights.

All members of the sitting BSGgtgv Committee may attend the committee election. Members of the sitting Executive Committee may not take part in the vote, with the exception of the application of Article 90.
**Article 86 - Frequency of committee elections**
The committee election will be held once a year and organised at a General Meeting.

**Article 87 - Call for candidates**
The call for candidates for the committee election will be sent to all associations four weeks before the election takes place. Candidature should be submitted to the Chair no later than two weeks before the election.

**Article 88 - Chair of the committee election**
The committee election will be called and chaired by the Chair of the BSGgtgv.

**Article 89 - Invitation to the committee election**
The invitation to the committee election will be sent to the members 13 calendar days before the election takes place, including a list of all candidates for the various committee positions.

**Article 90 - Voting at the committee election**
For every Executive Committee and regular Committee position, a candidate will be elected by a simple majority. The ballot will be secret.

A vote must be cast separately for every candidate Executive or regular Committee member: for, against or abstain. A vote which indicates 'for' for various candidates for the same position will be regarded as invalid.

If there are multiple candidates for a single position, the candidate with the most votes 'for' will be elected. If there is an ex aequo in the number of preferential votes, the candidate with the fewest votes 'against' will be elected.

If no candidate can be elected for a certain position through the procedure above, new committee elections will be held solely for that position.

If there are various candidates for the position of Chair and no-one obtains the majority required, the five members of the sitting Executive Committee will cast an additional vote. The new Chair will be appointed if there is a 60% majority in the Executive Committee for a certain candidate. If a member of the sitting Executive Committee applies for the position of Chair, they may not vote. The remaining members of the Executive Committee may then elect the Chair with a 75% majority.

**Article 91 - Taking up office of the new Committee**
If the majority of votes required in the Executive Committee is not obtained, a new committee election for the positions of Chair will be called within two weeks. The other committee members will have been lawfully elected but will not yet take up office. The outgoing committee will stay on until a new Chair has been lawfully elected.

**The Vice Committee of the BSGgtgv**

**Article 92 - Powers of the Vice Committee**
The Vice Committee organises the student procession at the Verhaegenherdenking (St-V) in agreement with l'Association des Cercles Etudiants de l'ULB (ACE) and BSGgtgv StV non-profit organisation. It may also have tasks delegated to it by the General Meeting.

**Article 93 - Composition**
The Vice Committee consists of:
- the Chair, the Vice Chair and the treasurer of the BSGgtgv;
- the Vice Chairs of the recognised associations which wish to take part in the student procession at the Verhaegenherdenking (St-V).

Vice Chairs of provisionally recognised associations may attend the meeting in an advisory capacity.

**Article 94 - Chair**
The Vice Committee is chaired by the Vice Chair of the BSGgtgv. In their absence, they will be replaced by the Chair of the BSGgtgv.

**Article 95 - Substitutes**
Vice Chairs of the associations must indicate a permanent substitute.

**Article 96 - Meeting quorum**
The meeting can only lawfully deliberate if a minimum of 50% of the associations wishing to take part in the Verhaegenherdenking or in tasks delegated by the General Meeting are present or represented.

**Article 97 - Valid decisions**
Decisions will be taken with a simple majority.

**Article 98 - Calling of meetings**
The Vice Committee will meet at the request of the Vice Chair of the BSGgtgv or if 10% of the members so request.

The invitation, sent by the Vice Chair of the BSGgtgv, will be sent at least five calendar days in advance. The invitation will contain a clear agenda for the meeting.
Advisory committees

Article 99 - Advisory Committee for Events & Logistics
The Events & Logistics Committee coordinates the organisation of the following activities: End of Year Party, Opening Cantus, Opening Party, Reopening Cantus, Reopening Party, Massacantus.

Article 100 - St-V Advisory Committee
The St-V Advisory Committee supports the Vice Chair of the BSGgtgv in their role as coordinator of the Verhaegherdenking.

Article 101 - Advisory Committee of Former Chairs
Every former Chair of the BSGgtgv is entitled to take a seat, with voting rights, on the Committee of Former Chairs, irrespective of whether they are still a student at the VUB.

The Committee of Former Chairs:
• checks the annual reports of the recognised associations and makes recommendations for grants based on this;
• manages the reserve fund;
• annually evaluates the allocation model for grants and on the basis of that evaluation, proposes improvements where necessary.

The Committee of Former Chairs may only make use of the reserve fund following a positive decision on the part of the Executive Committee and on condition that two former Chairs sign for it.

The Committee of Former Chairs meets at least once a year. The sitting Chair of the BSGgtgv calls the meeting of the Committee of Former Chairs. The sitting Chair attends in an advisory capacity.

Final provisions

Article 102 - Dissolution
In the event of dissolution of the BSGgtgv, the General Meeting will appoint one or more liquidators. The General Meeting will determine the powers of the liquidators. Any remaining balance will be handed over to the VUB to be spent on benefiting student life at the VUB.

Article 103 - The assets of the association
Members of the BSGgtgv and their legal successors cannot make any personal claim to the assets of the association, neither during the existence of the de facto association nor after its dissolution.

De Moeial, VUB student magazine

Article 104 - Objective
De Moeial is a critical and independent platform for information and discussion and has as its objective to distribute information as widely as possible to the Brussels university community. It offers information mainly about the VUB, the VUB students and the broader Brussels context.

De Moeial is non-commercial and non-profit.

Article 105 - Title and subtitle
The title of the student publication is De Moeial.

The subtitle is Studententijdschrift van de Vrije Universiteit Brussel.

Article 106 - Registered office
The registered office of the editorial team and editorial meetings is in the VUB buildings. The location can be found on the website.

Article 107 - The General Meeting
§1 Powers
The powers of the General Meeting
• electing the chief editorial team for the following year, before the start of a new academic year;
• if necessary, dismissing and replacing a member of the chief editorial team.

The powers of the General Meeting have no relation to the editorial independence of the content.

§2 Composition
The General Meeting consists of
• Voting members
  o the members of the editorial team as defined in Article 109
• former members of the editorial team present at the meeting.
  • Advisory members
    • the members of the editorial team as defined in Article 109.

The General Meeting is open to members of the VUB community. All VUB students may attend.

§3 Meetings

The General Meeting will be held at least once a year.

The location, date and time will be made known two weeks in advance.

A General Meeting will be called on the initiative of the chief editor or at the request of at least half of the voting members of the editorial team.

De decision-making procedure is covered in Article 110.

Article 108 - The chief editorial team

§1 Powers and responsibilities

The chief editorial team is responsible for the daily operations and takes any operational decisions necessary. It is responsible for the financial management.

The chief editorial team draws up an annual report each year according to the guidelines defined in Article 56.

§2 Composition

There are at least two positions in the editorial team, one of which is that of chief editor.

§3 The chief editor

The chief editor

  • is responsible as publisher for the editorial line, in consultation with the other members of the chief editorial team;
  • defends the line of content of website and magazine and keeps track of all articles;
  • acts as spokesperson and point of contact for the editorial team, unless the team decides otherwise;
  • chairs the General Meeting and editorial meetings.

§4 Election of the members of the chief editorial team

  • VUB students who are also voting members of the editorial team of De Moeial may put themselves forward as candidate for a position in the chief editorial team before the General Meeting begins. They indicate whether they are applying for the position of chief editor or for another coordinating position of their own choosing and based on a specific competence or for a supporting role in the operations of De Moeial. They reason their candidature in writing and submit their CV.
  • The members of the General Meeting may cast a vote or abstain for one candidate per position.
  • The candidates for a position in the chief editorial team will be elected if they receive a majority of the votes cast by the voting members present.
  • If no candidate receives a majority of the votes cast, there will be an additional round of voting. In that second and any successive rounds, only the two candidates with the most votes in the first round will participate. The candidate with the majority of the votes cast by the voting members present will be elected.

Incompatibilities are governed by Article 122.

Article 109 - The editorial team

§1 Powers and responsibilities

The editorial team is responsible for

  • the editorial decisions;
  • approving the annual report on the authority of the Student Council;
  • making recommendations to the Student Council on the articles in the STUDENT LIFE CODEX which refer to De Moeial;
  • appointment and dismissal of editorial team members (except the members of the chief editorial team who are ex officio members of the editorial team).

The editorial team is responsible for the continuity of De Moeial and in particular, for its presentation, layout, publication and distribution.

The editorial team discusses submitted articles, opinion pieces and readers’ letters and decides whether or not to publish them and if so, under which heading they will be published. Articles accepted for publication will appear on the responsibility of the editorial team. The editorial team has the right to place a critical comment on an article. The editorial team may refuse to publish
articles if they are contrary to this Student Life Codex, in particular with the requirements of Articles 2, 104 and 111, if the language use in the article is below standard or if the content is irrelevant to the target audience of De Moeial.

The editorial team works actively on the succession of the positions and attracting new editorial members and staff.

§2 Composition

The editorial team consists of voting members of that team and advisory editorial staff.

Voting members of the editorial team are elected by the editorial team and are:

- members (ex officio) of the chief editorial team elected by the General Meeting;
- students enrolled at the VUB and elected by the editorial team;
- former members of the editorial team, no longer enrolled at the VUB, elected by the editorial team.

Advisory editorial staff are appointed by the editorial team and are members of the VUB community or of the Brussels student community who wish to work at the publication.

§3 Appointment and dismissal of a member of the editorial team

VUB students and former members of the editorial team may put themselves forward as candidates for the positions of voting member of the editorial team on condition they commit to working on the publication of articles and have previously worked at the publication. The editorial team assesses the candidatures and elects the voting members of the editorial team.

Brussels students and members of the VUB community may be included by the editorial team as advisory editorial staff on condition they commit to working on the publication of articles.

In exceptional cases, and after talking to the person concerned, the editorial team may dismiss a member of the editorial team or staff.

§4 Editorial meetings

The editorial team meets once a week during the lecture weeks on a fixed day. The editorial team announces the location, date and time of the meeting in advance in De Moeial and on the website.

The editorial meetings are open to all members of the VUB community.

§5 Publication of articles, opinion pieces and readers' letters

Anyone may submit an article, opinion piece or readers' letter to the editorial team or one of its members.

All articles, opinion pieces and readers' letters will be signed by an individual unless they refer explicitly to an editorial point of view.

Articles, opinion pieces and readers' letters may also be initialled or signed with a pseudonym. However, the name and address of the author must be known to at least one member of the editorial team.

Anyone submitting an article may defend it during the editorial meeting.

The editorial team is not responsible for the points of view printed under the headings 'opinion' or 'reader's letter'.

Article 110 - Decision-making procedure in the General Meeting and the editorial team

Decisions will preferably be taken by consensus.

In the event of a vote being taken, a majority of the voting members present must approve the proposal if it is to be accepted. Voting by proxy is not permitted.

In the event of a tied vote, the proposal will be rejected, and the voting can take place again.

A report will be made of every meeting and shared with the editorial team.
**Article 111 - Deontology**

De Moeial ensures **journalistic pluralism**. Journalistic pluralism has nothing to do with political allocation keys and imagined average public opinion, but rather with safeguarding the possibility of approaching a problem or subject from various angles. In this way, De Moeial remains focused on ‘monitored subjectivity’.

There can be no censure.

De Moeial never acts as a mouthpiece for a political movement.

Articles which shed a less favourable light on persons or groups will preferably be subjected by De Moeial to a double check, and the persons or groups directly involved will be given the opportunity, within reason, of giving their vision on the article in question.

De Moeial does not lend itself to individual payback.

De Moeial reserves the right to keep its sources confidential.

The articles published must meet minimum standards of quality, demonstrating in particular a sufficiently critical attitude, enough substance and a well-written text.

Any significant amendments to the content will be made in agreement with the author.

De Moeial is subject to legislation concerning the right of reply.

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**Free Research study circle**

**Nature of the association**

**Article 112 - Objective of the association**

The association has as its objective: to defend, apply and keep up to date the principle of Free Research, both in and outside the university.

**Article 113 - Name**

The association is called: Studiekring Vrij Onderzoek.

**Article 114 - Registered office**

The rooms of the Free Research study circle are in the VUB buildings. The location can be found on the website.

**Article 115 - The General Meeting**

§1 Powers

The General Meeting is the highest decision-making body of the Free Research study circle. It is responsible for:

- the election of the Executive Committee, as defined in Article 116;
- the allocation of additional powers and/or responsibilities to the Executive Committee members;
- approving the annual report on the authority of the Student Council;
- making recommendations to the Student Council about amendments to the Student Life Codex and in particular about amendments to Articles 112 through 118 which deal with the operations of the Free Research study circle.

§2 Composition

The General Meeting consists of members of the association:

- **Members with voting rights**
  - members of the committee, as defined in Article 117.
- **Members in an advisory capacity:**
  - former members;
  - students enrolled at the VUB who explicitly declare their agreement with Free Research at the latest, at the General Meeting.

§3 Meetings

The General Meeting will be held a statutory once every academic year.

The General Meeting will in any case convene between the end of the spring holiday and the beginning of the block which includes the second exam period of the first sitting, to elect the Executive Committee for the following academic year.

A General Meeting may be called on the initiative of the Chair, by a majority of the members of the committee or at the request of 150 students enrolled at the VUB.
All members of the Free Research study circle will be informed of the General Meetings at least two weeks before the meeting is to take place. The invitation will contain date, time, location and agenda.

Article 116 - The Executive Committee

§1 Powers

The powers of the Executive Committee are:

- the general coordination;
- technical and practical coordination;
- the delegation to the Student Council;
- drawing up and distributing the reports of the meeting;
- keeping lists of members up to date;
- financial management;
- drawing up the annual report for the General Meeting.

§2 Composition

The Executive Committee consists of a minimum of five members:

- the Chair: chairs the meetings of the General Meeting, the committee and the Executive Committee; is the point of contact for the Free Research study circle, takes care of the general coordination and has final responsibility for drawing up the annual report according to the regulations defined in Article 56;
- the Vice Chair: substitutes for the Chair in the Chair’s absence;
- the secretary: draws up the reports of the meetings and keeps the list of members up to date;
- the treasurer: takes care of financial management.

The General Meeting may reinforce the Executive Committee with the addition of other members of the Executive Committee, in order to support operations. It may also delegate additional powers or responsibilities to the members of the Executive Committee.

§3 Candidature as member of the Executive Committee

Candidates must announce their candidature as a member of the outgoing Executive Committee preferably two weeks before the General Meeting begins.

§4 Election of the Executive Committee

The General Meeting elects the members of the Executive Committee as follows:

1. Candidates motivate their candidature at the General Meeting;
2. If there are multiple candidates for one position, members with voting rights in the General Meeting will vote for only one of the candidates per position. If there is only one candidate for a position, members with voting rights in the General Meeting will vote according to the ordinary decision-taking procedures as defined in Article 118.

If no candidate is elected for a position, additional candidates can apply during the meeting.

Article 117 - The Executive Committee

§1 Powers and responsibilities

The Executive Committee has the following responsibilities:

- assessing the activities against the Free Research principle;
- interpreting the principle of Free Research, as stated in the articles of the VUB; The Executive Committee will make Free Research more concrete and publicise this clarification on the website. Evaluating and any necessary updating will take place at the latest before the winter holiday.
- indicating ordinary committee members who express the desire to become members. The candidate will have attended at least three successive weekly meetings and has explicitly declared their agreement with the principle of Free Research.
- reasoned dismissal of ordinary committee members. The deliberations about dismissal will in any case be put into motion if the committee member concerned was absent without prior notice from three successive committee meetings.
- taking new initiatives for the promotion of Free Research;
• taking initiative and taking on tasks in support of the operations.

It is expected of all members of the Executive Committee that they will attend weekly meetings as often as possible and give prior notice in the event of absence.

§2 Composition

The Committee of Free Research study circle consists of the following persons:

• the members of the Executive Committee (ex officio);
• the ordinary committee members.

Article 118 - Decision-making procedure

Decisions will preferably be taken by consensus. In a deviation from this procedure, the election of the Executive Committee, as defined in Article 116, will take place by secret ballot.

Every member may request a vote on any issue or ask for a secret ballot. A vote about individuals always takes the form of a secret ballot.

In the event of a vote being taken, a majority of the voting members present must approve the proposal if it is to be accepted. In the event of a tied vote the proposal is rejected, but a member may reason the request for a new vote.

If a voting member of the General Meeting wishes to vote by proxy at the General Meeting, they may direct their reasoned request to the Chair. The General Meeting may allow a member to vote by proxy, but only if their absence is unavoidable.

A report will be drawn up of every meeting and include at the very least any decisions taken; the report will be shared with the Free Research study circle.

Measures for health and safety and good operating

Article 119 - Emergency situations

In the case of all serious problems on the campuses (for example accidents, vandalism, theft, violence, nuisance, presence of undesirable individuals etc.), the first point of contact is campus security. Students will report all incidents to campus security.

If necessary, campus security will alert the emergency services.

In case of emergency, students should follow the SOS guidelines given on the campuses and student portal (https://student.vub.be).36

Article 120 - Safety and nuisance

The VUB or the persons responsible reserve the right to stop, suspend or modify an activity in the case of nuisance or in the interests of safety. In the event of infringement of the provisions of Article 40, the right to use certain premises may be withdrawn.

Article 121 - Technical defect

Technical defects noted in or near a building on the campus should be reported by email to the Infrastructure management37.

Incompatibilities

Article 122 - Incompatibilities

A position as Chair, Vice Chair, secretary or treasurer, or their linguistic equivalent, within a recognised association, the BSGgtgv, Free Research or De Moeial cannot be combined with a similar position within another recognised student association, the BSGgtgv, Free Research or De Moeial.

Complaints

Article 123 - Complaints about non-compliance with the articles of a recognised student association

In the event of non-compliance with the articles of a student association, a complaint may be registered with the Chair of the General Meeting and the association concerned, and in the second instance with the Chair of the BSGgtgv and through the appeals procedure as set out in Article 139.

36 https://student.vub.be/hulp-preventie-en-veiligheid#noodnummers
37 Through infradesk@vub.ac.be
Article 124 - Disputing decisions
Decisions may be disputed by way of a written reasoned request to the person responsible for taking the decision. Disputes about charges imposed do not give the right to defer payment. If necessary, a credit note can be issued later.

Article 125 - Complaints about breach of the poster distribution rules
Breaches of the poster distribution regulations may be reported by email to the Chair of the BSGgtgv.

Establishment of the breach must take place either in situ by a member of the Executive Committee of the BSGgtgv or by a member of the aggrieved association. In the latter case, the aggrieved association must provide sufficient clear photographic evidence and send it by email to the BSGgtgv. Sufficient clear evidence is defined as:
- for the wooden notice boards:
  - a photo which shows the notice board in its entirety;
  - a detailed shot of the poster obliterated by another poster both of which clearly show the identity of the associations of both posters.
- For the concrete poles:
  - multiple photos showing the pole from all sides
  - a detailed shot in which the identities of both the associations (original poster and poster obliterating it) are clear.

The photographic evidence must be sent no later than one hour before the start of the activity advertised by the obliterating poster.

The BSGgtgv reserves the right to personally establish breaches, even when no formal complaint has been made. The Chair of the BSGgtgv assesses the admissibility of every complaint and determines the amount of the fine in accordance with the guidelines of these regulations. The Chair of the BSGgtgv must reason this decision.

Article 126 - Complaints against De Moeial
Anyone may submit a complaint against De Moeial if a breach of the articles of the journalistic deontology has been established.

Complaints must be submitted to the chief editor. They will place the complaint on the agenda for the following meeting and invite the complainant to attend. The editorial team will decide on any rectification by the editorial team by a unanimous vote.

If the complainant disagrees with the decision of the editorial meeting, they may submit a complaint to the Student Council. The Student Council will mediate in the search for a feasible solution for both parties.

Sanctions

Article 127 - Compensation for damage caused
The VUB or the responsible party concerned will send a bill to the student or association(s) involved for all damages caused. A minimum amount of €50 will be charged.

Article 128 - Withholding of grants in the event of non-submission of annual reports
The Vice-Rector of Educational and Student Affairs will not release the grants assigned to the BSGgtgv, De Moeial and Studiekring Vrij Onderzoek if the student organisation concerned has not submitted its annual reports to the Student Council on time.

The Vice-Rector of Educational and Student Affairs will not release the grants assigned to the recognised student societies if the student association concerned has not submitted its annual reports to BSGgtgv on time, as stated in Article 38.

Article 129 - Withdrawal of user rights in the case of nuisance or non-compliance with the regulations
§1 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 responsible person concerned may decide to bar the student or the organisation in question from further use of the facilities or benefits involved for a certain length of time.

Before a decision is taken, the perpetrator may have their defence heard, if necessary in writing.

The decision will be reasoned and will weigh up in the motivation the damages caused against the interests of the student or student association involved. The student or association involved may defend themselves or appeal according to the methods defined in Article 134 et seq.

§2 The first paragraph shall not apply in the event of infringement of the provisions of Article 40. Where appropriate, in the case of the first four complaints
- o about shouting and ranting in the vicinity of classrooms (within a radius of 20m): loss of access to the assigned club room for 24 hours;
- o about filth left on the premises or on campus and not cleaned up within 12 hours: the club loses its access to the assigned (shared) room for 24 hours. If the rubbish is left lying around for more than 12 hours, the club loses access to the room for 48 hours;
- o if amplified noise is used within the hours in which it is forbidden to spread amplified noise: the club loses access to its allocated room for 48 hours.
- o in case of vandalism by a student association: the association loses access to its allocated room for 48 hours.
**Article 130 - Additional cleaning costs in the case of the Lounge Bar 1050 or Basic Fit Lounge 1090 not being cleared up**

If, at the moment of the final inventory, the room has not been cleared up, the lounge coordinator may impose an additional charge of €50 on the user for cleaning costs. If the immediate vicinity has also been left dirty, another €50 will be charged in addition to the actual costs.

**Article 131 - Sanctions through the BSGgtgv**

§1 Sanctions for breaches of the poster distribution regulations

The following sanctions may be imposed by the BSGgtgv if there is any breach of the rules described in Article 51.

- Putting up posters anywhere other than the designated notice boards or poles: a fine of €250;
- Use of any adhesive other than wallpaper paste: a fine of €75. Any damage done to the notice boards will be claimed by the Infrastructure Department from the association involved. The posters involved will be immediately removed from the notice boards;
- All posters obliterating coming events: a fine of €50 for each activity obliterated. This fine applies per notice board or concrete pole on which the breach is established. If a breach of the rules or obliterating of other posters occurs three times or more in the same academic year, the fine will be doubled to €100. If an organisation obliterates posters on at least five notice boards or concrete poles, they will have an additional administrative fine of €75 imposed. For repeat offences, the provisions as described above will apply;
- For falsely displaying the statement 'BSGgtgv poster permission 2 weeks': a fine of €100;
- For failing to mention 'student card compulsory': a fine of €75. Also, the protection of the poster distribution regulations will no longer apply to this activity. The BSGgtgv undertakes to inform the other organisations of this fact.
- If the fine remains unpaid after 20 calendar days, or if no contact has been made with the BSGgtgv for the purpose of setting up a payment plan, additional administration costs of €15 per seven calendar days will be charged. This rule will be suspended from the moment an appeal has been signed and deemed admissible by the Chair of the BSGgtgv until the BSGgtgv reaches a decision.
- In the case of a collaborative partnership, the activity will be regarded as a single organisation. If sanctions have to be imposed, the responsibility is that of the organisation which was specified at the drawing of lots as the responsible party. If the activity was applied for after the drawing of lots, the association which entered the activity in the reservations system will be deemed the responsible party. If the foregoing provisions and rules turn out to be insufficient in determining who is responsible, the name first mentioned on the poster (to be read from left to right and from top to bottom) will be deemed to be the responsible party.

§2 Penalty for infringement of the provisions of Article 40

For the fifth complaint during the current academic year, a fine of EUR 250 will be imposed on the association concerned. For each additional complaint during the current academic year, a fine of 50 euros will be added. The association will have to pay the imposed fines to BSGgtgv within one week. In case of late payment we will increase the fines by 10% of the original amount.

§3 In the case of serious nuisance or breaches, in addition to the sanctions as defined in §1, the BSGgtgv may also decide that a recognised student association may no longer use facilities or advantages other than those involved, facilities or advantages to which recognised associations otherwise have the right to use or the BSGgtgv may decide to submit to the Student Council a proposal to suspend the recognition of the association. BSGgtgv will reason any such decision or proposal and weigh up in the motivation the nuisance caused against the interests of the student association concerned.

**Article 132 - Payment of fines and damages**

The responsible bodies concerned will notify the student or student association concerned in writing of fines and 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 bill.

**Article 133 - Loss of recognition as a student association**

The BSGgtgv may make a reasoned recommendation to the Student Council to withdraw a recognition, or to withhold the grants for a period of no more than one year:

- if a student association no longer meets the provisions of the Student Life Codex, and in particular
  - no longer meets the conditions for recognition as defined in Article 2;
  - fails in its duties, as defined in Article 34;
  - fails to respect the regulations, as set out in Article 35;
- if a student association has overdue payments to the VUB;
- if a student association has overdue payments to external firms which hold the VUB responsible for payment;
• if a student association has overdue payments for hire of the BSG or BOJ events rooms or other rooms placed at their disposal or has misbehaved in that context.

The Student Council will decide based on the gravity of the facts. It may also impose specific measures, aimed at remediation.

In failing to submit reports, an association will lose its grant for the period to which that report applies. An association still in the probationary period which fails to submit reports for two successive periods, will have its probationary period extended by one year. Recognised associations which fail to submit reports for three successive periods will have a request for withdrawal of the recognition made to the Student Council.

**Defence and appeal**

**Article 134 - Grants Advisory and Appeals Committee**

This body is tasked with:

- advising the Student Council on project grants.
- processing appeals invoked by associations against grants decisions by the BSGgtgv.

The body consists of:

- voting members:
  - one student representative per faculty, indicated by the Student Council;
  - the Chair of the BSGgtgv, or their representative;
  - the Chair of the International Student Platform or their representative.
- advisory members:
  - a representative from the Student Infopoint, Sports and Fitness Department, Culture Department and the International Relations Office will be invited in an advisory capacity. Other departments may be invited ad hoc.

**Article 135 - Appeal by recognised student associations against the decision by the BSGgtgv about the points awarded for the allocation of grants**

Associations can appeal to the Grants Advisory and Appeals Committee at the Student Council against the decision by the BSGgtgv within three weeks of the points awarded being made known, as defined in Article 38.

The Grants Advisory and Appeals Committee, as defined in Article 134, will evaluate the activities for which the points awarded are being disputed as soon as possible, taking into account the motivation of the BSGgtgv and of the association concerned.

The Grants Advisory and Appeals Committee will announce its decision to the BSGgtgv and the student association concerned as soon as possible.

It is not possible to appeal against the decision of the Grants Advisory and Appeals Committee.

**Article 136 - Defence against suspension of collaborating student associations from drawing of lots**

In the event of failing to respect the regulation regarding collaboration between student associations, the Chair of the BSGgtgv may decide on a ban from the following drawing of lots. Associations which have this sanction imposed may draw up a defence in writing. This defence will be submitted to the Chair of the BSGgtgv. The defence will be dealt with at the following committee meeting of the BSGgtgv to which the defender may be invited. Once the defender has left, the Committee of the BSGgtgv will make a definite decision against which no further appeal can be made.

**Article 137 - Mediation in breaches of the poster distribution regulations**

Recognised student associations may propose a solution to the BSGgtgv by email. The Chair may accept this proposal. If the mutual agreement reached is not honoured, the original fine will be reinstated.

**Article 138 - Appeal against decisions on breaches of the poster distribution regulations**

The association which has had the fine imposed or which has had its complaint declared inadmissible by the Chair of the BSGgtgv, reserves the right to appeal. Such an appeal must be submitted to the Chair of the BSGgtgv by email, within 14 days of the decision being made known. This appeal will be put on the agenda for a following committee meeting and processed. Both parties, the aggrieved and the party in breach, will be informed of this defence of an item on the agenda. Both will be given the opportunity of defending their position at the meeting. The BSGgtgv Committee will take a definite decision against which further appeal is not possible.

**Article 139 - Further appeal**

In the case of the rights of students or student associations being disregarded, students or student associations may take their appeal to the Vice Rector for Educational and Student Affairs, according to the appeals procedure of Student Services.39

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38 Beheerscomité Ontmoetingsruimte Jette vzw
Final provisions

Article 140 - Liability for accidents
Neither the VUB, the Student Council or the BSGgtgv can be held liable for possible accidents and/or thefts.

Article 141 - Competent courts
If legal proceedings seem inevitable, only the courts of the Brussels district are competent.

Article 142 - Amendments
The BSGgtgv, De Moeial and Free Research study circle may, on their own initiative, propose or recommend amendments to the STUDENT LIFE CODEX. During meetings too, they may introduce their arguments through their representatives who are advisory members of the Student Council.

Prior to any amendment to the STUDENT LIFE CODEX, the Student Council will explicitly request a
- reasoned recommendation from the BSGgtgv, insofar as the amendment affects the articles of BSGgtgv;
- from De Moeial, insofar as the amendment affects the articles of De Moeial;
- the Free Research study circle, insofar as the amendment affects the articles of Free Research.

In its decision, the Student Council may only deviate from the reasoned recommendations of BSGgtgv, De Moeial or Free Research study circle if it explicitly justifies that decision.

40 The Student Council is authorised, by way of the participation regulation, Article 5, §3 to take decisions and approve regulations within the area of authority of Student Services.