

STUDENT LIFE CODEX

The Student Life Codex is an initiative of the Brussels Studentengenootschap "Geen Taal, Geen Vrijheid".

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To enhance the readability of the text, only the male form is used. But of course the regulations apply without gender distinction.

Article 1 - Aims

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

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

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

Article 2 - Values and code of conduct

All students – including those students who perform acts outside of student community life – are to organise their activities in deference to the principle of Free Inquiry². They are not to discriminate³ on the basis of gender, nationality, national or ethnic origin, race, skin colour and background, disability, religious beliefs or creed, sexual orientation, age, ability, marital status, political beliefs, allegiance to any particular trade union, health status, physical or genetic traits, birth, social background and language.

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

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

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

Facilities for all students

Activity grants

Article 3 - Purpose of the project funding

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

- expand the range of leisure and entertainment opportunities and formative activities available to VUB students;
 - are innovative or ambitious;
 - promote the appeal of the VUB or of Brussels as a student city;
 - improve the wellbeing of the students;
- to further the connection between students across existing platforms or networks

Article 4 - Requirements and applications for project funding

§1 Potential applicants

Every VUB-student can apply for project funding, both on their own behalf or on behalf of a functionally recognized student society or a student society that hasn't completed the probationary period for their normal recognition.

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

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

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

3 The statutory framework is the European Convention for the Protection of Human Rights and Fundamental Freedoms, signed in Rome on 4 November 1950 (and the Belgian anti-discrimination legislation)

§2 Timing

The applicants can submit an application twice a year via the student website. The exact deadlines will be communicated through the student website.

Late applications are automatically transferred to the next deadline.

§3 Conditions

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

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

- the project or the activity must be open to at least part of the VUB student population;
- the application must be submitted by a VUB student;
- the application is to include a statement of grounds setting out how the initiative fulfills the purpose and the requirements of the project funding specified in [article 3](#) and [5](#).
- all communication has to make mention of the statement 'with the support of the Student Council';
- the activity is not allowed to pursue a profit;
- The activity is not an educational activity, unless the course(s) take(s) at least 66,6% of the total cost upon itself and the rest of the cost is payed by the students themselves.
- the application is to include a budget estimate, which provides an appropriately detailed run-down of the planned expenditures and revenues;
- for the same type of activity, the maximum number of grants that may be applied for from the project grants budget is three;

Where an activity is promoted in multiple languages, the activity should allow that participants who speak (only) one of these languages can also actively participate.

If the project or activity applies certain criteria of exclusion that could infringe one or more of the 19 discrimination criteria from the Belgian anti-discrimination law, the application should include a reasonable and objective justification of the differences in treatment. The application should also include a justification as to why there are no less drastic measures available to achieve the same goal.

Article 5 - Award procedure for funding from the project grants budget

The Grants Advisory and Appeals Committee, as defined in [article 134](#), treats the applications 4 times per year, shortly after the application deadlines. The Committee establishes whether or not the application meets the requirements set out in [article 4](#).

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

Afterwards the Grants Advisory and Appeals Committee awards points based on the following concurrent rules of allocation:

- Number of participants
 - <20 participants: 1 point
 - 20-100 participants: 3 points
 - >100 participants: 5 points
- Language of communication
 - Dutch: 1 point
 - English: 1 point
 - Dutch + English, French and/or German: 3 points
- Location
 - at and around the campus where the society operates (including the VUB's halls of residence or the halls of residence with which the VUB has an agreement in place, and the cafés around Etterbeek railway station and the Brussels Health Campus): 1 point
 - outside of Brussels or at a VUB campus other than the campus where the society operates: 2 points
 - Brussels: 3 points
 - abroad: 4 points
- Nature of activity
 - cultural and/or sportive: 3 points
 - games and studenty: 1 point
 - educational: 5 points
- Miscellaneous

- Ecological aspect (subject to motivation): 2 points
- Free admission (subject to motivation): 1 point
- Innovative (subject to motivation): 1 point
- Interdisciplinary or network transcending (subject to motivation): 2 points
- Increasing student wellbeing (subject to motivation): 2 points

The Grants Advisory and Appeals Committee converts the number of points into the following guiding sums, but these sums can be decreased depending on the allocated budget:

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

The Grants Advisory and Appeals Committee may put forward a motivated sponsorship proposal that either exceeds or goes under the budget specified above, whilst also proposing additional implementing rules.

The Student Council decides on whether or not funding from the project grants budget is to be awarded further to a motivated opinion from the Grants Advisory and Appeals Committee.

The Student Council can only award half of the allocated budget during the first application period.

If the Student Council believes that the submitted application is in conflict with the provisions in this Codex Student Life or if a potentially discriminating measure cannot reasonably and objectively be justified, the Student Council can refuse to award project funding.

Article 6 - Implementation and payment of a subsidised project

The implementer of a subsidised project is to make sure that he or she provides the following documents to Student Information two months after the activity took place:

- evidence that all the requirements have been respected;
- a financial report, showing how much profit or loss the project or initiative made or incurred.

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

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

- if the subsidised project or sponsored initiative brought in a profit in excess of € 75;
- if the deadline stated above has not been respected;

Use of infrastructure

Article 7 - On-campus activities

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

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

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

The application procedures are outlined in [articles 8, 9, 10, 42, 43](#) and [44](#) respectively.

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

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

The application procedures are outlined in [articles 11](#) and [42](#).

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

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

For the Brussels Humanities, Sciences & Engineering Campus, these applications go via Infrastructure⁴. The Faculty of Medicine & Pharmacy coordinates the applications to use the VUB classrooms on the Brussels Health Campus.

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

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

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

Students may apply for Esplanade activities through the student website.

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

Article 9 - Lounges

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

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

§3 The user of the Lounges complies with the following requirements:

- The applicant is member of the university community, is an alumnus or organizes an activity with a clear importance for the VUB.

§4 The activity complies with the following requirements:

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

§5 The user or a person in charge representing the user must be in attendance throughout the entire duration of the activity. The mobile phone number of this person is to be communicated to the VUB's Security department ahead of time or at the start of the period of use⁵.

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

§7 The use of the Lounges is to be requested through the student website.

Article 10 - Lounge Bar 1050

§1 Allocation

Potential users, as defined in [article 9](#), may submit an application to use the Loungebar 1050 up to 1 year ahead of time.

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

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

§2 Period of use and opening and closing times

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

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

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

4 Via infradesk@vub.ac.be

5 For Lounge Bar 1050, this number is to be included in the application form.

§3 Financial arrangements

Users are to pay either of the following amounts:

- €40 for the use of the room for public activities or €100 for the use of the room for private activities. These sums include final clean-up, but exclude clearance;
- The consumables used.

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

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

The user is to pay by transfer within 30 calendar days upon receipt of the expense note. Payment must be made into IBAN account number BE29 0010 6864 5764 GEBABEBB, stating ISS8 STI60 LOUNGE and the date of use.

In case of late payment, the sum payable is raised with a minimum of €25 per reminder.

Users are not permitted to charge entrance fees.

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

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

If the user cancels later than 10 calendar days before the intended day of use of the room, he will still pay the full user rate.

§4 Schedule of condition and clearance and clean-up

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

After the end of the activity the Lounge Bar 1050 and the accompanying kitchen is to be returned to the same condition as before the start of the activity.

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

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

Sanctions are governed by [articles 130 and 132](#).

Article 11 - Basic Fit Lounge 1090

§1 Allocation

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

§2 User period and closing time

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

§3 Financial arrangements

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

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

§4 Use and health and safety

The user of the Basic Fit Lounge 1090 is free to determine the nature of the activity he is staging, provided this complies with detailed in [article 9](#);

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

§5 Prior check, clean-up and clearance

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

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

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

Article 12 - Reproduction of images and music

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

§2 Organisers have to use the permanent measuring, registration and limiting devices for amplified sound at the campus locations and have to respect the sound limitations. When there aren’t any permanent devices available the organisers have to reserve portable devices at Facility Services beforehand, pick them up the latest at 4 pm the day of their activity and use them as described below.

The VUB locations that are often used for activities aimed at students are grouped according to the noise standard for amplified sound imposed by the Brussels-Capital Region. The maximum sound intensity partly depends on the broader policy context and is defined as followed:

- Tent: category 3 (max. 100 dB)
- Aula Q: category 3 (max. 100 dB)
- Culture tower room: category 3 (max. 100 dB)
- BSG room: category 2 (max. 95 dB)
- Tempus: category 2 (max. 95 dB)
- BOJ room: category 2 (max. 91 dB)
- Lounge Bar 1050 category 1 (max. 85 dB)
- Basic Fit Lounge 1090 category 1 (max. 85 dB)

During activities that qualify as category 3, an extra – freely accessible – resting space with a maximum sound intensity of 85dB is required.

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

Measures in the areas of health and safety, order and efficient running, sanctions and appeals are set out under [article 119](#) et seq.

Publicity and communications to the student community

Article 14 - Communication advice and promotional campaigns for students

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

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

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

Article 15 - The student website

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

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

Article 16 - The screens

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

Article 17 - The digital event calendar for students

Students can request Student Information to add their event to the digital event calendar⁶.

Article 18 - Promotional menu at the VUB student restaurants

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

Article 19 - Physical promotional activities at the restaurant at the Brussels Humanities, Sciences & Engineering Campus

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

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

Article 20 - The other VUB communication channels

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

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

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

Article 21 - Final decision

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

Other services

Article 22 - Administrative coaching

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

Article 23 - Insurance cover

All VUB students are insured against accidents involving physical injuries, which might occur during normal activities⁷.

Article 24 - Hiring equipment

Various equipment⁸ for infrastructure may be hired through Facility Services at the Brussels Humanities, Sciences & Engineering Campus⁹.

At the Brussels Health Campus, this support is provided by the Congress department¹⁰.

⁶ <https://www.facebook.com/studenteventsvub/>

⁷ Information with regard to the insurance covers for students is available from the [web page of the Insurance department](#). Login using your NetID or contact the Insurance department directly.

⁸ <https://student.vub.be/en/events-and-activities#organise>

⁹ The student website has a full information sheet.

¹⁰ <http://gf.vub.ac.be/congresdienst-informatie.php>

Article 25 - Hiring vehicles

Students who are at least 21 years of age and have had a valid driving licence for at least a year may order a VUB van/car¹¹

Bicycles may be also be rented from various locations in the local area.¹²

Article 26 - Catering

Catering at meetings or other events may be booked via the VUB restaurant¹³.

Students or organisations may request a bill made out to the name of a private person with an address outside campus. Recognized student societies can buy catering via BSGgtgv, as stated in article 53.

Article 27 - Earplugs

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

Article 28 - Sustainability

The Green team has a network of speakers and organisations, and in some cases can even provide financial support, for activities that promote sustainability and mobility¹⁴.

Facilities for recognised student societies at the VUB

Organisation of student community life

Article 29 - Student community life at the VUB

The Brussels Studentengenootschap geen taal geen vrijheid (BSGgtgv), as detailed under [article 60](#), coordinates student community life at the VUB.

Article 30 - Types of recognition of student societies

There are 2 types of recognitions for student societies:

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

Societies that have not been recognised by the Student Council are unable to claim the rights that come with official recognition status. However, they can enter an application for other facilities as outlined under [article 4](#), [8](#) and [9](#).

Article 31 - Application procedure for a recognition as student society

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

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

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

Student societies in the process of formation are free to enter an application.

§2 The application includes:

- a list of at least 40 associate members, who can be identified as VUB students, and who second the formation of the society;
- the bylaws of the student society.

11 <https://student.vub.be/events-en-activiteiten#uitlenen>

12 <https://student.vub.be/en/mobility/i-bike#rental-bikes> as well as from Brik: https://brik.be/fietsen-in-brussel_trashed/brikbike/

13 For more details and to put in orders, go to <https://student.vub.be/en/food-and-drinks#catering-services>

14 <https://student.vub.be/en/greenteam#projects>

- If the student organisation makes use of certain criteria of exclusion that could violate one or multiple principle(s) of the 19 discrimination criteria from the anti-discrimination laws that apply in Belgium: a motivation why it's impossible to use other less radical means to achieve the same outcome. Supplemented by a document that motivates the compatibility of the goals, activities and point of view of the society with the European Convention for the Protection of Human Rights and Fundamental Freedoms.

§3 Requirements for the bylaws

For all student societies seeking recognition, the bylaws shall include at least the following elements:

- the student society has a clear set of stated goals, which are to benefit student life at the VUB;
 - the student society is to determine a registered office, preferably at an address outside the VUB¹⁵;
- the student society is not permitted to discriminate, as set out in [article 2](#);

For student societies seeking normal recognition, the bylaws shall include at least the following elements:

- the student society must abide by the principle of Free Inquiry¹⁶;
- the student society has a General Meeting which is to convene at least twice a year;
- at least 50% of the voting members must be VUB students;
- at a minimum, the Board is to consist of a chairman, a vice-chairman, a secretary and a treasurer;
- the chairman must be a VUB student;
-
- the student society is to have arrangements in place on conflicts of interest, as set out under [article 122](#);
- at a minimum, the General Meeting must be qualified to adopt the financial report and to appoint the members of the board by way of a secret and written ballot;
- the meeting quorum of the bodies with powers of decision must be at least 50%;
- decisions must be adopted with at least simple majority;
- the student society has a dissolution clause which states that, after any debts have been settled, the remaining assets are to be used to benefit student life at the VUB.

For student societies seeking functional recognition, at a minimum the bylaws are to include or allow the reader to easily abstract the following elements:

- the student society does not violate the principle of Free Inquiry;
- at least 50% of the voting members must be VUB students;
- the student society is to demonstrate that it operates in accordance with the rules of good governance and at least complies with the requirements imposed by the Belgian regulations for not-for-profit organisations;
-

§4 BSGgtgv shall appraise every application and, if the applicable requirements are duly met, present the application with a positive opinion to the Student Council to be decided.

§5 The Student Council can refuse the recognition of a student society on the basis of the application file or the actual operation of the student society if it:

- doesn't respect the essential values of democracy and its corresponding rights and freedoms,
- or organises activities that represent a real threat to the rule of law or public order, in particular those on the VUB campuses.

§6 Every recognised student society whose articles of association do not fully comply with the provisions imposed in this article, must conform to a subsequent amendment to the articles of association or at the latest one year after the last change to the Student Life Codex.

Article 32 - Trial period

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

Article 33 - Loss of recognition as a student society

The BSGgtgv supervises the operation of the student societies and may advise the Student Council to withdraw or suspend recognitions in accordance with the provisions set out in [article 133](#).

Article 34 - Obligations of recognised student societies

§1 All recognised societies have the following obligations:

- to comply with the Student Life Codex and the other internal and external regulations;

¹⁵ Recognised student societies can request to put their registered office on address p/a BSGgtgv, Campus Vrije Universiteit Brussel, Pleinlaan 2, 1050 Brussel, gebouw F, lokaal F070, on condition that the student society has a signed agreement with the VUB.

¹⁶ As defined in the Organic Statute of the VUB,

https://www.vub.ac.be/sites/vub/files/reglementen/organiek_statuut_vub_2016-06-30.pdf

- each member is to accept the society's bylaws;
- to provide the BSGgtgv with an annual report, no later than seven calendar days after adoption by the General Meeting or the Board¹⁷. The annual report shall contain at least the following records in respect of the operation of the society concerned:
 - an activities report, detailing participant numbers, expenditures & revenues per activity;
 - a list containing the details of former and present board members (first name, name, address, contact details and whether or not they are (VUB) students);

At the BSGgtgv's request, societies are to supply further details.

- to provide both the previous and the updated version of their bylaws if these are amended;
- to observe the ban on the reproduction or distribution of official course materials.

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

§2 In addition, all societies with normal recognition have the following supplementary obligations:

- to provide the BSGgtgv with two activities reports per year, as defined in §1 of the present article in consideration of the application for grants as outlined under [article 37](#);

Sanctions for non-compliance with the above obligations are set out under articles 33 and [article 131](#).

Article 35 - Minimum health & safety rules and rules of conduct for all student societies

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

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

§3 In all cases, it is prohibited for societies:

- to use toxic or corrosive products;
- to force participants to eat or drink;
- to demand to see or take away student cards.

§4 Societies that organise activities involving amplified sound are required to provide free earplugs. These must be made available at no cost as set out in [article 27](#). They have to use the available or mobile measure, registration or sound limiting equipment as described in [article 12](#).

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

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

§7 In addition, all student societies with normal recognition that organise hazing activities have the following supplementary obligations:

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

§8 Sanctions for non-compliance with the regulations above are set out in article 33 and 131.

Subsidisation of recognised student societies

Article 36 - Grants for recognised student societies

The budgets available for grants to student societies with normal recognition that are no longer in their trial period, are approved by the Student Council as part of the budget of Section III – student services and are allocated by the BSGgtgv.

¹⁷ the BSGgtgv has an online template document for societies with normal recognition.

In addition, societies with normal recognition may enter a further application for sponsorship by the Student Council, as set out in [articles 4](#) and [5](#).

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

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

Article 37 - Grant applications and requirements

§1 Only student organisations with normal recognition that are no longer in their trial period, may apply for grants. To do so, the student societies are to submit an activities report with the BSGgtgv, before the end of the first semester and before the end of the second semester respectively, as detailed in the academic calendar¹⁸.

§2 To qualify for grants from the BSGgtgv, the activities of the student societies must meet the following requirements:

- society membership may not be a requirement for participation;
- the activity must be publically advertised;
- the activities draw at least 10 participants;
- no more than €75 may be made in profits per activity
- a similar kind of activity may be staged no more than three times;
- if the promotion of an activity is done in two or more languages, the activity must also enable participants who speak (only) one of these languages to actively take part.

§3 Impossible for grants from the BSGgtgv are in any case the following activities:

- profitable dances;
- activities whose main activity revolves around the selling of meals.

§4 To qualify for grants from the BSGgtgv, the student societies are to clearly specify in their activities report:

- the activities they organise together with another student society;
- the activities they take part in, but which they did not organise themselves.

Article 38 - Allocation of grants for activities and vzw-costs for student societies with normal recognition

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

§2 The BSGgtgv awards points to activities which comply with the requirements set out in [article 37](#), and which the student societies have organised themselves, based on the following concurrent rules:

- 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
 - at and in the vicinity of the campus where the society operates (including the VUB's halls of residence or the halls of residence with which the VUB has an agreement in place) in or in the vicinity of the cafés around Etterbeek railway station, in the vicinity of the cemetery of Elsene, on the ULB-campus La Plaine: 1 point
 - outside of Brussels Capital Region or at a VUB campus other than the campus where the society operates: 2 points
 - Brussels Capital Region (and outside the locations mentioned in the bullets above): 3 points
 - abroad: 4 points
- Nature of activity
 - culture and sports: 3 points
 - games and studenty: 1 point
 - Loss-making dances (at most one dance a year): 1 point
 - Educational: 5 points

18 <https://www.vub.ac.be/academische-kalender/>

- Miscellaneous:
 - Free admission (subject to motivation): 1 point
 - ecological aspect (subject to motivation): 2 points
 - promotion of the the use of low-alcohol or non-alcoholic beers: 2 points

§3 the BSGgtgv sets aside 10% of the budget per time period for subsidising activities which comply with the requirements under [article 37](#), in which societies took part, but did not organise themselves. The BSG gtgv awards points for these activities based on the concurrent rules set out below:

- Sports: 1 point
 - at least one full team (e.g. basketball team of 6 players, football team of 11 players) or five players in case of non-team sports
- taking part in St-V, the singing party, Cantus Bruxellensis, Festival de la chanson Estudiantine, Beiaardcantus: 1 point
 - at least 10 participants
- Cultural: 2 points
 - at least 10 persons
- Educational: 3 points
 - at least five participants
- taking part in activities of student associations with another official language: 3 points
 - at least 5 participants

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

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

$$\text{subsidie studentenvereniging} = \left(\frac{A}{C} * 0,9 + \frac{B}{D} * 0,1 \right) * (TOT - V)$$

whereby

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

The annual budget is evenly apportioned across both grant periods.

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

The societies may appeal against the BSGgtgv's decision as set out in [article 135](#).

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

Article 39 - Grants for student societies with recognition for prevention of harmful alcohol consumption

Student societies with recognition receive a 50% reimbursement of the costs of purchasing low-alcohol or non-alcoholic beers for the initiation cantus and St-Vé, provided that at least one third of the volume turnover of beers is low-alcoholic or alcohol-free and that the total number of liters of beer poured out and the costs incurred for alcohol-low and alcohol-free can be proven.

The subsidy is granted as long as the budget allocated by the Student Council allows the payment.

Use of infrastructure

Article 40 - Rooms assigned student societies

§1 The Student Council formulates an advice on the allocation of rooms to student societies with recognition to the general manager and applies therefore the following principles:

- The student societies with normal recognition, if they so wish, share an assigned room that only these student societies use;
- As a transitional measure, until an evaluation procedure is in place, the student societies with normal recognition Solvaykring, VRG, LWK, PPK, KEPS, Mesacosa and Perskring have a room for exclusive use by their own student societies;
- The student societies with functional recognition and the student societies with normal recognition can use the multi-purpose room for student societies in building C, level 0.¹⁹

§2 The Student Council decides on the allocation of storage room to student societies with recognition and applies therefore the following principles:

- One storage room is managed by BSGgtgv to allocate for a short period to student societies with recognition with temporary and acute storage needs;
- The student societies with functional recognition and the student societies with normal recognition without a (shared) assigned room can apply for a storage room in building C, level 0 to BSGgtgv, which provides a motivated advice to the Student Council on the basis of an analysis of the needs of the recognised student societies.
- In case of unassigned storage room, other recognized student societies with (shared) assigned rooms can apply for the storage room following the same procedure.

§3 BSGgtgv takes the initiative to advise the Student Council for every actual proposal for the allocation of rooms and/or storage room to recognized student societies and does so in the form of a proposal to the Student Council. Moreover there's a yearly evaluation of the use of the rooms by BSGgtgv in their annual report. If adjustments are deemed necessary or if newly recognised societies request a room, BSGgtgv will present a new allocation proposal to the Student Council.

§4 Recognised student societies use the (shared) room in a prudent manner. The student societies respect the legal provisions, especially those concerning the maximum occupancy of the rooms. Recognised student societies that share a room, share the responsibility for the use, clean-up and the maintenance of their room. They formulate a written agreement, which they share with BSGgtgv. They are collectively responsible for the compensation of any damages and required maintenance.

§5 Sanctions are governed by [articles 127, 129 and 131](#).

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

Recognised societies may use the infrastructure available to all students as set out under [article 7](#) et seq.

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

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

The room regulations are published online²⁰.

Article 42 - Lottery and coordination

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

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

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

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

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

§2 Only the societies with normal recognition that are no longer in their trial period, are allowed to join the lottery draw. The following order sequence is adopted to allocate the marquee and the Function Room:

1. dates for marquee parties;
2. special dates for the Function Room, to be motivated and approved by the lottery convention;
3. dates for hazing parties for the Function Room and dates for handovers during the 2nd semester;
4. First lottery draw for parties in the Function Room. Societies that have been given a special date, do not qualify for this;
5. Second lottery for parties in the Function Room. Societies that have been given a special date, do not qualify for this;
6. Lottery draw for other dates, cantuses and parties;
7. Lottery draw for dates with collaborations with outside parties, cantuses or parties;

¹⁹ As soon as operational and available – at the earliest the end of 2018.

²⁰ <https://bsggtgv.com/bsg-zaal/>

8. Lottery draw for all activities for all.

§3 Societies with normal recognition in their trial period and societies with functional recognition may request for dates for the function room after the lottery convention has ended.

Article 44 - Multi-purpose hall

§1 Use.

The multi-purpose hall at the Brussels Humanities, Sciences & Engineering Campus is available to be used only for small and quiet meetings and small-scale public events as deemed suitable. Studenty activities²¹ which are traditionally held in the BSG room of parties are not allowed at the multi-purpose hall.

§2 Lottery

- a) All recognised societies are to submit a list of preferred time slots with the BSGgtgv 14 calendar days before the start of the academic year. The multi-purpose hall is made available for time slots of two consecutive hours, every week day from 15.00 hours-22.00 hours.
- b) Twice a year, the BSGgtgv organises a lottery convention for the use of the multi-purpose hall. The first lottery draw takes place during the last week before the start of the academic year before the start of the academic year. The second lottery draw is held during the last week before the winter holidays.²²

The following lottery draw order is adopted for the multi-purpose hall:

1. all student societies with normal recognition that do not have a room yet and that are submitting an application for an activity of a recurrent nature (e.g. a meeting);
2. all student societies with normal recognition that have a room and that are submitting an application for an activity of a recurrent nature (e.g. a meeting);
3. all student societies with normal recognition that do not have a room yet and that are submitting an application for a standalone activity;
4. all student societies with normal recognition that have a room and that are submitting an application for a standalone activity;
5. all student societies with functional recognition.

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

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

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

§3 Order and cleanliness.

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

Article 45 - Marquee

The organisation of large-scale events in the marquee demands thorough preparation and the use of people. As participant safety is paramount, the safety plan including a ground plan²³ is to be meticulously completed.

Article 46 - Classrooms

The use of classrooms is determined by the VUB²⁴.

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

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

Article 47 - Classrooms – application

Only the chairman, the vice-chairman, the secretary or the treasurer of a society are allowed to enter a classroom application. An application must be submitted as early as possible and at least 3 calendar days ahead of time via the service Infrastructure²⁵.

Classrooms may be requested only on a per activity basis.

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

21 Ale king and ale queen elections, cantuses, parties, etc.

22 The 2016-2017 academic year was a transitional year, whereby – separate from the terms specified here - a lottery convention has been organised for the second semester.

23 <https://student.vub.be/en/events-and-activities/organise/tent-party>

24 <https://student.vub.be/en/request-classroom/events>

25 Via infradesk@vub.be

- the location of the activities;
- the time of the activities;
- a description of the activities;
- the organiser of the activities (contact details, including mobile phone number);
- the names of the persons invited to a panel discussion, including the panel chairman.

Article 48 - Classrooms - ban on hiring out to third parties

Hiring out classrooms to third parties is strictly prohibited.

Article 49 - Classrooms – cancellations

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

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

Article 50 - Sanctions

Sanctions are governed by [articles 127 et seq.](#)

Publicity and communications to the student community

Article 51 - Notice boards for recognised societies

Only recognised societies, the BSGgtgv, De Moeial, Studiekring Vrij Onderzoek and the Student Council are allowed to use the notice boards and notice poles²⁶.

§1 postering requirements

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

All posters are to clearly carry the VUB seal ²⁷ in the top left hand corner. Failure to include the seal means the organisers do not qualify for any kind of guaranteed minimum nor do they have any kind of redress against their posters being postered over by the other organisations.

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

§2 permitted locations and guaranteed minimum

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

Posters may be put up using wallpaper pastes only.

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

§3 time of postering

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

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

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

§4 complaints, sanctions and spending of revenues from fines

The complaints and sanctions arrangements are set out in [articles 127 et seq.](#) and [articles 131](#) and 132.

²⁶ Plan showing the exact locations is available at <https://student.vub.be/sites/vub/files/plakplan.pdf>

²⁷ Also on the BSGgtgv site: http://bsggtgv.be/bsggtgv/index.php?option=com_content&view=article&id=121:plak-reglement-VUB_logo&catid=57:-brussels-Studentengenootschap-gtgv&Itemid=112

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

Other services

Article 52 - Functional counselling

Recognised societies may obtain advice regarding meeting the obligations for the non-for-profit organisation legislation and regarding administrative regulations at Infopunt Studenten.

Article 53 - VUB services at internal rates through BSGgtgv

Recognised student organisations can receive VUB services at internal rates through BSGgtgv.

Student societies sui generis

Article 54 - BSGgtgv, Studiekring Vrij Onderzoek and de Moeial

The de facto societies Het Brussels Studentengenootschap 'geen taal geen vrijheid', de studiekring Vrij Onderzoek and de Moeial support student life at the VUB and are funded directly by the Student Council through the Student Affairs budget. Their functioning is defined by the articles 57 until 118.

Article 55 - Functional counselling

BSGgtgv, de studiekring Vrij Onderzoek and de Moeial can call upon Student Information for assistance with the implementation of the financial administration via VUB accounts, the preparation of their financial report and other advice about the VUB services.

Article 56 - Annual report

To justify their functioning the student societies sui generis have to formulate an annual report, at the latest a month after the appointment of the new standing Board (or linguistic equivalents). They will present this report in deed to the Student Council.

The annual reports describe the previous year of operations. The student societies sui generis have to use the template provided on the student website. The annual report has to include the following components:

1. a moral report, a personal interpretation and evaluation of the past year.
2. the list of the new members of the Board (or linguistic equivalent)
3. a chronological report of the activities that includes the expenses and revenue for each activity and the amount of participants.
4. a financial report of the expenses and revenue per PKC account, drawn up by Student Information
5. an overview of the non-VUB accounts and their balance
6. a global financial overview in the form of a calculation sheet which not only includes the information mentioned under component 4 and 5, but also all the other revenue, costs, commissions, debts and the receivables.

The Brussels Studentengenootschap, geen taal, geen vrijheid

General provisions

Article 57 - De facto society

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

Article 58 - Free inquiry and human rights

The society built on the principle of Free Inquiry and on the European Convention on Human Rights²⁸.

Article 59 - Seat

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

Article 60 - Stated objects

The BSGgtgv's stated objects are threefold:

- to uphold the interests of the VUB's student community;
- to coordinate activities as the umbrella organisation of the recognised student societies;
- to advise on the recognition of the societies, prior to the decision by the Student Council²⁹.

Article 61 - Financial year and operating year

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

Article 62 - Members

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

All societies with normal recognition still in their trial period, are members of the BSGgtgv with an advisory capacity.

Article 63 - Grants

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

Article 64 - Budget and accountability

At the first meeting after the Board has been elected, the BSGgtgv establishes a budget for a full year.

The outgoing board submits the following records within one month to be included on the agenda of the Student Council:

- the annual report, including the operating reports of the members of the board accounting for the operations of the previous year, by way of formal notification;
- the financial report, with the inclusion of the previously approved budget, for adoption.

General Meeting "the Praeses Convention"

Article 65 - Powers of the General Meeting "the Praeses Convention"

The General Meeting is qualified:

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

Article 66 - Constitution of the General Meeting "the Praeses Convention"

The following members are entitled to vote:

- the members of the standing Board;
- the chairmen of the societies with normal recognition which are no longer in their trial period, or their alternate.

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

29 The Student Council upholds the interest of students. It has a duty of information for the benefit of all students on the way in which it exercises its powers. The Student Council is free to put forward written opinions of its own impetus on all matters that are relevant to students. The Student Council decision-making powers in respect of the student services. For further details: <http://data.onderwijs.vlaanderen.be/edulex/document.aspx?docid=14650>, art. II.321 and https://student.vub.be/sites/vub/files/participatiereglement_str20180426_ar20180514_en.pdf

The following are invited In an advisory capacity:

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

Article 67 - Frequency of meetings

The General Meeting convenes at least twice a year.

Article 68 - Calling of meetings

The BSGgtgv chairman sends out the invitations at least two weeks ahead of the General Meeting.

The General Meeting is also to be called in response to the written demand of 25% of its members. In said case, the members are to be notified at least 7 days ahead of time in writing.

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

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

Article 69 - Meeting quorum

The General Meeting will lawfully convene if at least 50% of the voting members are in attendance.

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

Article 70 - Lawful decisions

The General Meeting may lawfully convene only on the items that are included on the agenda.

Decisions are carried by a simple majority³⁰ of the voting members in attendance.

Proposals to amend the bylaws as set out in [article 57](#) through [article 64](#), require a 66% majority³¹ of the voting members in attendance. If the proposal is adopted, it is included on the agenda to be discussed at the next meeting of the Student Council.

The BSGgtgv board

Article 71 - Powers of the Board

The Board acts in support of the standing Board in respect of the duties outlined in [article 79](#) and in respect of the assignments delegated by the standing Board.

Article 72 - Election of the members

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

Article 73 - Composition

The BSGgtgv Board has at least 12 members.

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

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

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

- room manager;
- Singing Fest coordinator;
- shop manager;

³⁰ The majority that is reached when half plus one of the voting members in attendance or represented have approved the motion.

³¹ The majority that is reached when 66% of the voting members in attendance or represented have approved the motion.

- internal manager;
- external manager;
- IT manager;
- head of Events and Logistics.

The Board acts independently in its co-optation decisions ³². Co-opted board members have the same rights and obligations as regular board members. Together with the directly elected board members, co-opted board members make up the Board of the BSGgtgv.

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

Article 74 - Calling of meetings

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

Article 75 - Frequency of meetings

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

Article 76 - Agenda

The agenda is set by the chairman.

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

Article 77 - Meeting quorum

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

One member may have no more than two proxies.

Article 78 - Lawful decisions

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

The BSGgtgv's standing board

Article 79 - Powers of the standing board

The standing Board is qualified for:

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

Article 80 - Composition

The standing Board is made up of five members:

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

Article 81 - Standing Board posts and duties

- The chairman
 - prepares the meetings of the general meeting, the Board and the standing Board, convenes these assemblies and chairs the meetings;
 - supervises the operation of the society and has final responsibility;
 - guides and supervises the operation of the lower echelons, commissions and working groups within the BSGgtgv;

³² Convening the board during the course of the operating year, without elections.

- guides the organisation of certain activities;
- represents the BSGgtgv at the Student Council, associated commissions, administrative bodies or advisory bodies of the VUB;
- Acts as a mediator in disputes between societies and between the VUB administration and societies;
- represents the BSGgtgv at external bodies and institutions;
- authors the operating report at the end of his mandate.
- The vice-chairman
 - replaces the chairman in the latter's absence;
 - coordinates the organisation of the Verhaegen Celebration. To this end, he works closely with the BSGgtgv St-V vzw, the St-V Committee and the Vice Convention;
 - authors the operating report on the Verhaegen Celebration;
 - coordinates the organisation of all other events.
- The secretary
 - records the minutes of all BSGgtgv meetings and disseminates the reports;
 - administers the documents;
 - attends to the correspondence;
 - administers the room requests;
 - authors an operating report at the end of his mandate.
- The treasurer
 - is responsible for the financial management, including all bank accounts and internal PKC accounts, albeit with the exception of the reserve fund;
 - must be able to furnish the board with a financial status report at all times, especially after activities;
 - ensures that the operating budgets are properly spent;
 - disburses the prize money of the Sports Trophy;
 - attends the General Meeting and the meetings of the board of directors of BSG AS vzw³³;
 - supervises the financial situation of the BSG shop;
 - authors an operating and a financial report at the end of his mandate, including a summary of all outstanding fines.
- The room administrator
 - is the primary liaison for the VUB services and suppliers with regard to the BSG room;
 - places the orders with the suppliers, both for events held at the BSG room and for BSGgtgv-related events at the Brussels Humanities, Sciences & Engineering Campus;
 - is responsible for stock management;
 - checks the inventories per activity and provides them to the BSG AS vzw treasurer;
 - orders the room managers to carry out minor repairs;
 - gives third parties access to the BSG room;
 - sits on the board of directors of BSG AS vzw, where he renders account;
 - reports on a weekly basis on the management of the BSG room at the standing board meetings;
 - hands in an operating report at the end of his mandate.

Board members are not permitted to cumulate more than one standing board post.

Article 82 - Requirements

Candidates are eligible for the post of chairman or vice-chairman if they:

- are enrolled as VUB students;
- have been members of the BSGgtgv board for an entire operating year.

33 Brussels Studentengenootschap Algemene Studentenvoorzieningen vzw

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

Article 83 - Conflicts of interest

Conflicts of interest are governed in [article 122](#).

The regular Board of the BSGgtgv

Article 84 - Posts and duties of regular board members

- The room manager
 - draws up the schedules of condition with the hirers before and after events at the BSG room;
 - checks the end-of-hire schedule of condition checklist item by item and records any findings;
 - switches on/off the alarm system when deliveries are made;
 - carries out minor repairs in the BSG room;
 - is responsible for the proper operation of the volume limitation installation;
 - reports to the room administrator;
 - compiles an operating report.
- The Singing Fest coordinator
 - coordinates the organisation of the Non-Denominational Singing Fest;
 - authors an operating report on the Non-Denominational Singing Fest.
- The shop manager
 - runs the BSG shop at set times at least twice a week;
 - communicates on opening hours to the students;
 - maintains relations with suppliers;
 - responsible for the BSG shop's stock management;
 - responsible for the smooth-paced running of the sale of freshmen packs;
 - places orders and transacts payments;
 - responsible for the financial accounts of the BSG shop on which he reports to the treasurer each month;
 - authors an operating report.
- The internal manager
 - is responsible for ensuring good working relations within the BSGgtgv;
 - resolves any conflicts between board members;
 - responsible for order and cleanliness of the BSG room;
 - authors an operating report.
- The external manager
 - represents the BSGgtgv at external bodies, along with the chairman;
 - authors an operating report.
- The IT manager
 - administers the website;
 - responsible for the BSG gtgv's electronic devices;
 - authors an operating report.
- The head of Events & Logistics
 - provides support with the organisation and logistics of BSGgtgv events;
 - heads up the Events & Logistics committee;
 - authors an operating report.

Article 85 - Voting rights

Only the full members, as stated in [article 62](#), have the right to vote.

All members of the BSGgtgv board in office may attend the board elections. The members of the standing board in office are not allowed to take part in the ballot, with the exception of the application of [article 90](#).

Article 86 - Frequency of board elections

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

Article 87 - Calling candidates

The call for candidates for the board elections is sent out to all societies four weeks ahead of the board elections. Applications are to be submitted with the chairman two weeks ahead of the board elections at the latest.

Article 88 - Chairman of the board elections

The board elections are convened and chaired by the BSGgtgv chairman.

Article 89 - Convening notice for the board elections

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

Article 90 - Voting at the board elections

A candidate is to be elected for each post on the standing board and each post on the board by simple majority. The ballot is secret.

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

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

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

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

Article 91 - Entry into office of the new Board

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

The Vice Convention of the BSGgtgv

Article 92 - Powers of the Vice Convention

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

Article 93 - Constitution

The Vice Convention is made up of:

- the chairman, vice-chairman and treasurer of the BSGgtgv;
- the vice-chairmen of the recognised societies who wish to take part in the student parade as part of the Verhaegen Commemoration (St-V).

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

Article 94 - Chairman

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

Article 95 - Alternates

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

Article 96 - Meeting quorum

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

Article 97 - Lawful decisions

Decisions are carried by a simple majority.

Article 98 - Calling of meetings

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

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

Advisory committees

Article 99 - Advisory committee Events & Logistics

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

Article 100 - Advisory committee St-V

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

Article 101 - Advisory Committee of Former Chairs

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

The Committee of Former Chairs:

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

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

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

Final provisions

Article 102 - Dissolution

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

Article 103 - The assets of the society

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

De Moeial, the VUB student magazine

Article 104 - Purpose

De Moeial is a critical and independent platform for information and discussion. Its aim is to disseminate information to the Brussels university community as widely as possible. De Moeial focuses on information concerning: VUB, VUB-students and the broader context of Brussels.

The editorial team is non-commercial and does not pursue profits.

Article 105 - Title and subtitle

The title of the student publication is: de Moeial. The subtitle of publication de Moeial is: Studententijdschrift van de Vrije Universiteit Brussel.

Article 106 - Seat

The editorial office where the editorial team meets is located in the VUB buildings. The exact location is mentioned on the website.

Article 107 - The General Meeting

§1 Powers

The powers of the General Meeting include:

- the election of the editorial team for the following academic year and this before the start of the new academic year;
- if necessary the dismissal and replacement of a member of the editorial team.

The powers of the GM do not relate to the substantive editorial independence.

§2 Composition

The General Meeting is made up of

- voting members
 - the members of the editorial team as defined by article 109.
 - the former members of the editorial team who are present during the meeting.
- advising members
 - editorial team assistants as defined by article 109.

The General Meeting is open. Every VUB student can attend.

§3 Calendar

The General Meeting convenes at least once a year.

The exact date and time are to be announced two weeks ahead of time.

At the request of the editor in chief or of at least half of the editorial team members, a Special General Meeting is to be convened.

Article 108 - The editorial team and the editorial team meeting chief editorial team

§1 Powers and responsibilities

The chief editorial team is the autonomous board of the "Student Publication" service. They establish the editorial line and are responsible for the organisational and financial policy of De Moeial.

The chief editorial team draft an annual report that complies with the guidelines defined in article 56.

§2 Composition

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

§3 The editor-in-chief

The editor-in-chief:

- in his role as publisher, he is responsible for the editorial line, in dialogue with the other members of the editorial team.
- monitors the editorial content of the website and magazine and maintains an overview of all the articles.
- acts as the spokesperson and as the final point of contact for the editorial team, unless the editorial team decides otherwise.
- chairs the General Meeting and the editorial meetings.

§4 Electing the chief editorial team

- VUB students, who are also voting members of de Moeial, can apply for a position as editor before the start of the General Meeting. They indicate whether they are applying for the position of editor-in-chief or for one of the other coordinating roles, chosen on grounds of a specific competence or in support of the functioning of de Moeial. They write a motivational letter and present their resume.
- Per position, the members of the General Meeting can either vote for one candidate or abstain from voting.
- The candidates for the editorial team will be elected if they acquire the majority of the votes of the present voting members.

- If none of the candidates acquire a majority of votes, an extra ballot will follow. Only the two candidates with the most votes during the first round can participate during the following ballots. The candidate that acquires the majority of votes by the present voting members is elected.

Incompatibilities are regulated in article 122.

Article 109 - The editorial team

§1 Powers and responsibilities

The editorial team is responsible for/to:

- editorial decisions;
- the approval of the annual report required by the Student Council
- issue an opinion for the Student Council on the articles concerning de Moeial in the student life codex
- appointing and dismissing members of the editorial team (except for the chief editorial team, they are ex officio member of the editorial team).

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

The editorial team discusses the articles, opinions and reader's letters entered, and decides whether or not these are to be published and as part of which category. Articles accepted by the editorial team are published under the editor's responsibility. The editorial team has the right to include a critical comment on an article. The editorial team can refuse to publish an article if it's incompatible with the student life codex, especially with the regulations in article 2, 104 and 111 or if the language of the article is inadequate or if the topic isn't relevant enough for the target audience of de Moeial.

The editorial team tries to ensure the succession of the different positions and attracts new members for the editorial team.

§2 Composition

The editorial team consists out of voting members and advising members.

Voting members are elected by the editorial team and are:

- Chief editorial team (ex officio) appointed by the General Meeting
- enrolled VUB-students appointed by the editorial team
- former members of the editorial team who are no longer enrolled at the VUB that are appointed by the editorial team.

Advising members are appointed by the editorial team and are members of the VUB community or of the Brussels student community who wish to help.

§3 Appointment or dismissal of an editorial team member

VUB students and former members of the editorial team can apply for a position as voting member if they commit to help out with the publication of articles and if they've already worked on a previous publication. The editorial team judges the candidates and decides upon the voting members.

Other students in Brussels and members of the VUB community can be admitted to the editorial team as an advisory member if they commit to help out with the publication of articles.

The editorial team may, on an exceptional basis and after discussing matters with the person involved, dismiss an editorial team member.

§4 Editorial meetings

The editorial team convenes to meet on a fixed day during the week, previously announced in De Moeial and on the website.

The editorial meetings are open to be attended by any member of the VUB community.

§5 Publication of articles, opinions and letters to the editor

Everyone can send in a readers letter or opinion piece to the editorial team or one of its members.

In theory, all articles are to be signed by an individual, unless the content is expressly presented as an editorial position.

Articles and letters to the editor may be signed using one's initials or by a pseudonym. However, the name and address of the author must be known to at least one editorial team member.

All submitters may defend their article at the editorial meeting.

The editorial team is not responsible for the views published under the header of "Opinion" or "Letters to the editor".

Article 110 - Decision making during the General Meeting and by the editorial team

The decisions are preferably made by consensus.

The majority of the voting members have to be present during a vote for a proposition to be accepted. It is not allowed to vote by proxy.

In the event of a tied vote the proposition is rejected. A new vote will have to take place.

A report has to be made of every meeting that is shared with the editorial team.

Article 111 - Code of ethics

De Moeial ensures pluralistic journalism. Pluralistic journalism has nothing to do with political allocation formulas or the imaginary average public opinion, but is about ensuring that an issue or a topic is approached from different angles, with a view to ensuring "guarded subjectivity".

There can be no question of preventive censorship.

On no account does the editorial team act as a mouthpiece for any political movement or school of thought.

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

De Moeial is not to be abused to settle personal scores.

The editorial team is within its rights to not disclose its sources.

The articles published are to meet a minimum quality standard, especially a sufficiently critical attitude, sufficient substantive contribution and sufficiently well written text.

Significant changes to the article have to be discussed with the author.

The editorial team abides by the laws on the right of reply.

Studiekring Vrij Onderzoek

Nature of the society.

Article 112 - Purpose

The society's stated objects are: the defence, implementation and updating of the principle of Free Inquiry, both within and outside of the university.

Article 113 - Name

The society's name is: Studiekring Vrij Onderzoek.

Article 114 - Seat

The society has its seat in one of the buildings of the VUB. The exact location is mentioned on the website.

Article 115 - The General Meeting

§1 Powers and responsibilities

The General Meeting is the highest ruling body of the study circle. It is responsible for:

- the election of the Board as defined in article 116;
- assigning extra tasks and/or responsibilities to board members;
- the approval of the annual report required by the Student Council;
- issuing an opinion for the Student Council on changes to the student life codex and especially for changes to articles 112 until 118 concerning the functioning of Studiekring Vrij Onderzoek.

§2 Composition

The General Meeting is made up of the members of the society:

- Voting members
 - Members of the Board as defines in article 117.
- Advising members
 - Former members;
 - Students enrolled at the VUB who, at the latest during the last General Meeting, declare themselves to be in agreement with Free Inquiry.

§3 meetings

Under the bylaws the General Meeting convenes at least once every academic year.

The General Meeting convenes between the end of the second term break and the start of the pre-exam period to elect the Board for the following academic year.

The General Meeting may be convened by the chairman, a simple majority of the members of the board or by a petition signed by 150 students enrolled at the VUB.

The General Meetings are to be announced by way of an e-mail sent to the study circle's entire mailing list, at least two weeks ahead of the General Meeting. The invitation specifies the date, time, location and the items on the agenda.

Article 116 - The Standing Board

§1 Powers and responsibilities

The Standing Board is tasked with:

- the day-to-day management of the study circle;
- the technical and practical coordination;
- Sending a delegate to the Student Council;
- Writing and sending of a report of the meeting;
- Keeping the members list up to date;
- Financial management;
- The preparation of the annual report before the General Meeting.

§2 Composition

The Standing Board is made up out of at least four members:

- the **chairman**: presides the meetings of the General Meeting, the Board and the Standing Board, is the contact person for Studiekring Vrij Onderzoek, is responsible for the general coordination and has the final responsibility for the preparation of the annual report according to the rules defines in article 56;
- the **vice-chairman**: deputises for the chairman where required;
- the **secretary**: compiles the minutes of the meetings and keeps the members list up to date;
- the **treasurer**: all financial aspects of the study circle's operation.

The General Meeting can enhance the Standing Board with **other standing members** in support of the day-to-day operations. The General Meeting can also appoint extra tasks or responsibilities to the members of the Standing Board.

§3 Applying for a position as standing board member

The applications must be communicated verbally to the outgoing standing board ahead of the General Meeting.

§4 Electing the Standing Board

The General Meeting elects the members of the Standing Board as followed:

1. The candidates motivated their candidacy at the General Meeting;
2. If there are multiple candidates for a post, the voting members of the General Meeting can only vote for one candidate per post. If there is only one candidate for a post, the voting members of the General Meeting have to vote according to the rules as defined in article 118.

Only if no candidate is elected for a post are other candidates allowed to come forward during the meeting.

Article 117 - The Board

§1 Powers and responsibilities

The Board is tasked with the following responsibilities:

- Subject activities to an assessment of Free Inquiry;
- Interpretate the principle of Free Inquiry as described in the statutes of the VUB. The Board makes the principles of Free Inquiry more tangible and publicizes the interpretation on their website. An evaluation and a potential update will be published at the latest before the winter holiday.
- Appointing the board members who express the wish to become a member. The candidate has attended at least three weekly meetings and declared themselves to be in agreement with Free Inquiry;
- Motivated dismissal of board members. The deliberations on the dismissal start once a full member failed to attend the board meetings on three consecutive occasions without informing the board of their absence;
- Developing new initiatives to promote Free Inquiry;
- To take initiative and taking tasks upon themselves to support the functioning.

All members of the board are expected to attend as many weekly meetings as possible and to inform the board beforehand if they are unable to attend a meeting.

§2 Composition

The Board of Studiekring Vrij Onderzoek is composed out of the following people:

- The members of the Standing Board (ex officio);
- The members of the Board.

Article 118 - Decision making process

The board preferably deliberates and resolves by consensus. By deviation from the usual decision making process the election of the Standing Board, as defined in article 116, will happen with a secret vote.

Each of the board members may request a secret vote. A vote concerning people is always secret.

If the majority of the board members in attendance approve the proposal, the proposal will be accepted. In the event of a tie the proposal is rejected, but members can motivate a request for a new vote.

If a voting member of the General Meeting wants to vote by proxy during the General Meeting, they can address a well-argued request to the Chair. The General Meeting can allow a member to vote by proxy, but only if their absence is inevitable.

A report is to be made of every meeting that at least includes the decisions. The report will be distributed to the members of Studiekring Vrij Onderzoek.

Measures in the areas of safety and efficient running

Article 119 - Emergency situations

For all serious problems on the campuses (accidents, vandalism, theft, violence, nuisance, presence of undesirables, et cetera) the Security department is the first point of call. Students are required to report all incidents to the Security department.

If necessary, the Security department will immediately contact the emergency services.

In case of an emergency, students are to observe the SOS instructions found around the campuses and available to be consulted on the student website.³⁴

Article 120 - Safety and nuisance

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

Article 121 - Technical defects

Technical defects in or around on-campus buildings are to be reported³⁵ to the Infrastructure department by e-mail

³⁴<https://student.vub.be/en/help-prevention-safety#emergency-situation>

³⁵ E-mail to be sent to infradesk@vub.ac.be

Conflicts of interest

Article 122 - Conflicts of interest

A post of chairman, vice-chairman or treasurer, or their linguistic equivalents, in a recognised student society, BSGgtgv, Vrije Onderzoek or de Moeial is irreconcilable with such a key post in another recognised student society, BSGgtgv, Vrije Onderzoek or de Moeial.

Complaints

Article 123 - Complaints on non-compliance with the bylaws of a recognised student society

In case of non-compliance with the bylaws of a student society, a complaint may be submitted with the chairman of the General Meeting of the society in question, and, in the second instance, with the chairman of the BSGgtgv, and by resorting to the appeals procedure as set out in [article 139](#).

Article 124 - Dispute of decisions

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

Article 125 - Complaints on offences against the postering regulations

Offences against the postering regulations may be reported to the BSGgtgv chairman by e-mail.

The offence needs to be established either in situ by a standing board member of the BSGgtgv, or by a member of the aggrieved society. In the latter case, the aggrieved organisation is to furnish sufficiently clear photographic evidence, to be transmitted to the BSGgtgv by e-mail. The following will be accepted as 'sufficiently clear':

- for the wooden boards:
 - a picture showing the board in its entirety;
 - and,
 - a detailed shot of the poster pasted over, clearly showing the identity of the society whose poster was pasted over and the society that did the pasting over.
- For the concrete poles:
 - several pictures showing the entire pole all around
 - and,
 - a detailed shot clearly showing the identity of the society whose poster was pasted over and the society that did the pasting over.

The photographic evidence is to be sent in no later than one hour before the start of the activity that has been postered over.

The BSGgtgv reserves the right to establish violations itself, even if no formal complaint was brought. The BSGgtgv chairman will consider the admissibility of each complaint and establish the amount of the fine in compliance with the guidelines set out in the present regulations. The BSGgtgv chairman is to state the reasons for this decision.

Article 126 - Complaints against de Moeial

Everybody is free to file a complaint against de Moeial if it is found to violate the bylaws or the journalistic code of ethics.

Complaints are to be submitted with the editor in chief. He puts the complaint on the agenda of the next editorial meeting and invites the complainant. The editorial team unanimously decides on a potential rectification by the editoriam team.

If the complainant does not accept the decision of the editorial meeting, he may file a written complaint with the Student Council. The Student Council mediates to find a workable solution for both parties.

Sanctions

Article 127 - Compensation of damage caused

The VUB or the person in charge will send the student or the concerned society/societies an expense note for all damage caused.

Article 128 - Withdrawal of grants for non-submission of annual reports

The Vice-Rector For Educational and Student Affairs will not release the grants assigned to the BSGgtgv, de Moeial and Studiekring Vrij Onderzoek if the student organisation concerned has not submitted its annual reports timely to the Student Council.

The Vice-Rector Educational and Student Affairs will not release the grants assigned to the recognised student societies if the student society concerned has not submitted its annual reports timely to BSGgtgv, as stated in [article 37](#).

Article 129 - Withdrawal of user rights in case of nuisance or non-compliance with regulations

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

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

The officer in charge is to state the grounds for the decision, balancing the nuisance caused against the interests of the student or student society concerned. The person concerned may oppose or appeal the decision in accordance with the terms and procedures set out in [article 134](#) et seq.

Article 130 - Supplementary cleaning expenses for Lounge Bar 1050 or Basic Fit Lounge 1090 left uncleaned

If the room has not been cleared and cleaned at the time of the end-of-hire schedule, the lounge coordinator is within his rights to bill the user for a supplementary set € 50 fee in cleaning expenses.

Article 131 - Sanctions via the BSGgtgv

§1 Sanctions for offences against the postering regulations

The following sanctions may be imposed by the BSGgtgv if the rules set out in [article 51](#) are violated:

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

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

Article 132 - Payment of fines and damage

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

Article 133 - Loss of recognition as a student society

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

- If a student society no longer meets the recognition requirements in the Student Life Codex, especially:
 - if a student society fails to comply with the values and behavioural conducts as set out in article 2;

- if a student society no longer meets the conditions of recognition as set out in article 31;
- if it fails to comply with its obligations, as set out in [article 34](#);
- if a student society doesn't respect the regulations, as set out in article 35.
- if a student society has outstanding debts with the VUB;
- if a student society has outstanding debts with outside companies seeking to recover payment from the VUB;
- if a student society has outstanding debts for renting the BSG and BOJ³⁶ rooms and other spaces made available to it, or misbehaved in this context.

The decision is made by 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 and sponsorships.
- treating the appeals brought by societies against the BSGgtgv's grant decisions.

This body is made up:

- voting members:
 - one student representative per faculty, appointed by the Student Council;
 - the chair of the BSG gtgv or his alternate;
 - the chairman of the International Student Platform or his alternate.
- members acting in an advisory capacity:
 - one representative from each of the following bodies (Infopunt Studenten, Sports & Fitness Department, Culture and International Relations Office) shall be invited to attend in an advisory capacity. Other departments may be invited on an ad hoc basis.

Article 135 - Appeals by recognised student societies against the decision of BSGgtgv on the points awarded for the allocation of grants.

Societies may appeal the BSGgtgv's decision with the Student Council's Grants Advisory and Appeals Committee within 3 weeks after the points are announced as set out under [article 38](#).

The Grants Advisory and Appeals Committee, as set out in [article 134](#), will reassess the activities for which the points are disputed as soon as possible, taking into account the motivations of the BSGgtgv and of the society in question.

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

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

Article 136 - Defence against suspension from lottery for collaborating student societies

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

Article 137 - Mediation for offences against postering regulations

Recognised student societies may present a proposed solution to the BSGgtgv by e-mail. The chairman can accept this proposal. If the mutual agreement is not observed, the original fine is reinstated.

Article 138 - Appeal against decisions on offences against postering regulations

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

Article 139 - Appeal

If their rights have been denied or disregarded, students or student organisations may file appeal in observance of the Student Services appeals procedure with the Vice-Rector for Educational and Student Affairs³⁷.

Final provisions

Article 140 - Liability for incidents

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

Article 141 - Competent courts

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

Article 142 - Amendments³⁸

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

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

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

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

³⁷ https://student.vub.be/sites/vub/files/regulation_appeal_student_services.pdf

³⁸ Under the participation regulations, article 5, the Student Council is qualified to put in place policy decisions and to adopt regulations within the "student services" policy area.