

STUDENT LIFE CODEX

ACADEMIC YEAR 2024-2025

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Abbreviations

BOJ-raad vzw	Bewoners Ontmoetingscentrum Jette raad vzw
BOS	Begeleidingsorgaan Schachtenactiviteiten (Support Body for Freshman Activities)
BSG AS vzw	Brussels Studentengenootschap Algemene Studentenvoorzieningen vzw
BSGgtgv	Brussels Studentengenootschap – geen taal, geen vrijheid - (BSgtgv)
ECHR	European Convention on Human Rights
IRMO	International Relations Office
ISP	International Student Platform
OSD vzw	Overkoepelende Studentendienst vzw
STERV-comité	Statuten, Erkenningen en Verslagen comité
VUB	Vrije Universiteit Brussel

General provisions

Article 1 Objectives

Vrije Universiteit Brussel (VUB) wishes to support student life. It does this by facilitating and subsidising

- student initiatives;
- student association life through the umbrella organisation of recognised student organisations, Brussel Studentengenootschap - geen taal, geen vrijheid- (BSGgtgv);
- the student magazine de Moeial;
- the Studiekring Vrij Onderzoek;
- the Overkoepelende Studentendienst vzw (OSD vzw).

In addition, the VUB may conclude agreements with external organisations, such as Publiq vzw, BSG AS vzw, BOJ-raad vzw, etc. that are beneficial for student life at VUB.

Article 2 Values, code of conduct and regulations

§ 1 Values

All students – including those acting outside of association activities – are committed to the principle of Free Research¹. They embrace diversity and reject inequality. By doing so, all students contribute to warm VUB campuses where discrimination, disadvantage and unacceptable behaviour are not tolerated.

§ 2 Code of Conduct²

All students must observe a code of conduct that requires them, in their capacity as students, to behave responsibly, both on and off the VUB campuses. All members of the VUB community treat each other with respect, taking each other's psychological and physical integrity into account. They shall not say anything deliberately that someone else may consider offensive or a violation of dignity. Students shall address people using the reference words they themselves prefer (she/he/they)

Any form of unacceptable behaviour – bullying, verbal or physical violence, racism and sexually unacceptable behaviour – and discrimination³ or disadvantage or deprivation on the basis of gender, wealth, marital status, political opinion, trade union conviction, language, socio-economic situation, class, philosophy of life, religion, nationality, skin colour, ethnicity or migration background, age, sexual orientation, gender identity and expression, physical and mental abilities and disabilities will not be tolerated, including coercion through peer pressure. This applies to direct communication via words, as well as to images, actions, behaviour and on-line communication.

¹ "Thinking must never submit itself, neither to a dogma, nor to a party, nor to a passion, nor to an interest, nor to a preconceived idea, nor to whatever it may be, if not to facts themselves, because, for it, to submit would be to cease to be." – Henri Poincaré

² This provision is in accordance with the [VUB Code of Conduct](#).

³ The legal framework is provided by the ECHR and Belgian anti-discrimination legislation.

Students are mutually supportive, especially in the case of problem situations. Students, who witness discrimination, disadvantage, deprivation or unacceptable behaviour, do not look the other way, but try to stop it. They stand up for the victim. If they cannot or do not dare to stop this inappropriate behaviour, we call on them to report this behaviour, possibly as an (anonymous) witness.

In the event of non-compliance with this code of conduct, the provisions of the Order and Disciplinary Regulations for Students of the Vrije Universiteit Brussel apply.

§ 3 Regulations

Students respect the regulations of the VUB as well as the relevant external regulations

Sui Generis organisations

Article 3 Brussels Studentengenootschap – geen taal, geen vrijheid -, Studiekring Vrij Onderzoek, de Moeial and Overkoepelende Studentendienst vzw

§ 1 The de facto associations, BSGgtgv, Studiekring Vrij Onderzoek and de Moeial and the non-profit organisation OSD vzw, support student life at the VUB and are subsidised directly by the Student Council through the student services budget.

§ 2 BSGgtgv, Studiekring Vrij Onderzoek, de Moeial and OSD vzw can contact Student Information for support in carrying out their financial administration via PKC accounts, preparing their annual financial report and other advice or guidance on the functioning of the VUB.

Article 4 Minimum articles of association of a sui generis organisation

The articles of association of a sui generis organisation contain at least the following elements:

- The organisation respects the principle of Free Research;
- The organisation obtains formal advice and guidance from the Student Council before amending the articles of association;
- The organisation specifies a registered office;
- The organisation does not discriminate and applies the values and code of conduct as stipulated in Article 2;
- The organisation undertakes to comply with the obligations of the confidential counsellors as stipulated in Article 6;
- The organisation holds a General Meeting at least once a year;
- The General Meeting has at least the authority to approve the financial report and appoint the Board by way of a secret and written ballot.

Article 5 Annual report of a sui generis organisation

§ 1 To justify its operations, each sui generis organisation shall prepare an annual report after the appointment of the new central board or the equivalent in linguistic terms. The annual report shall be submitted by no later than 15 July to the Student Life Coordinator, who shall place it on the agenda for approval at the last Student Council plenary meeting of the academic year.

§ 2 If the Student Council does not approve the annual report, it shall postpone the agenda item to the next plenary meeting and enter into dialogue with the sui generis organisation concerned. The Student Council shall take the substantive autonomy of the sui generis organisation into account in this regard. At that next plenary meeting, the Student Council may approve or reject the annual report in a duly substantiated manner.

§ 3 Following substantiated rejection, the Student Council may decide to withdraw or reduce the rights of use or grants accordingly. In making this decision, the Student Council takes the proportionality of the measure implemented into consideration. The chairperson of the Student Council or that person's delegate shall send a letter to the sui generis organisation concerned within seven working days, stating the grounds for the decision taken.

§ 4 The annual report must cover the past year of operation and contain the following components:

- A chairperson's report by the outgoing board consisting of a personal interpretation and evaluation of the past year of operation;
- A list of the new members of the central board or equivalent in linguistic terms;
- A chronological activity report indicating the expenditure, income and the number of participants per activity;
- A financial report created in Assist showing the following:
 - Income and expenses per PKC account;
 - Overview of all external accounts and the balance of the same;
 - All income, expenses, commissions, debts and receivables.
- The articles of association with, where applicable, the implications of relevant amendments;
- The report by the General Meeting containing at least a list of the voting members present and the results of the vote.

Article 6 Confidential counsellors of a sui generis organisation

§ 1 Each sui generis association shall appoint at least one confidential counsellor. If the confidential counsellor proves to be unavailable for a long period of time or permanently during the academic year, the sui generis organisation shall be obliged to replace him/her.

§ 2 A position as confidential counsellor within a sui generis organisation may not be combined with the position of chairperson or vice-chairperson or their equivalents in linguistic terms, either within their own sui generis organisation or in another recognised student organisation.

Furthermore, the position as confidential counsellor may not be combined with the position of 'doopmeester' (initiation master), 'schachtentemmer' (freshman trainer) or other positions within the initiation committee or their equivalents in linguistic terms in another recognised student organisation.

§ 3 The sui generis organisation undertakes to communicate the contact details of the confidential counsellors and the VUB Report IT Helpline to its members in writing.

§ 4 The confidential counsellor undertakes to attend the general training for confidential counsellors offered free of charge by the VUB at the start of the academic year. Various peer review sessions are also provided throughout the academic year. The confidential counsellor undertakes to attend at least one peer review session per semester.

§ 5 The confidential counsellor has a duty of discretion and may directly contact the VUB Report IT Helpline and/or Student Life Coordinator for support at any time. Even if the confidential counsellor refers a person further, the duty of discretion continues to be applicable.

§ 6 The confidential counsellor is mainly available for members of that person's own sui generis organisation. Secondly, members of other student organisations or of the wider student population may contact the confidential counsellor(s) as long as the report relates to a member of the sui generis organisation of the confidential counsellor concerned or of the sui generis organisation as a whole.

§ 7 The confidential counsellor is the first point of contact within the sui generis organisation for dealing with welfare/well-being problems such as unacceptable behaviour, conflicts, abuse of power, etc. The confidential counsellor is authorised to take the following action:

- Speak to the notifying party;
- With the consent of the notifying party, talk individually to the other person(s) involved. If a member of another student organisation is involved, the confidential counsellor of that student organisation or the central board can be informed and involved accordingly.
- If both the notifying party and the other person(s) involved agree, joint talks can be held. Ideally, this is done under the supervision of the VUB Report It Helpline in the event of unacceptable behaviour or by the Student Life Coordinator.
- The notifying party is to be informed about the possible assistance available internally or externally at the VUB.

§ 8 The (central) board of the sui generis organisation always retains ultimate responsibility for activities, even if a confidential counsellor is present.

Organisation of student organisation life

Article 7 Role of BSGgtgv in student organisation life at the VUB

§ 1 As an umbrella organisation, BSGgtgv coordinates and monitors student life at the VUB. In addition, it acts as a liaison between the student organisations, the Student Council and the VUB.

§ 2 In the event of serious disturbance, nuisance or violations, BSGgtgv may decide itself that a recognised student organisation can no longer make use of certain facilities or benefits to which recognised student organisations are entitled. In addition, BSGgtgv may submit a proposal to the Student Council to suspend recognition of the organisation concerned.

In that case, BSGgtgv shall set out the grounds for such a decision or proposal, weighing up the disturbance or nuisance caused, contrary to the interests of the student organisation concerned.

Article 8 Types of student organisations

There are two types of student organisation:

- Ordinarily recognised student organisations are de facto associations or non-profit organisations that are recognised by the Student Council, that are aimed at VUB students as the main target group, that are allowed to use the VUB facilities at an internal rate and that are eligible for certain VUB benefits, such as grants and their own (shared) premises;
- Functionally recognised student organisations are de facto associations or non-profit organisations that are recognised by the Student Council, that can offer added value to VUB students, but are not explicitly aimed at them as a target group, and that may use the VUB facilities at an internal rate.

Student organisations that are not recognised by the Student Council may not claim the rights derived from accreditation or recognition.

Article 9 Minimum articles of association of recognised student organisations

§ 1 The articles of association of **all recognised student organisations** must contain at least the following elements:

- The student organisation respects the principle of Free Research;
- The student organisation has clear objectives, from which it can be inferred what the benefits are for student life at the VUB;
- The student organisation does not discriminate and applies the values and code of conduct as stipulated in Article 2;
- The student organisation specifies a registered office, preferably at an address outside of the VUB;
- The student organisation holds a General Meeting at least twice a year;
- The General Meeting has at least the authority to approve the financial report and elect the Board via secret, written ballot, whether on-line or not;
- The meeting quorum for bodies with decision-making powers is at least 50%;
- Decisions are taken at least by way of a simple majority;
- The student organisation undertakes to comply with the obligations of the confidential counsellors as stipulated in Article 16;
- The student organisation makes a clear distinction between the different types of membership and the associated rights and obligations;
- The student organisation provides a clear procedure regarding the suspension and dismissal of members;
- The student organisation has an arrangement for inconsistencies, as stipulated in Article 17;
- In the case of a parent organisation:
 - The articles of association of the VUB organisation always take precedence over the articles of association of the parent organisation;

- Membership of the parent organisation may not be a requirement for membership in the VUB organisation.

§ 2 The articles of association of **ordinarily recognised student organisations** contain at least the following elements:

- At least 50 per cent of the members entitled to vote are students of the VUB;
- The membership fee for the members who are entitled to vote may not exceed €10;
- The board consists of at least six board members and is obliged to have a chairperson a vice-chairperson, a secretary and a treasurer;
- At least three of the central core board members must be VUB students, including the chairperson;
- The student organisation has a dissolution scheme stipulating that, after the settlement of the debts, the remaining assets are used for student life at the VUB.

§ 3 The articles of association of **functionally recognised student organisations** contain at least the following elements:

- At least 50% of the members entitled to vote are students;
- At least one of the central board members is a VUB student

A functionally recognised student organisation must be able to demonstrate that it functions according to the rules of good administration and at least complies with the provisions imposed in the Belgian non-profit association regulations.

§ 4 In the event of an amendment to the minimum articles of association, any recognised student organisation the articles of association of which do not adhere to the provisions must comply with them at the latest one academic year after the amendment to the Student Life Codex. If this is not rectified in time, a sanction may be imposed on the student organisation as provided for in Article 14.

§ 5 In the event of an amendment to the articles of association, the student organisation shall provide both the old and the new articles of association to BSGgtgv and the Student Life Coordinator. These bodies may subject the amended articles of association to a verification process.

§ 6 In the event of non-compliance with the articles of association, a complaint may be submitted to the chairperson of the General Meeting of the organisation concerned. If there is no response within the organisation concerned, a complaint may be submitted to the chairperson of BSGgtgv and to the vice-rector for Education and Student Affairs via the student services appeal procedure.

Article 10 Reporting obligation of a recognised student organisation

§ 1 Each recognised student organisation shall submit an annual report to the STERV committee of BSGgtgv via e-mail by 15 July at the latest. The annual report shall contain the following documents:

- A chronological report of activities indicating the expenditure, income and the number of participants per activity;
- A financial report created in Assist showing the following:
 - Overview of all accounts and the balance of the same;
 - Overview of income, expenses, commissions, debts and receivables
- A list of all old and new board members, except employees;
- Confirmation of acknowledgement of the Student Life Codex;
- A chairperson's report by the outgoing board consisting of a personal interpretation and evaluation of the past year of operation;
- A report of the General Meeting containing at least a list of the members entitled to vote and present and the results of the vote;
- The articles of association with, where applicable, the implications of relevant amendments;
- The contact details of the persons involved.

An organisation must provide additional information when requested by the STERV committee of BSGgtgv.

§ 2 Each recognised student organisation shall submit an inter-semester report to the STERV committee of BSGgtgv by e-mail not later than on 1 January. The inter-semester report should contain the following documents:

- A chronological activity report with an indication of expenditure, income and the number of participants per activity;
- A financial report created in Assist showing the following:
 - Overview of all accounts and the balance of the same;
 - Overview of income, expenses, commissions, debts and receivables
- A report of the interim General Meeting containing at least a list of the members entitled to vote and present and the results of the vote.

§ 3 A recognised student organisation that fails to comply with its reporting obligation to BSGgtgv risks the following sanctions:

- (Partial) withholding of the semester grants;
- Revocation of user rights to which recognised student organisations are entitled for a maximum of two consecutive semesters;
- Withdrawal of recognition if the student organisation has submitted reports late for two consecutive periods or three non-consecutive periods within a period of three years or has not submitted any reports. This does not apply to temporarily recognised student organisations.

Article 11 Rights and obligations of recognised student organisations

§ 1 Each recognised student organisation is obliged to:

- Comply with the Student Life Codex, the VUB initiation framework, the Flemish framework for initiation and other student-related activities, as well as other internal and external regulations;
- Ensure that each member of the student organisation agrees to the articles of association of the student organisation;
- Be present at the BSGgtgv chairperson's convention;
- Be present at the general information session organised at the start of the academic year by BSGgtgv and the Student Life Coordinator;
- Use the generic VUB e-mail address made available to it in all communication with BSGgtgv and VUB services;
- Comply with the ban on reproducing or distributing official course material;
- Request permission from the instructor in charge of the relevant course unit for the sale of summaries, slides, readers, etc.;

§ 2 Only recognised student organisations may use VUB and the VUB logo in their name.

§ 3 Each recognised student organisation is entitled to one free generic e-mail address and SharePoint space in the VUB Office 365 environment. These are to be used in accordance with the applicable ICT regulations.

§ 4 Recognised student organisations can make use of the marquee, classrooms and VUB services at an internal rate.

Article 12 Application for recognition as a student organisation

§ 1 Application

1° An application for ordinary recognition as a student organisation can be made by at least four VUB students who are members of the applicant association.

An application for functional recognition as a student organisation can be made by at least one VUB student who is a member of the applicant association.

An application can also be submitted by a non-profit organisation start-up.

2° In the application for recognition, the applicant association should introduce itself and its operation and explain how it adds value to student life at the VUB. The application must also show in what way the applicant association's operation is consistent with the values and code of conduct of the VUB and the principle of Free Research and how this will be monitored. The following documents are to be attached to the application as a minimum requirement:

- A list of at least 100 supporters - identifiable as VUB students - who agree to the establishment of the organisation⁴;
- The articles of association of the applicant organisation that meet the conditions as stipulated in Article 9;
- An overview of the financial resources;
- A list of board members;
- Long-term objectives supplemented by a (provisional) programme of activities;
- Confirmation of acknowledgement of the Student Life Codex;
- A signed agreement for a registered office in the event of the applicant organisation choosing a university address as its registered office⁵;
- In the event of the applicant organisation applying certain exclusion criteria that constitute an infringement of one or more of the 19 discrimination criteria arising from the anti-discrimination laws applicable in Belgium: justification as to why no less far-reaching measures are possible to achieve the same goal of the organisation. This is to be supplemented by a statement of grounds substantiating how the objectives, activities and positions of the organisation are compatible with the European Convention on Human Rights and protocols;

§ 2 Procedure

1° The Student Council deals with new applications for recognition only once per academic year. All accreditations take effect from the academic year following the academic year in which the recognition was obtained.

2° Each student organisation that wishes to be recognised must submit a substantiated application for recognition to the Student Life Coordinator in writing by 1 March at the latest.⁶ This shall provide the contact details of the applicant organisation to the STERV committee of the BSGgtgv and Studiekring Vrij Onderzoek. The Student Life Coordinator coordinates and follows up the submitted application during the recognition procedure.

3° The Student Life Coordinator checks whether the application is complete and contains all the documents referred to above. If the application proves to be incomplete, the missing documents will be requested from the applicant organisation, which must then deliver these by 10 March at the latest. Failing this, the application shall be returned to the applicant organisation without further action, stating that the application is incomplete.

4° The application is then forwarded to the STERV committee of BSGgtgv and Studiekring Vrij Onderzoek. The STERV committee of BSGgtgv shall check whether the articles of association of the applicant organisation comply with the Student Life Codex and subsequently provide its feedback to the applicant association and the Student Life Coordinator by 20 March at the latest.

5° The applicant association shall submit the final application for recognition to the Student Life Coordinator by 1 April at the latest. Once the Student Life Coordinator has deemed the application to be complete, the Student Life Coordinator submits the application to the STERV committee of BSGgtgv and Studiekring Vrij Onderzoek. These then draw up a substantive recommendation to the Student Council no later than ten working days after receiving the application. A lack of guidance is seen as positive and also indicated as such in the cover note. Finally, the Student Life Coordinator submits the application for a decision to be

⁴ Template to be requested from the Student Life Coordinator via studentenwerking@vub.be

⁵ Recognised student organisations can apply to have their head office registered at the address: c/o BSGgtgv, Vrije Universiteit Brussel – Main Campus, Pleinlaan 2, 1050 Brussels, building F, room F0.70 or Vrije Universiteit Brussel – Health Campus, Laarbeeklaan 103, 1090 Brussels.

⁶ The application for recognition must be submitted to studentenwerking@vub.be

made by the Student Council, which rules on the recognition by way of a (secret) ballot⁷ or decides to postpone recognition.

6° The Student Council may refuse recognition as a student organisation on the basis of the application file or the actual operation of a student organisation if it:

- Does not respect the essential values of democracy and the associated rights and freedoms;
- Or organises activities that pose a real threat to the rule of law or public order, in particular on the VUB campuses;
- Or violates the Student Life Codex, in particular Article 2 concerning the values and code of conduct as well as the provisions relating to Free Research;
- Or does not meet the conditions set out included in paragraph 1 of this article and/or in Article 9.

7° If the Student Council refuses recognition, the chairperson of the Student Council or that person's deputy must send the applicant organisation a letter within seven working days, setting out the reasons why the application was rejected. The applicant organisation may lodge an appeal against the decision with the Vice Rector for Education and Student Affairs in accordance with the student services appeal procedure.

8° If the Student Council decides not to follow the advice of the STERV committee of BSGgtgv and/or Studiekring Vrij Onderzoek, the Student Council shall explicitly state the grounds for not following such advice in the report of the meeting.

Article 13 Temporary recognition

§ 1 If the application for recognition is approved, the student organisation receives a three-year period of temporary recognition. During this period, the organisation receives the status of a temporarily recognised student organisation and may take part in BSGgtgv policy only in an advisory capacity.

§ 2 At the end of the period of temporary recognition, the recognition is then placed on the agenda of the Student Council again. With the reasoned recommendation and guidance of the STERV committee of BSGgtgv and Studiekring Vrij Onderzoek, the Student Council may decide:

- to grant the student organisation the status of a definitively recognised organisation;
- to extend the temporary recognition once for a maximum of two years;
- to withdraw the status of temporary recognition.

Article 12 § 2, °6-8 shall apply in the event of the Student Council extending or withdrawing the temporary recognition.

§ 3 The student organisation must submit the following documents to the Student Council with a view to obtaining the status of a definitively recognised student organisation:

- The articles of association of the student organisation;
- A complete list of the board members;
- An account of the past three years of operation;
- All reports of activities as submitted to BSGgtgv.

§ 4 The status of a temporarily recognised student organisation shall be extended by default for one year if a temporarily recognised student organisation fails to meet its reporting obligation vis-à-vis BSGgtgv for two consecutive periods. BSGgtgv shall request the Student Life Coordinator to place such extension on the agenda of the Student Council and inform the student organisation of this accordingly.

§ 5 The status of a temporarily recognised student organisation may be withdrawn prematurely if a temporarily recognised student organisation fails to meet its reporting obligation vis-à-vis BSGgtgv for three consecutive periods. BSGgtgv shall ask the Student Life Coordinator to place such withdrawal on the agenda of the Student Council for approval and inform the student association of this accordingly.

⁷ In accordance with Article 40 of the General Regulations of the Student Council and the Council for Student Services at Vrije Universiteit Brussel, the Student Council may decide whether or not to submit the application for recognition to a (secret) ballot.

§ 6 A definitively recognised student organisation that wishes to change its status is exempt from a period of temporary recognition, provided that it has completed the recognition procedure as set out in Article 12.

§ 7 If a student organisation decides to change its status during its period of temporary recognition, the period of temporary recognition already completed shall be transferred to that status, provided that the recognition procedure set out in Article 12 has been completed.

Article 14 Loss of recognition as a student organisation

§ 1 As an umbrella association, BSGgtgv may, stating the relevant grounds, recommend to the Student Council that it grant a student organisation the status of a temporarily recognised student organisation for a period of up to three years or withdraw recognition or withhold grants for a maximum of two consecutive semesters – one calendar year – if:

- A student organisation no longer complies with the provisions of the Student Life Codex and, in particular,
 - no longer complies with the values and code of conduct stipulated in Article 2;
 - no longer complies with the minimum articles of association as stipulated in Article 9;
 - fails in its obligations as provided for in Articles 11 and 14;
 - does not comply with the regulations stipulated in Article 30.
- If a student organisation causes serious nuisance or disturbance or commits (criminal)⁸ offences. In the event of criminal offences, the police shall be notified and an internal disciplinary procedure initiated under the Vice-Rector for Education and Student Affairs;
- If a student organisation owes outstanding payments to the VUB;
- If a student organisation owes outstanding payments to external firms that approach the VUB for payment;
- If a student organisation owes outstanding payments when renting the BSG and BOJ room or other spaces made available to it or has engaged in misconduct in this regard.

§ 2 The Student Council makes the decision based on the seriousness of the facts and may also impose specific remedial measures.

Article 15 Dissolution of recognised student organisation

In the event of dissolution, the organisation shall immediately inform BSGgtgv and the Student Life Coordinator accordingly. The Student Life Coordinator shall guide the organisation in the dissolution process according to its articles of association and place the dissolution on the Student Council agenda. The Student Council shall decide for what the remaining resources of the organisation are to be used to support student life at the VUB.

Article 16 Confidential counsellor

§ 1 The student organisation shall appoint a confidential counsellor according to the following guidelines:

- A student organisation that organises any kind of initiation ritual shall appoint at least two confidential counsellors, taking the diversity and representation of the VUB community into account; in the absence of candidates, the organisation shall, as an exception, appoint one confidential counsellor;
- An organisation not involved in initiation and having ≥ 15 board members shall appoint at least one confidential counsellor;
- A student organisation not involved in initiation and having fewer than 15 board members is not obliged to appoint a confidential counsellor, although this is strongly recommended. The board and other members can contact the central confidential counsellor appointed by BSGgtgv.

If there is any doubt regarding which criteria apply to a student organisation, the decision of BSGgtgv shall be decisive. It is the responsibility of the student organisation to contact BSGgtgv in any case of doubt.

If the confidential counsellor proves to be unavailable for a long period of time or permanently during the academic year, the student organisation shall be obliged to replace said person.

⁸ Criminal offences include excessive use and/or possession of illegal substances, dealing of illegal substances, incitement to use illegal substances, violence, large-scale possession of drugs. This is a non-exhaustive list.

§ 2 A position as confidential counsellor may not be combined with the position of chairperson or vice-chairperson, initiation master, freshman trainer or other functions, or their equivalents in linguistic terms, within the initiation committee, either in their own or any other recognised student organisation.

§ 3 The student organisation undertakes to communicate the contact details of the internal confidential counsellor(s), the central confidential counsellor of BSGgtgv and the VUB Report IT Helpline to its members in writing. BSGgtgv may request confirmation of this written communication at any time.

§ 4 The confidential counsellor undertakes to attend the general training for confidential counsellors offered free of charge by the VUB at the start of the academic year. In addition, various peer review sessions are provided throughout the academic year. The confidential counsellor undertakes to attend at least one peer review session per semester.

§ 5 The confidential counsellor has a duty of discretion and may directly contact the VUB Report IT Helpline and/or Student Life Coordinator for support at any time. Even if the confidential counsellor refers a person further, the duty of discretion continues to be applicable.

§ 6 The confidential counsellor is mainly available for the members of that person's own student organisation. Secondly, members of other student organisations or of the wider student population may contact the confidential counsellor(s) as long as the report relates to a member of the student organisation of the confidential counsellor concerned or of the organisation as a whole.

§ 7 The confidential counsellor is the first point of contact within the student organisation for dealing with welfare/well-being problems such as unacceptable behaviour, conflicts, abuse of power, etc. The confidential counsellor is authorised to take the following action:

- Speak to the notifying party;
- With the consent of the notifying party, talk individually to the other person(s) involved. If a member of another student organisation is involved, the confidential counsellor of that student organisation or the central board can be informed and involved accordingly.
- If both the notifying party and the person(s) involved agree, joint talks can be held. Ideally, this is done under the supervision of the VUB Report It Helpline in the event of unacceptable behaviour or by the Student Life Coordinator.
- The notifying party is to be informed about the possible assistance available internally or externally at the VUB.

§ 8 The (central) board of the student organisation retains ultimate responsibility for (freshman) activities at all times, even if a confidential counsellor is present.

Article 17 Incompatibility

A position as chairperson, vice-chairperson, secretary or treasurer, or their linguistic equivalents, within a recognised student organisation, BSGgtgv, Studiekring Vrij Onderzoek, de Moeial or OSD vzw may not be combined with such a position in any other recognised student organisation, BSGgtgv, Studiekring Vrij Onderzoek, de Moeial or OSD vzw. This is also incompatible with the chairmanship or vice-chairmanship of the Student Council and the Council for Student Services.

Funding

Consultation and Appeal Committee on Grants

Article 18 Consultation and Appeal Committee on Grants

§ 1 This body is tasked with:

- Advising the Student Council on project grants;
- Dealing with appeals filed by student organisations against BSGgtgv's grant allocation as set out in article 27

§ 2 This body is made up of:

- Members entitled to vote:
 - One student representative per faculty, appointed by the Student Council;
 - The chairperson of BSGgtgv or that person's deputy;
 - The chairperson of ISP or that person's deputy;
- Members acting in an advisory capacity:
 - The Student Life Coordinator;
 - A delegate from Dienst Sport en Beweging (Sport & Exercise Department), Pilar and IRMO. Other departments may be invited on an ad hoc basis.

Project grants and sponsorship by the Student Council

Article 19 Project grants and funding via the Student Council

§ 1 The project grants may be applied for twice a year – before 20 November or before 1 April – via [the website](#) and are intended to support new projects that

- extend the range of recreational opportunities and educational activities for VUB students;
- Are of an innovative or ambitious nature;
- Promote the appeal of the VUB and Brussels as a student city;
- Enhance student well-being,
- Strengthen student connectivity across existing networks.

An application submitted after a deadline is automatically referred to the next deadline.

§ 2 Projects or policy suggestions that do not*** meet the conditions for project grants, but are of value to students, may be submitted to the Student Council with a file and the associated reasoning. The Student Council may then decide to award a grant from its own resources amounting to a maximum of 10% of such own resources or recommend that a proposal be costed.

§ 3 The Student Council may also sponsor projects on its own initiative and in a reasoned manner insofar as balances are available on the operating credit at the disposal of the Student Council or the PKC project grants.

Article 20 Conditions for applying for project grants

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

- The project must be open to the VUB student population;
- The application is made by a VUB student either in the student's own name or for a recognised student organisation;
- The application is justified in terms of the purpose and the award criteria for the project grants as stipulated in Article 19;
- The communication of future initiatives must include the reference 'with the support of the Student Council';
- The application does not concern an educational activity unless at least two thirds of the total cost of this is borne by the study programme(s), with the remaining costs normally to be paid by the students themselves;
- The project must not be profit-oriented;

- The application must contain a budget with a clear overview of the planned income and expenditure;
- An application for project grants concerning the same (type of) project may not be made more than three times within a period of five years;
- The project must not be a party, gala ball or similar activity;
- If a project is promoted in more than one language, it must also allow participants who (only) speak one of the languages to take an active part;
- If the project applies certain exclusion criteria that may constitute a violation of one or more of the 19 discrimination criteria arising from Belgian anti-discrimination legislation, the application must contain reasoning that justifies the difference in treatment in an objective and rational manner. This reasoning shall also include an explanation as to why no less far-reaching measures are possible to achieve the same goal.

§ 2 Only project-related costs are accepted. The following costs are not eligible for funding:

- Expenditure on drinks and food;
- Investment costs.

§ 3 Applications may be submitted both for initiatives that are yet to take place as well as for projects that have already taken place in the previous semester.

Article 21 Award procedure for project grants

§ 1 The Consultation and Appeal Committee for Grants processes the applications twice a year shortly after the application deadlines. It checks whether the application meets the stipulated conditions.

If the application meets the conditions, the applicant or the applicant's representative is invited to explain the application during the meeting of the Consultation and Appeal Committee for Grants at which the applications are evaluated.

If the applicant or the applicant's representative is not present at the meeting, the application will be postponed to the next meeting of the Consultation and Appeal Committee for Grants. However, in the absence of the applicant or the applicant's representative, the Consultation and Appeal Committee for Grants may decide to recommend against the application if it does not meet the conditions set, is contrary to the provisions of the Student Life Codex or if any discriminatory measure cannot be justified in an objective and reasonable manner.

§ 2 The Consultation and Appeal Committee for Grants awards points based on the following cumulative allocation rules:

- Number of participants in the initiative
 - <20 participants 1 point
 - 20 – 100 participants 3 points
 - > 100 participants 5 points
- Language of communication
 - Dutch 1 point
 - English 2 points
 - Dutch + English, French and/or German 3 points
- Location
 - On and around the VUB campuses⁹ 1 point
 - Outside the Brussels-Capital Region 2 points
 - In the Brussels-Capital Region 3 points
 - Abroad 4 points
- Nature of initiative
 - Playful and student-like 1 point
 - Cultural and/or sporting 3 points
 - Formative 3 points

⁹ Including VUB student accommodation or the student accommodation which the VUB has an agreement, and the cafés around Etterbeek station and the Brussels Health Campus.

- Diverse (subject to reasoned explanation)
 - Free entry 1 point
 - Innovative 1 point
 - Ecological aspect 2 points
 - Interdisciplinary or cross-networking 2 points
 - Enhancing well-being 2 points

The Consultation and Appeal Committee on Grants converts the number of points into the following indicative amounts, but can reduce these depending on the costing foreseen in the budget:

- 1 to 7 points: €150
- 8 to 13 points: €300
- 13 points €500

In the first application period of the calendar year, a maximum of half of the costing foreseen in the budget is allocated to projects.

§ 3 The Student Council decides on the awarding of project grants following a reasoned opinion from the Consultation and Appeal Committee for Grants.

If the Student Council finds on the basis of the application submitted that this does not meet the conditions set, is inconsistent with provisions in this Student Life Codex or that a possible discriminatory measure cannot be justified in an objective and reasonable manner, the Student Council may refuse to award project grants.

Article 22 Implementation and payment of a subsidised project

§ 1 The party implementing a subsidised project shall send the following documents to the Student Life Coordinator by e-mail no later than two months after the end of the project:

- Documentary and supporting evidence that the conditions were respected;
- A financial report including all receipts and other proof of payment showing the extent of the profit or loss made by the project.

If all the conditions imposed appear to have been met, the project grants shall be paid out after the end of the project.

§ 2 Entitlement to the approved project grant ceases in each of the following situations:

- The subsidised project has yielded more than €75 in profit;
- The deadline stipulated in the first paragraph was not met;
- The financial report is incomplete.

Funding for recognised student organisations

Article 23 Grants to recognised student organisations

§ 1 The budgets available for grants to ordinarily recognised student organisations are approved by the Student Council in the Section III budget – student facilities and are distributed by BSGgtgv.

§ 2 If planned student activities have to be cancelled due to force majeure, a separate proposal for a grant will be drawn up, adapted to the situation..

Article 24 Application for grants and conditions

§ 1 Only ordinarily recognised student organisations are eligible for grants provided that the mandatory reports – inter-semester and annual report - are submitted to BSGgtgv in good time.

§ 2 In order to qualify for grants, the activities of the student organisations must meet the following requirements:

- Membership of the organisation must not be required for participation;

- The activity must be advertised publicly;
- The number of participants per activity is a minimum of 10 people;
- No more than €75 in profit may be made per activity;
- The same type of activity does not take place more than three times in the same semester;
- If a project is promoted in more than one language, it must also allow participants who speak (only) one of these languages to take an active part.

In addition, the student organisations must make clear in their activity report:

- The activities that they have organised together with another student organisation so that the points can be distributed equally among the organising student organisations;
- In which activities they took part, but did not organise themselves.

§ 3 The following activities are not eligible for funding:

- Profit-making parties;
- Activities at which selling meals is the main activity.

Article 25 Procedure for awarding grants for activities

§ 1 The STERV Committee of BSGgtgv checks the activity reports and awards points for the activities. They may be supported by the Committee of Former Chairs in this regard.

§ 2 On the basis of the following cumulative rules, the STERV Committee of BSGgtgv awards points for activities that meet the conditions stipulated in Article 30 and which the student organisations have organised themselves:

- 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
 - On and around the VUB campuses on which the organisation is active¹⁰ 1 point
 - Outside the Brussels-Capital Region or on a VUB campus other than where the organisation is active 2 points
 - In the Brussels-Capital Region 3 points
 - Abroad 4 points
- Nature of activity
 - Playful and student-like 1 point
 - Loss-making party (max. one party per year) 1 point
 - Culture and sport 3 points
 - Formative 5 points
- Miscellaneous
 - Free entry (subject to reasoned explanation) 1 point
 - Ecological aspect (subject to reasoned explanation): 2 points
 - Promotion of the use of non-alcoholic¹¹ or low-alcoholic drinks 2 points

§ 3 Ten per cent of the budget per period is reserved for grants for activities that meet the requirements and in which organisations have taken part but did not organise themselves. Points are awarded to these activities based on the following cumulative rules:

¹⁰ Including the VUB student accommodation or the student accommodation with which the VUB has an agreement, the cafés around Etterbeek station, in the vicinity of Ixelles cemetery, on the ULB campus La Plaine and the Brussels Health Campus.

¹¹ Traditional soft drinks are not eligible for this

- Sport 1 point
 - At least one full team¹² or five participants in non-team sports
- Participation in St.-Vé, Vrijzinnig Zangfeest, Cantus Bruxellensis, Festival Belge de la Chanson Estudiantine, Carillon Cantus 1 point
 - At least ten participants
- Culture 2 points
 - At least ten participants
- Formative 3 points
 - At least five participants
- Participation in a student organisation activity with a different language of instruction 3 points
 - At least five participants

§ 4 BSGgtgv converts the allocated points in § 2 and § 3 into specific amounts for the grant according to the following formula:

$$\text{student organisation grant} = \left[\left(\frac{A}{C} * 0,9 \right) + \left(\frac{B}{D} * 0,1 \right) \right] * (TOT - V - N)$$

whereby A = total number of points for the organisation's 'self-organising activities';

B= total number of points for the organisation's 'participating activities';

C= total number of points for the 'self-organising activities' of all organisations;

D= total number of points for 'participating activities' of all organisations;

N = total amount of grants awarded in accordance with § 5

V = total amount of expenses for publication costs in the Belgian Official Gazette, linked to non-profit obligations;

TOT= total budget of the grants for all organisations over the period in question.

The annual budget is distributed proportionally over the two grant periods.

§ 5 Ordinarily recognised student associations with temporary recognition are allocated an annual grant of €250 or €125 per semester, provided that they meet the conditions.

Article 26 Implementation and payment of grants

§ 1 The STERV committee of BSGgtgv communicates the number of points awarded per activity to the student organisations concerned after checking by e-mail, at the latest 10 weeks after the deadline for submitting the activity report.

After the points awarded have been announced, each organisation is entitled to file a reasoned request with the STERV committee of BSGgtgv via e-mail within a period of two weeks for more points to be awarded for a particular activity. Based on the reasoning put forward and any further supporting documents, the STERV committee of BSGgtgv may decide to review the points awarded and notify the organisation concerned of its decision accordingly.

Finally, following the internal appeal procedure, the organisations may lodge an appeal against the decision taken by the STERV Committee of BSGgtgv with the Consultation and Appeal Committee for Grants as stipulated in Article 27

§ 2 BSGgtgv shall submit the grant allocations to the Student Council for approval as soon as possible after resolving any appeals, after which the grants shall be paid out.

Article 27 Appeal against the decision of the BSGgtgv on the awarding of points

Organisations may lodge an appeal against the decision of BSGgtgv with the Consultation and Appeal Committee for Grants of the Student Council within three weeks of publication of the allocation of points as stipulated in Article 26.

The Consultation and Appeal Committee for Grants shall re-evaluate the activities for which the points are disputed as soon as possible, taking the reasoning of BSGgtgv and the organisation concerned into account.

¹² E.g. basketball team of five people or football team of eleven people.

The Consultation and Appeal Committee for Grants shall notify BSGgtgv and the student organisation concerned of its decision as soon as possible.

The ruling by the Consultation and Appeal Committee for Grants cannot be further appealed.

Article 28 Grants for non-profit organisation costs

The VUB fully subsidises the costs that ordinarily recognised student organisations have to pay for the publication of the establishment of their association as a non-profit organisation or for the publication of amendments to their non-profit articles of association or the Administrative Body in the Belgian Official Gazette, provided that the statement of expenses is submitted to BSGgtgv.

The non-profit expenses are reimbursed with the grants for the second semester.

Article 29 Grant for the prevention of harmful alcohol consumption

Recognised student organisations receive a 50% refund of the costs for the purchase of beer with reduced alcohol content¹³ for the registered freshman activities at BOS, the initiation cantus and St.-Vé provided that:

- at least one third of the sales volume of beer is with reduced alcohol content;
- the organisation provides proof of the total number of litres of beer served and the costs incurred for beer with reduced alcohol content;
- the organisation sends this request to studentenwerking@vub.be by 1 December at the latest.

The annual budget is distributed according to an allocation key, more specifically 2/3 of the budget is reserved for the costs incurred in the first semester and 1/3 of the budget for those in the second semester.

Safety measures

Article 30 Regulation regarding minimum safety and conduct during activities

§ 1 Each association shall ensure the safe course of activities. This includes assessing and preventing health and other safety risks and respecting the values and code of conduct stipulated in Article 2. If necessary, they shall provide appropriate medical assistance during their activities and, where applicable, notify the emergency services.

§ 2 No one can be obliged to participate in activities organised by the sui generis organisations or the recognised student organisations. Each individual can decide to stop participating in an activity at any time.

§ 3 In any case, organisations are not allowed:

- to use toxic or corrosive products;
- to require participants to eat or drink;
- to request or take away student cards;
- to use live animals, carcasses, blood or offal (including fish waste). Offal concerns items that are not suitable for the human food chain or are not available in the regular food trade in whole or in part after an animal has been slaughtered.¹⁴

§ 4 Organisations that arrange activities with amplified sound are obliged to offer free earplugs. These are available free of charge at Student Information. In this regard, they must use the existing or mobile measuring, recording or noise limitation equipment as prescribed in Article 20.

§ 5 At least one sober board member must be present for all activities, from start to finish.

§6 All organisations that are active in and/or arrange activities on the VUB campuses and/or use the VUB facilities are obliged to comply with the VUB initiation framework during freshman activities.

¹³ It concerns beer with a maximum alcohol content of 3.3%.

¹⁴ Subject to proof to the contrary – detailed proof of payment for the food item in question – foods that are not available as standard in the regular food trade (e.g. supermarket or butcher) are considered offal.

§ 7 Student organisations shall offer pure still water for all activities as a minimum requirement.

§ 8 Sanctions for non-compliance with these regulations are provided for in Article 12.

Article 31 Use of images, music and amplified sound

§ 1 When reproducing images or music during an activity, the organiser is responsible for the legitimate use of the same at all times. The organiser shall provide information regarding an overall contract for the campus location in question and take the necessary complementary steps to obtain authorisation and the right of reproduction from the relevant authorities (e.g. SABAM, Billijke Vergoeding (Equitable Remuneration), Bevrijdingsfilms, author, distributor, etc.). In the event of any infringements, the organiser shall bear the consequences of any sanctions or fines.

§ 2 Organisers must use the fixed measuring, recording and sound limiting equipment for amplified sound at campus locations and respect the noise level standards. If no fixed equipment is available, they must reserve the mobile equipment in advance and collect it from Facility Services no later than 4 p.m. on the day of their activity and use it as directed.

The VUB locations that are often used for student-oriented activities are classified according to the noise level categories for amplified sound imposed by the Brussels-Capital Region. Partly depending on the broader regulatory context, a specific maximum noise intensity is imposed as follows:

• Pilar Box	category 3	max. 100 dB
• Marquee	category 2	max. 95 dB
• BSG room	category 2	max. 95 dB
• Aula Q	category 2	max. 95 dB
• BOJ room	category 2	max. 91 dB
• Lounge Bar 1050	category 1	max. 85 dB
• Tempus	category 1	max. 85 dB
• Basic Fit Lounge 1090	category 1	max. 85 dB

For activities in noise level category 3, it is mandatory to provide free earplugs, available from Student Information, and an additional rest area - accessible free of charge - with a maximum noise intensity of 85 dB.

Article 32 Safety, nuisance and emergency situations

§ 1 The VUB or the relevant party responsible has the right to stop, suspend or adjust an activity in the event of excessive noise or for safety reasons.

§ 2 In the event of serious problems on the campuses (e.g. accident, violence, excessive noise) or emergencies, security is to be the first point of contact. In the event of any incident, the student must report this to security. If necessary, they are to contact the emergency services immediately.

Infrastructure

Lounges

Article 33 Lounges

§ 1 Lounge Bar 1050 is managed by the Student Council and is operated at its request by Student Information and the lounge coordinator. BOJ Council vzw is responsible for the management of the Basic Fit Lounge 1090.

§ 2 The hirer of the Lounges must either be a member of the university community or an alumnus or organise an activity with a demonstrable interest for the VUB.

§ 3 The organised activity must meet the following conditions:

- The activity is freely accessible – no entry charge - for everyone or is a private activity with a clear connection to the university community;
- The activity has no negative impact on the VUB;
- The activity does not interfere with other users of the campus or Basic Fit;
- The activity is not among the target activities of the BSG or BOJ room.

§ 4 Subletting or making all or part of the Lounges available to third parties is strictly forbidden.

§ 5 Requesting entry fees is forbidden.

Article 34 Lounge Bar 1050

§ 1 Potential users can submit an application for use of Lounge Bar 1050 one year in advance. Applications are processed on a "*first come, first served*" basis.

The lounge coordinator may make a reasoned decision to allocate requests for series of reservations only partially in order not to impact on any reservations for other applicants. Private activities can take place no more than once a week.

§ 2 From Monday to Thursday, Lounge Bar 1050 can be made available from 9 a.m. to 3 a.m., including for preparation of the activity and clearing-up.

During the weekends – from Friday afternoon to Monday afternoon – Lounge Bar 1050 is made available for the entire weekend from 9 a.m. on Friday to 3 a.m. on Monday morning, including for preparation of the activity and clearing-up.

§ 3 A rental price of €80 will be charged for use of the room for public activities and €180 for private activities. The rental price includes the hire of the room and final cleaning but does not include clearing up.

The hirer shall pay the statement of expenses by bank transfer within 30 calendar days of receipt. In the event of late payment, the amount due shall be increased by €25 per reminder.

Lounge Bar 1050 booking cancellations must be notified at the latest 10 calendar day ahead of the intended date on which the room was to be used. If the room is not cancelled in time, the full hire price will be charged because other users cannot then use the room.

§ 4 The hirer shall draw up an inventory of the equipment present together with the lounge coordinator at the beginning and end of the period of use. This shall be done at a time to be agreed with the lounge coordinator. If the user is not present, the lounge coordinator shall draw up an inventory alone, after which the user shall not have any recourse against such inventory.

In the case of two consecutive rentals, the inventory for the previous hirer and the new hirer can take place simultaneously.

The keys of Lounge Bar 1050 will be handed over to the hirer only after the user agreement has been signed and the inventory has been drawn up by the hirer and the lounge coordinator.

§ 5 Lounge Bar 1050 and the immediate surroundings must be in the same condition at the end of the hire as they were at the start of the hire. If this is not the case, an additional fixed amount of €50 plus any additional cleaning or repair costs shall be charged.

Article 35 Basic Fit Lounge 1090

§ 1 Dates can be freely requested by users during the academic year via the website. Requests are granted on a "*first come, first served*" basis.

The lounge coordinator reserves the right to refuse activities that may send out a negative message.

§ 2 Basic Fit Lounge 1090 can only be used until 10 p.m.

§ 3 Basic Fit Lounge 1090 is provided free of charge for the duration of the activity.

Basic Fit Lounge 1090 booking cancellations must be notified at the latest seven calendar day ahead of the intended date on which the room was to be used. If the room is not cancelled in time, €15 will be charged because other users cannot then use the room.

§ 4 Ahead of the activity, the user must check Basic Fit Lounge 1090 and the associated premises to make sure they are in the appropriate condition. If this is not the case, the user must notify the lounge coordinator of this immediately – where possible corroborated by evidence – and comply with the latter's instructions.

Basic Fit Lounge 1090 and the immediate surroundings must be in the same condition at the end of the hire as they were at the start of the hire. The user him/herself shall be responsible for clearing up and leaving Basic Fit Lounge 1090 in a clean and tidy state, including depositing the litter bags in the specially designated containers. Failing this, an additional fixed amount of €50 shall be charged, plus any additional cleaning and repair costs.

Rooms

Article 36 Association rooms

§ 1 In response to a proposal from BSGgtgv, the Student Council shall draw up a recommendation on the allocation of premises and storage spaces to recognised student organisations for the General Manager and apply the following principles for this purpose.

- Insofar as they wish to, the ordinarily recognised student organisations share an assigned room to be used only by these student organisations;
- As a transitional measure until an evaluation procedure is in place, the ordinarily recognised student organisations Solvay Kring, VRG, LWK, PPK, KEPS, Mesacosa and Perskring shall have a room for exclusive use by their own student organisations;
- One storage space remains under the management of BSGgtgv to be allocated for a short period of time – max. one semester - to recognised student organisations with acute storage needs on a temporary basis.
- Recognised student organisations can apply to BSGgtgv for storage space, which will provide a reasoned recommendation to the Student Council based on an analysis of the needs of the recognised student organisation. In addition, the fact of whether or not a (shared) association room is already available shall also be taken into account.

§ 2 Together with the Student Life Coordinator, BSGgtgv evaluates the use of the premises by the recognised student organisations on an annual basis and shall, if an adjustment is desired or in the event of student organisations recently receiving recognition still wanting a room, submit a proposal to the Student Council regarding the allocation of premises.

§ 3 Recognised student organisations shall use the (shared) room in a responsible manner. The organisations shall comply with the legal provisions, especially regarding maximum occupancy of the premises. In addition, the use, possession or sale of various substances such as illegal drugs is prohibited in the (shared) association rooms. In the event of any infringements, the rights of use of the (shared) association room can be revoked by the General Manager immediately.

§ 4 Recognised student organisations that share the same room are jointly responsible for arranging the use, cleaning and maintenance of the same. If there is no clear guilty party, they shall be jointly responsible for the compensation of any damage or necessary maintenance.

The student organisations are also responsible for cleanliness in the immediate vicinity of their premises or, if the premises are soiled or littered as a result of (student-related) activities, they shall ensure that these spaces are cleaned immediately after the end of such activities.

§ 5 Spreading noise and amplified sound

- in the area of the association rooms on esplanade (D) and the association rooms at rotule 5 and 6 during class hours (between 8 a.m. and 9.30 p.m.) is prohibited;
- in the area of the association rooms at X5 after 11 p.m.

An exception can be made with regard to preparation for a party/initiation in the marquee (e.g. for testing the sound) and Game Without Borders, provided that Student Information is notified accordingly.

Article 37 Sanctions in the event of nuisance or disturbance at association rooms or on campus

If student organisations cause nuisance or disturbance in the area of the association rooms or on campus, they risk the following sanctions:

- In the event of excessive noise levels¹⁵: revocation of rights to use the (shared) association room for 48 hours if the warning from the student association and/or security is not heeded.
- If the room or campus is left dirty: revocation of rights to use the (shared) association room for 48 hours if it has not been cleaned up by noon the next day and charging of any additional cleaning costs;
- In the event of vandalism: withdrawal of rights to use the (shared) association room for 48 hours and the billing of any repair costs.

Event rooms and marquee

Article 38 Event rooms and marquee

§ 1 Only recognised student organisations may use the BSG room and the BOJ room. Users must comply with the internal regulations. These can be viewed on the BSGgtgv and BOJ council websites.

§ 2 The organisation of major events in the marquee requires thorough preparation and the deployment of staff. In relation to the safety of participants, the safety plan, including floor plan, must be completed carefully and the internal regulations observed.

Article 39 Safe Party Zone access system

§ 1 In the BSG room and marquee, the organisers must use¹⁶ the Safe Party Zone access system, as included in the internal regulations, during parties and large and/or public freshmen activities. For other types of events at these event locations, the organiser may decide voluntarily to apply the Safe Party Zone access system if it deems this necessary or desirable for the safe running of the event.

§ 2 If it is established that an organiser does not apply the Safe Party Zone access system to an event for which it is mandatory or that the system is deliberately misused, VUB security will shut down the event immediately and report this to the Vice-Rector for Education and Student Affairs and/or the Vice-Rector's authorised representative.

§ 3 The operator of the event venue shall submit a proposal for sanction(s) against the organiser to the Vice Rector for Education and Student Affairs. The Vice-Rector shall decide whether and, if so, what sanction it will impose on the respective organiser after hearing the latter's account. The operator may deviate from the proposal, provided this can be justified. The decision taken by the Vice-Rector will then be submitted to the Student Council in writing and also sent to the operator of the event location by e-mail.

Article 40 Drawing lots and coordination

§ 1 BSGgtgv organises the drawing of lots for use of the BSG room and the marquee twice a year. The first draw takes place in the last week prior to the start of the academic year. The second draw takes place in the last week before the winter holiday.

BSGgtgv coordinates the requests for use of VUB classrooms on the Main Campus.

¹⁵ Example shouting and screaming near classrooms, using amplified sound during the hours when it is forbidden, etc.

¹⁶ Large and/or public freshman activities include initiations, initiation cantuses and beer king/emperor competition.

§ 2 The BOJ Council non-profit organisation coordinates the applications for use of the BOJ room.

§ 3 In the event of serious nuisance, disturbance or (criminal) violations, both the operators of the party locations and the VUB may exclude a student organisation from the drawing of lots organised by BSGgtgv and the BOJ Council.

Article 41 Participants in the draw and order of allocation of the BSG room and the marquee

§ 1 de Moeial magazine, Studiekring Vrij Onderzoek, Overkoepelende Studentendienst vzw and BSGgtgv and its subdivisions can announce their preference for certain dates for the use of the BSG room and marquee during the drawing of lots, after which these are reserved immediately. BSGgtgv may also reserve room dates as part of collaboration with a VUB department.

§ 2 All recognised student organisations may participate in the draw. De facto and temporarily recognised organisations may draw lots for only the remaining dates in the marquee and the BSG event room.

The following sequence is applied for the allocation of the marquee and the events room:

1. special dates for the BSG room and marquee, justified for and approved by the drawing of lots;
2. dates for parties in the marquee;
3. dates for initiation parties and conferrals in the BSG room;
4. First draw for parties in the BSG room. Organisations that have obtained a special date are not eligible for this;
5. First draw for cantuses in the BSG room. Organisations that have obtained a special date are not eligible for this;
6. Second draw for parties in the BSG room;
7. Second draw for cantuses in the BSG room;
8. Other marquee parties or other events/activities in the marquee, also for de facto and temporarily recognised student organisations;
9. Other cantuses and parties in the BSG room, also for de facto and temporarily recognised student organisations;
10. Drawing of lots for activities for everyone.

Article 42 Defence against suspension of collaborating student organisations from the drawing of lots

In the event of non-compliance with the rule regarding cooperation between student organisations, the BSGgtgv chairperson may decide to suspend the subsequent draw. Organisations may lodge an appeal against such suspension with the Vice Rector for Education and Student Affairs in accordance with the student services appeal procedure.

Publicity and communication with the student community

Article 43 Promotion in the restaurant on the Main Campus

§ 1 Requests for promotion (stalls, ticket sales, sampling, etc.) in the restaurant are made via Student Information. At the request of the restaurant staff, each exhibitor in the restaurant must be able to produce the permit granted by Student Information.

§ 2 The distribution of flyers in the restaurant is prohibited.

§ 3 All recognised student organisations or students may request a special menu from the restaurant, stating an activity. The application must be submitted to the head of service via vubrestaurant@vub.be at least three weeks in advance. The head of service may refuse such a request at any time.

Article 44 Notice boards and poster boards

The notice boards in the faculty offices and the poster boards in building D, building L, building A (Jette), the student restaurant and the library are free for everyone to use. The poster affixing regulations set out in Article 34 do not apply in this regard.

Article 45 Poster affixing regulations

§ 1 Only recognised student organisations, BSGgtgv, de Moeial, Studiekring Vrij Onderzoek, OSD vzw and the Student Council may use the poster boards and poles and they are all subject to the poster affixing regulations.

§ 2 The following are prohibited:

- using the poster boards and poles for communication about political parties, narcotics¹⁷, cigarettes and religious matters;
- pasting at locations other than the poster boards and poles provided for this purpose;
- pasting over posters for activities that take place within a period of one week – 7 days. This provision also applies to posters indicating 'BSG poster permission 2 weeks';
- mentioning 'BSG poster permission 2 weeks' on the posters without the permission of BSGgtgv;
- affixing posters to the poster boards and poles with adhesive material other than wallpaper paste;
- using the VUB seal on the posters.

§ 3 On posters concerning activities on VUB campuses with access control, the reference 'Student card required' must be clearly legible – minimum font size 24 and colour in contrast with the background.

§ 4 A student organisation that puts up a poster early without permission from BSGgtgv:

- cannot assert any claims to a guaranteed minimum period during the time they have posted too early;
- has no recourse against being pasted over by other student organisations.

Article 46 Complaints concerning infringements of the poster affixing regulations

§ 1 Infringements of the poster affixing regulations can be reported to the BSGgtgv chairperson by e-mail.

§ 2 Such an infringement must be ascertained on site, either by a central board member of BSGgtgv or by a board member of the aggrieved organisation. In the latter case, the aggrieved organisation must provide sufficiently clear photographic evidence, which is to be sent to BSGgtgv by e-mail. The following are deemed to be sufficiently clear:

- for wooden boards:
 - a photo where the sign can be seen in its entirety with a detailed shot of the newly pasted poster, clearly showing the identity of the organisation pasted over and of that affixing the new poster.
- For the concrete posts:
 - several photos ensuring that the entire pole is visible all around and a detailed photo clearly showing the organisation pasted over and that affixing the new poster.

The photographic evidence must be submitted at least one hour before the start of the activity pasted over.

§ 3 The chairperson of BSGgtgv shall assess the admissibility of each complaint and determine the amount of the fine in accordance with the guidelines set out in these regulations. The BSGgtgv chairperson must give reasons for this decision.

§ 4 BSGgtgv reserves the right to ascertain infringements itself if the poster violates internal and external regulations.

Article 47 Penalties for infringements of poster affixing regulations

The following sanctions can be imposed by BSGgtgv in the event of infringements against the poster affixing regulations:

- Fly-posting: €250 fine;
 - The use of adhesives other than wallpaper paste: €75 fine.
- Any damage to the boards shall be recovered from the organisation concerned by the Infrastructure department. The relevant posters shall be removed from the boards immediately;

¹⁷ Substances that influence decision-making, such as alcohol, drugs, certain medicines (e.g. sleeping pills and tranquillisers), etc.

- Pasting over for upcoming activities: €50 fine per activity pasted over and per poster board or pole where the infringement is ascertained.
The fine will be doubled to €100 if this provision is infringed more than three times within the same academic year.
If at least five poster boards and/or poles are pasted over, an additional administration fee of €75 will also be charged.
- In the event of falsely claiming "BSGgtgv poster permission 2 weeks": €100 fine.
- For not announcing "student card required": €75 fine.
Furthermore, the protection offered by the poster affixing regulations shall no longer apply to this activity. BSGgtgv undertakes to inform the other organisations of this accordingly.
- If the fine has not been paid within 20 calendar days or if BSGgtgv has not been contacted to draw up a payment plan, an additional administration fee of €15 per seven calendar days shall be charged.
As soon as an appeal has been lodged that has been declared admissible by the BSGgtgv chairperson, this rule shall be suspended until a decision has been taken by BSGgtgv.

In the case of a cooperative venture, the activity shall be regarded as one organisation. If sanctions are to be imposed, the organisation deemed to be responsible at the drawing of lots shall ultimately be held liable. If the activity was requested after the occasion of the drawing of lots, the organisation that entered the activity on the reservation system shall ultimately be held responsible.

If the aforementioned stipulations prove insufficient to determine who or what is ultimately responsible, it shall be the organisation the name of which is stated first on the poster (reading from left to right and from top to bottom).

Following payment by the offending party, BSGgtgv shall transfer the amounts of the fine(s) to the aggrieved student organisation. BSGgtgv shall use other income received through fines for the benefit of student life at the VUB.

Article 48 Mediation in the case of infringement of the poster affixing regulations

Recognised student organisations can submit a proposal for a solution to BSGgtgv by e-mail. The chairperson of BSGgtgv may choose to accept this proposal. If the mutual agreement arrived at is not observed, the original fine shall be reinstated.

Article 49 Appeal against decisions in the event of infringements of the poster affixing regulations

The organisation on which the fine was imposed or the complaint of which was declared inadmissible by the chairperson of BSGgtgv retains the right to lodge an appeal with the Vice-Rector of Education and Student Affairs in accordance with [student services appeal procedure](#).

Concluding provisions

Article 50 Responsibility for incidents

Neither the VUB, nor the Student Council, nor BSGgtgv is responsible for any accidents and/or thefts of property.

Article 51 Withdrawal of user rights in the event of excessive noise or non-compliance with the regulations

If a student or student organisation causes excessive or excessively frequent nuisance or disturbance or does not comply with the provisions of the internal or external regulations, the responsible body or person concerned may decide no longer to allow the student or organisation involved to make use of the facilities or benefits concerned for a certain period of time.

The defence of the person or organisation concerned, possibly in writing, shall be considered before a decision is taken.

The responsible body or person concerned shall state the reason(s) for the decision, weighing up the nuisance or disturbance caused against the interests of the student or student organisation concerned. The person or organisation concerned may lodge a defence or appeal with the Vice Rector for Education and Student Affairs in accordance with the student services appeal procedure.

Article 52 Compensation for damage caused

§ 1 The VUB or the responsible body or person concerned shall send a statement of expenses to the student or organisation(s) concerned for all damage caused. At least €50 will be charged.

§ 2 The responsible bodies or persons concerned shall inform the student or student organisation concerned in writing of fines and damages to be paid, stating the methods of payment. These must be paid in full within 30 calendar days of receipt of the statement of expenses.

Article 53 Means of redress

§ 1 Decisions may be challenged by way of a written and reasoned request addressed to the responsible body or person that took the decision. Disputes concerning the charging of costs do not give rise to any right to defer payment. If necessary, a credit note can be drawn up subsequently.

§ 2 In the event of their rights being disregarded, students or student organisations may lodge an appeal with the Vice Rector for Education and Student Policy in accordance with the student services appeal procedure.

§ 3 If legal proceedings prove necessary, only the courts in the district of Brussels shall have jurisdiction in this regard.

Article 54 Amendments¹⁸

BSGgtgv, de Moeial, Studiekring Vrij Onderzoek and the OSD may recommend or put forward proposals for amendments to the Student Life Codex on their own initiative. They may also present their arguments during the meetings via their delegate sitting on the Student Council as an advisory member.

¹⁸ In accordance with Article 3 § 3 of the Participation Regulations of the Vrije Universiteit Brussel, the Student Council is authorised to make policy decisions and approve regulations within the area of competence of student services.

Addendum: Flemish framework for initiation and other student-centred activities

The student organisations¹⁹ in Flanders have a long tradition to look back on. With their activities they wish to reinforce the mutual solidarity and friendship between students. These are activities which students undertake in an atmosphere of fraternisation in the rich student life and they must provide pleasant memories for the student. Humour, friendship and freedom from violence must be a common theme in this.

These traditions do of course go hand in hand with the necessary obligations, responsibilities and agreements. The student organisations must be expected to run their (initiation) activities in a pleasant, grown-up and responsible manner, leaving space for traditions to be actively questioned.

Efforts are currently being made at the level of institutions of higher education and local level to make the student organisations aware of their responsibilities via initiation charters, initiation decrees or other frameworks of agreements, and to support them in a good, pleasant and inclusive organisation of their (initiation) activities. That results in a broad range of nice initiatives with and for the students.

In order to support the educational institutions and the local level and to aim for consistency in agreement and regulations, a few general principles are summed up in this Flemish framework, which student organisations must take into consideration as part of their responsibility.

1. Student organisations **respect the valid legislation and regulations.**

In this way the students respect public order at all times and avoid causing a noise nuisance and other sorts of nuisance. They do not cause any damage to public or private property.

Students respect traffic regulations during (initiation) activities on public roads. Hindering traffic or the emergency services is not permitted.

Public drunkenness and indecency are not permitted.

2. Student organisations allow themselves to be guided **by respect for humans and respect for everyone's convictions and privacy**, as well as for society and its goods, in their conduct and social relations. They do not discriminate.

3. Student organisations have respect, and they ensure the **well-being of their members and participants in their (initiation) activities.**

The humiliation of people or causing physical damage is prohibited. No single form of physical violence or unacceptable behaviour is permitted.

4. Participants in the (initiation) activities **have the right to refuse consumption of food and drink. It is not permissible to get somebody drunk.** The student organisations will show concern about the well-being of a participant if this participant should nevertheless be drunk and could represent a danger to himself or other people.

Student organisations must not serve any strong drinks to people who are underage.

5. Student organisations must **not compel students to take part in their (initiation) activities.** They can also not force a participant to complete the (initiation) activity. Each participant must have complete freedom to decide to no longer participate in the (initiation) activity at any time.

¹⁹ Within this framework "student organisations" are deemed to be: all studenten organisations linked to Flemish universities and colleges, student clubs and all other de facto organisations or non-profit organisations which focus on students of the Flemish colleges and universities with their activities, regardless of the specific name which the organization uses.

6. Student organisations **monitor the safe running of their (initiation) activities**. This means accessing and preventing health and safety risks. Among other things, they focus on the prevention of physical injuries and ensure that the health of the participants is not endangered. They will provide suitable medical support during their (initiation) activities and inform the emergency services if necessary.

7. The **parents or legal guardians of underage participants** in the (initiation) activities **must agree to** the participation in the (initiation) activity.

8. The **organiser, the responsible persons and the supervisors** of the (initiation) activities **abstain from alcohol consumption** or the use of **other stimulants or prohibited substances**.

9. The principles within this framework **apply at every place where the (initiation) activities are organised**.

10. The Flemish universities and colleges can subject the student organisations and their students **to their internal procedures**, with **the imposition of (disciplinary) sanctions** as a possible consequence, in the event of non-observance or violation of the principles of this framework.

Students and student organisations are open to possible civil, criminal or disciplinary consequences in the event of transgressions of this framework.

The student organisations commit themselves to applying the principles without prejudice. They commit themselves to making all their members aware of the content of this framework and making them observe it.

The students also adhere to the existing local charters and the internal regulations of their college or university. The Flemish universities and colleges commit themselves to ensuring that the principles, as stated in this framework, ultimately find a place within their own regulations.