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FOREWORD
The Student Life Codex in hand was established at the impetus of the ‘Brussels StudentenGenootschap Geen Taal, Geen Vrijheid’. The BSGgtgv\(^1\) unites all recognised student societies at the Vrije Universiteit Brussel (VUB) and helps them to accomplish their aims. As such, the first part of the Codex establishes the operation of the BSGgtgv, whereas the second part sets out the rules governing the operation of the societies. However, the Student Life Codex is also useful to the non-recognised student societies or individual students studying at the VUB campuses: the third part looks at the facilities available to students in organising their activities. In a nutshell, this Codex serves as a reference document which sets out the dos and don'ts for all parties involved, and as a framework which imposes a number of obligations but also ensures rights and, last but by no means least, seeks to ensure the freedom of the societies themselves.

PREAMBLE
There can be no doubt that involving yourself in a society or circle delivers a definite added value, both during your time as a student and later on in life. Regardless of the society(ies) you get involved with, you will invariably find yourself dealing with people who have different views of the world, which in turn will prompt you to challenge your own views.

In practical terms too, this makes for a huge added value. If you wish, it is the perfect training ground to organise activities, to manage your (limited amount of) time, and the friends you make are often friends for life. As such, it is safe to say that the abundant student community life is an absolute strong suit of the university.

Obviously, a vibrant student culture can be bit overpowering. Because of its very broad diversity, there are a very wide number of areas for students to get involved in. Especially for a new board, things can be quite overwhelming. At the start of a new academic year, students do not always know whom to speak to when organising certain activities. This Codex for (student) societies collates the main regulations and applies to all societies operating on the campuses of the Vrije Universiteit Brussel.

This Codex lays down the freedoms but equally the obligations incumbent on the societies. Compliance therewith is the cornerstone of a good relationship with our alma mater. We cannot stress enough that this respect is mutual as long as the rules set out in the present Codex are duly observed. Failure to do so might see the ample degree of freedom and independence available to the student societies reined in.

The Vrije Universiteit Brussel attaches great importance to seeing students wax to become responsible (world) citizens who have a due critical faculty. As such, the Vrije Universiteit Brussel trusts that, in the spirit of Free Inquiry, the societies will never submit to dogmas, partisanship or prejudice, but wholly and enthusiastically focus on their own aims so as to perpetuate, consolidate and enrich Brussels’ glorious student life. In this sense, the present Code grounds and enshrines the aforesaid good relationship.

Alongside the Codex in hand, internal follow-up in a society is also vital to the transfer of knowledge between outgoing and incoming boards, which explains why student societies are strongly encouraged to properly document their operating years. These documents, including minutes, posters, publications, etc., may subsequently be handed in with the Centrum voor Academische en Vrijzinnige Archieven (CAVA) (Centre for Academic and Secular Archives) where they are kept available to be consulted by the next generations.

In short, welcome to community life. This Student Life Codex for student societies provides a lot of useful information and rules and regulations. We sincerely hope that this document, along with your own internal follow-up, will provide an efficient touchstone for the smooth-paced administration of your society.

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\(^1\) Abbreviation for the Brussels Student Society “No Language, No Freedom”

STUDENT LIFE CODEX AS ADOPTED BY THE STUDY COUNCIL OF 19 DECEMBER 2016
TITLE I: BYLAWS OF THE BRUSSELS STUDENTENGENOOTSCHAP “GEEN TAAL, GEEN VRIJDUIDLIJD”

1.1 Brussels StudentenGenootschap “Geen Taal, Geen Vrijheid”

Article 1: De facto association
The Brussels StudentenGenootschap “Geen Taal, Geen Vrijheid” society, abbreviated as the BSGgtgv., is a de facto association established for a term of indefinite duration.

Article 2: Free inquiry and human rights

Article 3: Seat
The society has its seat at the VUB’s Brussels Humanities, Sciences & Engineering Campus at Pleinlaan 2, 1050 Brussels.

Article 4: Stated objects
The stated objects of the BSGgtgv are threefold:
- To uphold the interests of the VUB’s student community.
- To coordinate the recognised student societies at the VUB and their activities.
- To advise upon an association’s request to the Student Council 3 to be recognised.

Article 5: Operating year and financial year
The financial year starts on 1 March and ends on the last day of February of the following calendar year. The operating year is planned in keeping with these dates in consideration of the academic calendar.

Article 6: Members
The minimum number of members is set at five.
All student societies recognised by the Student Council to final effect are full members of the BSGgtgv.
All student societies recognised by the Student Council on a provisional basis are members of the BSGgtgv with an advisory capacity.

Article 7: 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 8: Budget and accountability
At the first meeting after the board has been elected, the BSGgtgv establishes a budget for a full year.
At the next meeting of the Student Council, the outgoing board submits
- its annual report for consultation, including the operating reports of it’s board members to account for the past year’s activities
- the financial report (with the inclusion of the previously adopted budget) for discharge

1.2 The General Meeting: “the Praeses Convention”

Article 9: Powers
The General Meeting is qualified for:
- putting forward opinions on the policy in respect of the organised student community life at the VUB
- putting forward opinions to the Student Council in respect of amendments to this Codex

2 http://www.echr.coe.int/Documents/Convention_ENG.pdf
3 The Student Council upholds the interest of students and 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 has decision-making powers in respect of the student services http://data.onderwijs.vlaanderen.be/edulex/document.aspx?docid=14650, art. II.321 (Dutch only) and https://my.vub.ac.be/sites/default/files/participation_rules__ar_20151123_and_str_20151125.pdf

STUDENT LIFE CODEX AS ADOPTED BY THE STUDY COUNCIL OF 19 DECEMBER 2016
- the decision, together with the Student Council, on changes as stated in article 175
- the advice on the powers of the board
- the election of the board members and standing board members
- the dismissal of the board members at the proposal of the standing board
- the dismissal of the standing board members at the proposal of the other members of the standing board
- the adoption of the operating and financial report of the outgoing board

**Article 10: Constitution**

Are entitled to vote:
- the standing board members
- the chairs of the recognised societies or their representatives

The following people are invited in an advisory capacity:
- the chairs of the provisionally recognised societies, or their representative
- the chair of Studiekring Vrij Onderzoek, or his representative
- the chair of the Student Council, or his representative
- the people invited by the chair on an ad hoc basis

**Article 11: Frequency of meetings**

The General Meeting convenes to meet at least twice a year.

**Article 12: Chairing the meetings**

The chair of the BSGgtgv presides the General Meeting.

**Article 13: Calling of meetings**

The General Meeting is called by the chair of the BSGgtgv. The convening notice is to be dispatched 2 weeks ahead of the General Meeting.

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

However, in exceptional cases of the utmost urgency for which the grounds must be duly stated, the chair may call the meeting as soon as possible. In such cases, the urgency is to be accepted by the meeting.

The convening notice is to include a detailed agenda. Every member can add an item if requested by written note to the chairman, at least three days prior to the meeting.

**Article 14: Meeting quorum**

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

If this quorum fails to be 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 1 week.

**Article 15: Lawful decisions**

The General Meeting can only decide lawfully about the items announced in the agenda.

The decisions are carried by a simple majority of the voting members in attendance.

Proposals to amend the bylaws as set out under Title I require a 66% majority of the voting members in attendance. If the proposal is adopted, it will be included on the agenda to be discussed at the next meeting of the Student Council.

### 1.3 The Board

**Article 16: Powers**

The board supports the standing board in the duties outlined under article 18 and in the assignments delegated by the standing board.

**Article 17: Election of the members**

All VUB students are free to run for office on the board of the BSGgtgv.

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4 A simple majority is reached if half plus 1 of the voting members present or represented have adopted the motion.

5 A 66% majority is reached if 66% of the voting members present or represented have adopted the motion.

STUDENT LIFE CODEX AS ADOPTED BY THE STUDY COUNCIL OF 19 DECEMBER 2016
**Article 18: Constitution**
The board of the BSGgtgv has at least 12 members.

Five board members constitute the standing board:
- Chair
- Vice-chair
- Secretary
- Treasurer
- Room administrator

Seven regular board members take up following functions:
- Room manager
- Singing Fest coordinator
- Shop manager
- Internal manager
- External manager
- IT manager
- Head of Events and Logistics

The board acts independently in its co-optation decisions. 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.

**Article 19: Calling of board meetings**
The board is called by the chair of the BSGgtgv.

The board can also be convened to meet if so requested by 4 board members of the BSGgtgv.

**Article 20: Frequency of meetings**
During lecture weeks, as defined by the academic calendar of the VUB, the board convenes to meet on a weekly basis.

**Article 21: Agenda**
The agenda is established by the chair.

Each member of the board can have items included on the meeting agenda by notifying the chair thereof no later than 1 hour before the meeting gets under way.

**Article 22: Meeting Quorum**
Board meetings will lawfully convene only when half the board is in attendance or represented.

Every member can represent the voices of maximum two absent members.

**Article 23: Lawful decisions**
The decisions are carried by a simple majority.

In the event of a tie, the chair has the deciding vote.

### 1.4 the Standing Board

**Article 24: Powers**
The standing board is qualified:
- for the day-to-day operation of the BSGgtgv.
- to put forward the proposed dismissal of a standing board member.
- as soon as possible fill the vacant post by way of co-optation
- to decide on the motivated appropriation of the reserve fund.
- to delegate duties to one or several members of the board.

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6 Inclusion of members in the board during the course of the operating year, without being elected.

STUDENT LIFE CODEX AS ADOPTED BY THE STUDY COUNCIL OF 19 DECEMBER 2016
**Article 25: Constitution**  
The standing board is made up of exactly five (5) members:
- Chair
- Vice-chair
- Secretary
- Treasurer
- Room administrator

**Article 26: Standing board posts and duties**  
Board members are not permitted to cumulate more than one standing board post.

- **The chair**
  - prepares the meetings of the board and the standing board, convenes the meetings and presides over 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
  - guides the organisation of certain activities
  - represents the BSGgtgv at the Student Council and associated commissions and administrative bodies or advisory bodies of the VUB
  - acts as a mediator in disputes between student societies and between the VUB administration and student societies
  - represents the BSGgtgv with all external bodies and institutions
  - organises and heads up the Praeses Convention
  - authors the operating report at the end of his mandate

- **The vice-chair**
  - replaces the chair in the latter’s absence
  - coordinates the organisation of the Sint-Verhaegen Celebration. To this end, he/she works with the BSGgtgv St V vzw, the St-V committee and the Vice Convention
  - coordinates the organisation of all other events
  - authors the operating report on the St-V Celebration

- **The secretary**
  - writes up the minutes of all BSGgtgv meetings and is responsible for the dissemination of the said minutes
  - is responsible for the records management
  - attends to the correspondence
  - is responsible for the room applications
  - authors an operating report at the end of his mandate

- **The treasurer**
  - is responsible for the financial management, including all bank accounts, with the exception of the reserve fund
  - must be able to furnish the board with a financial status report at all times
  - presents the financial situation as soon as possible after activities
  - manages the BSGgtgv PKC account, ensures the operating budgets are properly spent and sees to it that the student societies properly manage their PKC accounts in association with the relevant VUB services
  - is responsible for paying out the prize money of the Sports Trophy
  - attends the meetings of BSG AS vzw that deal with matters that may have financial implications for the financial administration of the BSGgtgv
  - supervises the financial situation of the BSG shop
  - authors a financial report at the end of his mandate

- **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
is responsible for stock management
checks the inventories per activity and provides them to the BSG AS vzw’s treasurer
is responsible for the orders for the external events to be held at the campus, but not those to be held at the BSG Function Room
may order the room managers to carry out minor repairs such as replacing door handles, toilet seats, light bulbs, etc.
gives third parties access to the room
sits on the BSG AS vzw’s Board of Directors
renders account to BSG AS vzw’s Board of Directors
renders account weekly to the standing board
authors an operating report
It is impossible to combine more than one of the function of the standing board members.

**Article 27: Requirements**
All candidates for the post of chair or vice-chair must
- be duly enrolled as students at the VUB
- have been part of the board for an entire operating year.

Only if no candidate-chairs comply with the latter requirement at the board elections, will a different person be eligible to be elected into the post of chair.

**Article 28: Conflicts of interest**
The standing board members of the recognised societies, the chair of Vrij Onderzoek student society and the editor in chief of De Moeial are not permitted to serve as standing board members of the BSGgtgv.

### 1.5 the Regular Board

**Article 29: Posts and duties of regular board members**
The Room manager
- is responsible for drawing up the schedules of condition with the hirers before and after events at the BSG Function Room
- checks the checklist item by item at the time of the end-of-hire schedule of condition and records any findings in the end-of-hire schedules of condition
- is responsible for switching on/off the alarm system at the time of deliveries
- carries out minor repairs in the room
- is responsible for the proper operation of the volume limitation installation
- reports to the room administrator
- authors an operating report

The Singing Fest coordinator
- is responsible for the coordination of the organisation of the Free Thinkers Singing Fest
- authors an operating report over the Free Thinkers Singing Fest

The shop manager manages the BSG shop
- runs the shop at set times at least twice a week
- ensures the opening times are duly communicated to the students
- is responsible for the orders and payments
- maintains relations with the suppliers
- is responsible for stock management
- is responsible for the smooth-paced running of the sale of freshmen packs

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7 Brussels StudentenGenootschap Algemene Studentenvoorziening vzw (vzw: not for profit organisation)

STUDENT LIFE CODEX AS ADOPTED BY THE STUDY COUNCIL OF 19 DECEMBER 2016
• is 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 the proper co-operation
• resolves any conflicts between the various board members
• is responsible for the order and cleanliness of the BSG Room
• authors an operating report

The external manager
• represents the BSGgtgv along with the chair at external bodies
• authors an operating report

The IT manager
• runs the website
• is responsible for the BSGgtgv’s electronic devices
• authors an operating report

The Head of Events & Logistics
• provides support with the organisation and logistics of events organised by the BSGgtgv
• heads up the Events & Logistics committee
• authors an operating report

1.6 Election of board members

Article 30: Voting rights
Only effective members have voting rights.

The board elections may be attended by all members of the BSGgtgv board. The standing board members do not take part in the ballot with the exception of the application of article 35.

Article 31: Frequency
Board elections are held just once a year, at the same time as one of the General Meetings.

Article 32: Calling for candidates
The call for candidate to come forward for the board elections is sent out to all societies 4 weeks ahead of the board elections. Applications are to be submitted with the chair two (2) weeks ahead of the board elections at the latest.

Article 33: Chair
The meeting at which the election of the members of the board is to be held is convened and presided over by the chair of the BSGgtgv.

Article 34: Convening notice
The convening notice for the board elections is to be sent out to the members 13 days ahead of the board elections, with the inclusion of the list of all the candidates for the various posts.

Article 35: Ballot
A candidate is elected for each post on the standing board and each administrative post by a simple majority. The votes are secret.

A separate choice is to be made 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.

If several candidates have come forward for one particular post, the candidate with the highest number of in favour votes is elected into office. If there is a tie on the number of in favour votes, the candidate with the least number of votes against is elected into office.

If no candidate is elected for a certain post in doing so, new board elections are to be held for the post in question. The other board members that secured a simple majority on the other hand will be lawfully elected into office.

If several candidates have come forward for the post of chair, and no one has obtained the required majority, the 5 members of the current standing board will cast a vote. The new chair will be accepted into office if he has secured a 60% majority of the votes cast by the members of the standing board. If a person within the current standing board stands for the post of chair, this

STUDENT LIFE CODEX AS ADOPTED BY THE STUDY COUNCIL OF 19 DECEMBER 2016
A 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 36: 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 chair within 2 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.

### 1.7 Vice Convention

**Article 37: Powers**

The remit of the Vice Convention is to organise the student parade as part of the Verhaegen Commemoration (St-V) in joint consultation with ACE and the BSGgtgv, StV vzw. Moreover, the Vice Convention may be tasked with duties delegated by the Praeses Convention.

**Article 38: Constitution**

The Vice Convention is made up of:

- The chair, vice-chair and treasurer of the BSGgtgv
- All vice-chairs of the recognised societies, who wish to take part in the student parade as part of the Verhaegen Celebrations (St-V)

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

**Article 39: Chair**

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

**Article 40: Alternates**

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

**Article 41: Meeting quorum**

The meeting will lawfully deliberate only if at least 50% of the societies who wish to take part in St-V (or be involved in the duties delegated by the Praeses Convention) are in attendance or are duly represented.

**Article 42: Lawful decisions**

Decisions are carried by a simple majority.

**Article 43: Convening of meetings**

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

The convening notice is to be sent out at least 5 days ahead of time by the vice-chair of the BSGgtgv and include an unambiguous agenda of the meeting.

### 1.8 Advisory committees and grant scheme

**Article 44: The Events & Logistic committee**

The Events & Logistic committee coordinates the organisation of the following activities: End-of-Year Dance, Opening Cantus, Opening Dance, Re-opening Cantus, Re-opening Dance, and Mass Cantus.

**Article 45: The St-V committee**

The St-V committee supports the vice-chair in his/her role coordinating the Verhaegen Celebration.

**Article 46: The Committee of Former Chairs**

Every former chair of the BSGgtgv is entitled to sit on the Committee of Former Chairs with the right to vote, regardless of whether or not they are still VUB students.

The Committee of Former Chairs

- checks the annual reports of the recognised student societies and based thereon advises on the grants
- the Committee of Former Chairs manages the reserve fund
- evaluates yearly the allocation model of the grants and may based thereon advise improvements thereof
The reserve fund account may be debited only with the double signature of two former chairs and further to a decision to that effect by the standing board. The current chair of the BSGgtgv presides over the meeting in an advisory capacity. He convenes to meet at least once a year.

1.9 Final provisions

Article 47: Dissolution
In the event the BSGgtgv should be dissolved, the General Meeting will move to appoint one or several liquidators and define their powers. Any positive balances are to revert to the VUB, Budget Section III.

Article 48: 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.

Article 49: Courts of competent jurisdiction
Unless otherwise specified in the present Codex, all relevant rules of civil law will apply. If court proceedings appear to be necessary, only the courts of the legal district of Brussels will have competent jurisdiction.

TITLE 2: STUDENT SOCIETIES AT THE VUB

Article 50: Types of recognition and concepts
There are 3 types of societies, governed by: 1) the provisional recognition that may result in final recognition, 2) the functional recognition that involves fewer rights and fewer obligations, and 3) the non-recognised societies.

(Provisionally) recognised societies in turn can take on a variety of different guises

- Faculty societies are societies of VUB students which assemble 1 or several study programmes. Any given study programme may be represented by just 1 faculty student society.
- Political societies are societies of VUB students who gather around certain political views.
- Social societies are societies of VUB students who gather around the same social goals.
- Regional student societies are aimed at VUB students hailing from or living in the same province or region.

Functional societies are de facto associations or not-for-profit organisations (VZW) that are recognised by the VUB's Student Council, enabling them to offer students a certain added value. Non-recognised societies are autonomous and are unable to claim the rights that come with being officially recognised. This does not detract from the fact that they may qualify for

- ad hoc support from the VUB services
- sponsorship or project grant applications.

As it is, they are deemed to be aware of the present Codex and to act in compliance therewith.

Article 51: Formation requirements to obtain provisional recognition
There are to be a minimum of 4 founding members whom can be identified as VUB students. The founding members need to prove they have a sufficient number of students behind them, which means they are to submit a list of at least 40 sympathising VUB students who agree to the student society being set up.

Article 52: Minimum bylaws for student societies applying for recognition
All student societies seeking to be recognised are to put forward a set of bylaws, which at a minimum are made to contain the following elements:

- The society is to clearly set out its stated objects, which are to benefit student life at Vrije Universiteit Brussel
- The society must be based on the principle of Free Inquiry

STUDENT LIFE CODEX AS ADOPTED BY THE STUDY COUNCIL OF 19 DECEMBER 2016
• The society must recognise the “Universal Declaration of Human Rights” and the "European Convention for the Protection of Human Rights and Fundamental Freedoms, signed in Rome on 4 November 1950: (Art. 1 through 18) (Belgian Official Gazette 19/08/1955)"
• These bylaws are not permitted to be at odds with the organisational status and bylaws of the VUB
• The minimum bylaws intended under the present article should at all times take precedence over the bylaws of any parent organisation
• The society is to have a General Meeting which is to convene at least twice a year: once in april/may and a second time in November/december
• At least 50% of the voting members must be Vrije Universiteit Brussel students
• At a minimum, the society’s board is to consist of a chair, a vice-chair, a secretary and a treasurer
• The chair must be a VUB student
• The society is to have arrangements in place that deal with conflicts of interest. At a minimum, these arrangements are to state that posts on the standing boards of different recognised student societies are not allowed to be occupied simultaneously. Moreover, standing board posts are also irreconcilable with membership of the board of De Moeial or a post on the bureau of Studiekring Vrij Onderzoek
• At a minimum, the General Meeting is to have the power to adopt the financial report and to appoint the members of its board by way of secret and written ballots
• At a minimum, the meeting quorum must be 50 %
• Decisions must be carried by at least a simple majority
• The society is to have rules in place governing a possible dissolution, at a minimum stating that further to the liquidation of the liabilities, the remaining assets are to be used to the benefit of student life at the VUB

Existing recognised societies may continue to operate under their existing bylaws. At the next general meeting they will have to update their bylaws to comply with the above requirements.

**Article 53: Trial period and final recognition**

The recognition process for student societies involves 2 stages, except for functional societies.

- In the first stage, the bylaws of the student societies are brought before the Student Council for approval, with an opinion from the BSGgtgv. The Student Council may award provisional recognition to the student society concerned. From that moment on starts the trial period, which comes to an end after the reception of three operating reports of three consecutive years.
- In the second stage, when abovementioned requirements are fulfilled, the BSGgtgv board decides after advice from the Committee of Former Chairs that the concerned society obtains a fully fledged recognition. If not, the board may decide by a simple majority to extend the trial period by 1 year. The Student Council takes formal cognisance of this decision.

On the advice of the BSG, the Student Council decides whether or not recognition as a Functional Society is to be awarded. In the event a functional society wishes to be given regular recognition, it is to observe the normal procedure, albeit that the trial period is truncated to one year if the society had already been recognised as a functional society for at least two years.

If the BSGgtgv is inclined to withdraw the recognition, such a decision is to be included on the agenda of the next meeting of the Student Council.

All changes to the list of student societies are to be submitted to the Student Council by way of formal notification.

**Article 54: Safety, for all societies**

All members of all societies are to act in compliance with the law.

The societies are to ensure the safe running of their activities. This includes assessing and preventing health risks and other safety risks.

If the activities involve loud music, the societies are required to provide free ear plugs, which they may obtain from the Student Information Hub.

Each year, the faculty societies are to lay down clear arrangements at the Faculty Convention on the hazing rituals and report on the matter in written form to the Praeses Convention. As applicable, the regional and other societies too that are set to stage hazing rituals are to lay down various safety arrangements on which they are to report in written form to the Praeses Convention.

The students are to keep an eye out for each other and help in the event of problematic situations.

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No one may be forced to take part in the activities organised by the BSGgtgv or the student societies. All students are free to pull out of the activities at any time. The physical and mental integrity of the participants is to be observed at all times and in all situations.

In all cases, it is prohibited for societies to:

- use toxic or caustic products
- force participants to eat or drink
- call up or take away student cards

**Article 55: Rights of recognised student societies**

Recognised student societies have the following rights:

- they are allowed to hire the function rooms for students
- hire VUB rooms
- put up posters on the VUB’s notice boards
- get involved in the BSG policy
- take part in the BSG activities

In addition, the student societies with final recognition status are entitled to grants to support their activities.

**Article 56: Obligations of recognised student societies**

All recognised societies (fully fledged and trial) are due to

- act in compliance with the present Codex:
- ensure that each of their members accepts their bylaws.
- From 2017-2018 onwards to stage two General Meetings a year: one meeting is to be held no later than during the course of the last week of the exams in July and another meeting is to be held no later than during the lecture-free week in February.
- enter an annual report with the BSGgtgv 5 working days after the General Meeting at the latest. The annual reports -model provided by BSGgtgv- are to include the following records:
  - an activities report of the society
  - an financial report of the operation of the society
  - an operating annual report of the operation of the society
  - a list stating the names, contact details and addresses of the board members, old and new
  - minutes of the General Meetings

The BSG tgv may call up additional information which the student societies are required to provide.

If amendments were made to the society’s bylaws, both the old and new bylaws are to be submitted. The BSGgtgv actively verifies to see whether these situations do not conflict with the minimum bylaws of the BSGtgvtv. If the society fails to cooperate, the Student Council is informed.

- make sure that at least one board member must be present and sober at all activities from start to finish.
- provide, at a minimum, pure still water available at all student society activities.
- comply with the added safety measures imposed by the Faculty Convention each year for the hazing events of the faculty societies. Failure to observe these measures may attract severe sanctions.
- ask the freshmen whether they have health problems that are incompatible with the time-honoured hazing activities and propose a custom hazing ritual for these students.
- To comply with the rule that during the hazing activities, the freshmen must meet the legal requirements regarding alcohol consumption. During the hazing rituals of the faculty societies, the freshmen must be completely sober.

**Article 57: Rights and obligations of functional societies**

The recognised functional societies have the following rights:

- they are allowed to hire the function rooms for students
- hire VUB rooms
- put up posters on the VUB’s notice boards
Functional societies usually also have obligations outside of the VUB. As such, they cannot claim VUB resources that are made available to student societies through the grant scheme.

**Article 58: Obligations of functional societies**

All recognised functional societies are to

- act in compliance with the present Codex;
- ensure that each of their members accepts their bylaws.
- organise an annual General Meeting.
- enter an annual report with the BSGgtgv 5 working days after the General Meeting at the latest. The annual reports are to include the following records:
  - an activities report of the society
  - a list stating the names, contact details and addresses of the board members, old and new, at least 33% of the members must be VUB students
  - minutes of the General Meeting.

The BSGgtgv may call up additional information which the student societies are required to provide.

- submit both the old and new bylaws if amendments were made to the society’s bylaws.

The BSGgtgv actively verifies to see whether these situations do not conflict with the minimum bylaws of the BSGgtgv. If the society fails to cooperate, the Student Council is informed.

**Article 59: grants - grant scheme**

Only the societies that have been fully recognised are eligible for grants from the BSG gtgv. The budgets available to this end are adopted as part of the budget of Section III – student services. The grants are allocated in the manner established by the Student Council and as set out in the present Codex from article 60 forward.

**Article 60: grants – method of operation**

Activities that are organised by societies themselves may qualify for grants from the BSG gtgv. In order to apply for grants, societies are to submit an activities report with the BSG gtgv before the end of the proposed deadline. the BSG gtgv checks the activities reports and awards the activities points in accordance with the rules set out under article 62.

**Article 61: grants – requirements**

In order to qualify for grants from the BSG gtgv, the activities of societies are to comply with the following requirements:

- must be open to members of the public: the event is to have been publicly advertised and membership of the society is not a requirement for taking part;
- have at least 10 participants;
- make no more than € 75 in profit;
- if the activity is promoted in two or more than two languages, the activity is also to allow participants who speak (just) one of these languages to actively participate.

The following activities organised by societies do not qualify for grants from the BSG gtgv:

- dances;
- dinner evenings.

Where different societies jointly organise an activity, the BSG gtgv shall evenly divide the points across the organising societies.

A society that organises the same type of activity on repeated occasions may be awarded a grant by the BSG gtgv for a maximum of three occasions.

**Article 62: grants – allocation of points**

the BSG gtgv awards points for activities based on the following concurrent rules:

- Attendance
  - <20 participants: 1 point
  - 20-100 participants: 3 points
  - >100 participants: 5 points
- Language of communication
  - Dutch: 1 point

**STUDENT LIFE CODEX AS ADOPTED BY THE STUDY COUNCIL OF 19 DECEMBER 2016**
the BSG gtgv reserves 10% of the budget per time period to subsidise activities which societies were involved with, but which they 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 three activities
  - at least one full team (e.g. basketball team consisting of 6 persons, football team consisting of 11 persons) or five participants in case of non-team sports

- **Educational:** 1 point
  - at least five participants
  - at least 2 activities

- **Cultural:** 1 point
  - at least 10 persons
  - at least 2 activities

**Article 63: grants – calculation and announcement**
The BSG shall notify the societies of the number of points awarded per activity.
The amount received by a society in grants is calculated as follows:

Total society grant = (A/C*0.9+B/D*0.1)*TOT, in which:

- **A:** total number of points ‘organising activities’ of the society;
- **B:** total number of points ‘participating activities’ of the society;
- **C:** total number of points ‘organising activities’ of all societies;
- **D:** total number of points ‘participating activities’ of all societies;
- **TOT:** total budget of the grants for all societies for the time period in question.

**Article 64: grants – appeal**
After the points awarded have been announced, each society is entitled to file a motivated request with the BSG gtgv for more points to be awarded to a particular 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.

Societies shall be free to appeal the BSG gtgv’s decision with the Student Council within the time period set out under article 65. The Advisory and Appeals Committee shall reassess the activities for which the points are disputed, in consideration of the grounds put forward by the society.
concerned and by the BSG gtvv. The decision of the Advisory and Appeals Committee shall be binding.

After all appeals have been treated by the Advisory and Appeals Committee, the Student Council shall move to award the grants to the societies.

**Article 65: grants – time periods and deadlines**

The grants are broken down into two time periods\(^9\). These time periods start in April or May and in November or December. The annual budget for the grants shall be proportionally divided across these time periods.

- **Time period 1**
  - 8 July: deadline for handing in the activities report with the BSG
  - +3 weeks: the BSG gtvv shall notify the societies of the points awarded per activity
  - +4 weeks: deadline for filing an appeal against the decision of the BSG gtvv with the Student Council
  - +6 weeks: The Advisory and Appeals Committee reports at the next Student Council at which the grants are allocated

- **Time period 2**
  - end of no-class week February: activities report to be handed in with the BSG
  - +3 weeks: the BSG gtvv shall notify the societies of the points awarded per activity
  - +4 weeks: deadline for filing an appeal against the decision of the BSG gtvv with the Student Council
  - +6 weeks: The Advisory and Appeals Committee reports at the next Student Council at which the grants are allocated.

**Article 66: grants – Advisory and Appeals Committee**

This body is tasked with:

- hearing the appeals filed by societies against the BSG gtvv’s decision;
- advising the Student Council on project grants and sponsorships.

This body is made up:

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

**Article 67: project grants – purpose**

To support activities and innovative projects of functional and non-recognised societies and of individuals, aimed at broadening the range of recreational opportunities and formative activities for VUB students.

**Article 68: project grants – method of operation**

Applications for project grants are to be submitted ahead of the proposed deadlines using the online form, as set out under article 76. The Advisory and Appeals Committee checks to see whether the application is complete and accurate and awards points to each application in accordance with the rules detailed below.

**Article 69: project grants – requirements**

The Advisory and Appeals Committee checks to see whether the applications comply with the rules set out below:

- only provisionally recognised functional societies qualify for project grants. Societies which have been recognised by the Student Council and consequently qualify for grants, shall not be able to lay claim to project grants;
• the application is to be submitted by a VUB student, although the latter may do so on behalf of/in the name of a society of which he is a member;
• the project or the activity does not run counter to the principles of Free Enquiry, the "Universal Declaration of Human Rights" or the "European Convention for the Protection of Human Rights and Fundamental Freedoms", signed in Rome on 4 November 1950;
• the project or the activity must be open to at least part of the VUB student population;
• an individual or a society – regardless of whom the application was submitted by – shall be permitted to apply for a project grant for the same type of activity no more than three times;
• where an activity is promoted in two or more than two languages, the said activity is also to allow participants to actively participate who (only) speak one of these languages;
• the activity is not permitted to make more than € 75 in profit, as shown by a financial report to be provided;
• projects or activities approved by the Student Council are to carry the logo or the specification ‘with the support from the Student Council’ in all communications relating thereto;
• along with the application, a budget is to be submitted which provides a suitable breakdown of the planned expenditures and revenues.

Applications may be submitted both for projects or activities which have yet to take place and for activities or projects which have already been held. Pay-out is made to occur only after the project or the activity has ended, when it is clear that all requirements imposed - whether directly under the present regulations, or by the Student Council itself – have been duly complied with.

It is incumbent on the applicant to provide the Student Council with the relevant supporting documents no later than six months after the project or the activity has ended. Failure to do so shall nullify the budget approved.

**Article 70: project grants – allocation of points**

Points for projects or activities shall be allocated based on the following concurrent rules:

- **Attendance**
  - <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 (including the Schoofs, Triomf and Nieuwelaan halls of residence and the cafés around Etterbeek railway station and the Brussels Health Campus): 1 point
  - outside of Brussels: 2 points
  - Brussels: 3 points
  - abroad: 4 points

- **Nature of activity**
  - culture and sports: 3 points
  - games and studenty: 1 point
  - Educational: 5 points

- **Miscellaneous**
  - Ecological aspect (subject to motivation): 2 points
  - Free admission: 1 point
  - Innovative (subject to motivation): 1 point
  - Interdisciplinary (subject to motivation): 2 points
Article 71: project grants - allocation of amounts
 0 to 7 points: maximum € 150
 8 to 13 points: maximum € 300
 >13 points: maximum € 500

Article 72: project grants – changes
The Student Council reserves the right to adapt these points categories and the maximum amounts at the proposal of the Advisory and Appeals Committee.

Article 73: project grants – operation of the Advisory and Appeals Committee
The organiser responsible, as well as the applying student in case these are not the same person, shall be invited to the meeting of the Advisory and Appeals Committee to clarify matters at the time the application is discussed.

Having an application approved is not a right; the interpretation of the requirements for the financial grant rests wholly with the Advisory and Appeals Committee and the Student Council.

Article 74: project grants – decision
The Advisory and Appeals Committee shall prepare a draft decision in respect of the application by the Student Council.

Article 75: transitional measure
If during the 2016-2017 academic year an application for a project grant is received prior to the adoption of the project grants and sponsorship rules as set out in the present Codex, whereby the previous method of operation is adopted, the Advisory and Appeals Committee shall treat the said application in such a way that the outcome cannot be worse than what was to be expected in application of the former rules.

Article 76: project grants – deadlines
The deadlines for the applications of project grants are:
 1 October
 1 December
 28 February
 15 April

Article 77: sponsorships – purpose
To support initiatives by recognised as well as non-recognised societies and individuals which are deemed important by the Student Council or which the latter is prepared to support, and which are not or insufficiently subsidised through the regular grants system or through the project grant.

Article 78: sponsorships – method of operation
Applications for sponsorship are to be submitted ahead of the proposed deadlines using the online form. These applications are governed by the same deadlines as those that apply to project grant proposals, as set out under article 76.

Article 79: sponsorships – requirements
The Advisory and Appeals Committee checks to see whether the applications comply with the rules set out below:
 the application is to be submitted by a VUB student or a provisionally recognised society (functional or otherwise);
 the event does not run counter to the principles of Free Enquiry, the “Universal Declaration of Human Rights” or the “European Convention for the Protection of Human Rights and Fundamental Freedoms”, signed in Rome on 4 November 1950;
 the event is innovative and ambitious in nature;
 the event promotes the appeal of the VUB and/or of Brussels as a student town.

Article 80: sponsorships – role of the Advisory and Appeals Committee
The organiser responsible, as well as the applying student in case these are not the same person, shall be invited at the meeting of the Advisory and Appeals Committee to clarify matters at the time the application is discussed.

Having an application approved is not a right; the interpretation of the requirements for the financial grant rests wholly with the Advisory and Appeals Committee and the Student Council.
Article 81: sponsorships - decision
The Advisory and Appeals Committee shall put forward a proposal specifying a proposed sponsoring amount for acceptance of the application by the Student Council. To determine this amount, the Advisory and Appeals Committee shall be free to go by the rules for project grants as set out under article 70. In doing so, the Committee shall also put forward a proposal for a return service for the applicant (for instance using the Student Council's logo) and for the time of pay-out.

Article 82: Suspension and loss of recognition
BSGgtgv verifies the compliance with the requirements for recognition.
A recognised society may lose its recognition status if it:
- fails to comply with its bylaws;
- fails to organise an annual General Meeting;
- fails to enter a full annual report with the BSGgtgv on time;
- has no elected standing board in place;
- has outstanding debts with the VUB;
- has outstanding debts with outside companies which hold the VUB to account;
- has outstanding debts for hiring the BSG and BOJ function rooms and other rooms made available to them or misbehaved in this context;
- fails to comply with VUB regulations;
- fails to furnish proof of support. If the BSGgtgv suspects that the support is no longer there, the student society is to resubmit proof of the supporters it has behind it in the manner as defined in article 51, along with the annual report. This may be repaired after 4 months.

The BSGgtgv may impose sanctions on societies that fail to abide by these requirements. If the situation persists, the BSGgtgv will submit a motion with the Student Council moving to withdraw or suspend the society’s recognition status.

Article 83: Complaints
In case of non-compliance with the bylaws of a society, a complaint may be brought before the Chair of General Meeting of that society, in second place to the chair of the BSGgtgv and in third place to the chair of the Student Council.

TITLE III: FACILITIES FOR STUDENTS AT THE VUB

3.1 Using infrastructure

Article 84: Function rooms and conference rooms for student societies
Only societies can use the BSG function room, the BOJ function room, the multi-purpose hall and the marquee. The Lounge-bar 1050 and the Basic Fit Lounge 1090 are available for all.
Non-recognised societies are not entitled to use any of these premises. They are free to hire and operate the Lounge-bar 1050 and the Basic Fit Lounge 1090.

Article 85: Lottery and coordination
Twice a year, the BSGgtgv organises a lottery convention for the BSG function room, the multi-purpose hall and the marquee. The first lottery draw takes place during the last week before the academic year gets under way. The second lottery draw is held during the last week before the winter holidays.
The Student Council organises the lottery draws for the Lounge-bar 1050 and coordinates the use of it.
The BSG tgv coordinates the applications for the use of the VUB rooms at the Brussels Humanities, Sciences & Engineering Campus
The BOJ vzw coordinates the applications for the use of the BOJ room and the Basic Fit Lounge 1090.

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10 Beheerscomité Ontmoetingsruimte Jette vzw = not for profit organisation for the BOJ function room on the Brussels Health Campus
STUDENT LIFE CODEX AS ADOPTED BY THE STUDY COUNCIL OF 19 DECEMBER 2016
The Geneeskunde en Farmacie Faculty coordinates the applications for the use of the VUB rooms at the Brussels Health Campus

**Article 86: Collaboration**

Where societies stage events in joint collaboration, this is to be notified ahead of the allocation of or the lottery draws for rooms. Moreover, this collaboration must be seen to exist on the activity itself. If a societie should decide to collaborate with a different society in due course, the BSGgtgv is to be notified thereof at least one week ahead of time, enabling the latter to check if the situation is not being abused. In the case of collaborations, it is the allotted society that is responsible for the organisation: compiling the entry and end-of-hire schedules of condition, handling security in the room, admission checks (checking student cards and/or identity cards).

**Article 87: Disqualification from lottery**

In case of non-compliance with the rules governing collaborations, the societies concerned may be disqualified by the BSGgtgv chair from entering the next lottery. Societies that are disqualified may enter a written defence. This defence is to be submitted with the chair of the BSGgtgv. The defence is dealt with at the next BSGgtgv board meeting, to which the defendant may be invited. The board will adopt a decision after the defendant has left the room, which is final and not open to appeal.

**Article 88: Participants in the lottery and order of allocation of the BSG function room and marquee**

De Moeial, Studiekring Vrij Onderzoek, the BSGgtgv and its lower echelons may announce their own preferred dates for the use of the BSG Function Room and the marquee up until the time the lottery is held. In that case, the said dates for the room and the marquee are considered booked there and then. The BSGgtgv can also set aside room dates as part of its collaboration with any given VUB service.

Only student societies that have final recognition status are allowed to join the lottery. Societies with provisional recognition and functional societies can apply for dates for the function room only after the lottery convention has ended.

Order of allocation for the marquee and the function room

1. Dates for marquee dances
2. Special dates for the function room (these are to be motivated and approved by the lottery convention)
3. Hazing dates for the function room (for dances) and dates for the transfers in the second semester
4. First lottery draw for dances in the function room (societies that have been given a special date do not qualify for this)
5. Second lottery draw for dates for dances in the function room (societies that have been given a special date do not qualify for this)
6. Lottery draws for remaining dates for dances and cantuses
7. Lottery draws for other activities for in collaboration with societies, dances or cantuses
8. Lottery draws for all activities for all

Both room regulations are published on the respective websites\(^{11}\).

**Article 89: Multi-purpose hall - use**

The multi-purpose hall is first and foremost intended for small and quiet meetings. Public events too are required to be small-scale in nature. Typical student societies activities\(^{12}\) which are normally held in the BSG function room or parties cannot take place here.

**Article 90: Multi-purpose hall - lottery**

The multi-purpose hall will be made available for time slots of 2 consecutive hours, every weekday from 3 pm to 10pm.


\(^{12}\) activities such as a cantus, dances, beer kings....

STUDENT LIFE CODEX AS ADOPTED BY THE STUDY COUNCIL OF 19 DECEMBER 2016
Each recognised society is to enter its list of preferred time slots with the BSGgtgv 14 days ahead of the start of the academic year.

Twice a year, the BSGgtgv organises a lottery convention for the use of the multi-purpose hall. The first lottery draw is held 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.13

Lottery order for the multi-purpose hall
1. All fully fledged or provisionally recognised societies which do not yet have a room and which submit an application for an activity that is recurrent in nature, such as meetings, etc.
2. All fully fledged or provisionally recognised societies that have a room and which submit an application for an activity that is recurrent in nature, such as meetings
3. All fully fledged or provisionally recognised societies which do not yet have a room and which submit an application for a standalone activity
4. All recognised societies which have a room and which submit an application for a standalone activity
5. Functional societies

If only 1 society is interested in a specific time slot, that slot goes to the said society.

Only for those time slots for which several societies that have an equal ranking in the aforesaid order of allocation have expressed an interest a lottery draw will decide.

After the lottery the room can be reserved according the first come first served principle.

**Article 91: Multi-purpose hall - order and cleanliness**

All users are responsible for order and cleanliness themselves. They are expected to vacate the room duly cleaned. If the 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 92: Multi-purpose hall - sanction**

In the event of repeated non-compliance with the regulations of this room, the society will be disqualified from entering the lottery convention for the next semester and scheduled reservations will be annulled.

**Article 93: Marquee**

The organisation of a large-scale event in the marquee demands a thorough preparation and a many collaborators. Here too, participant safety is paramount, which is why the safety plan (including a ground plan14) must be meticulously completed. Applications for the marquee go through the BSGgtgv.

**Article 94: Restaurant – applications**

The restaurant promotional pack allows users to book a special menu specifying 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.

Applications for promotional events (promo stalls, ticket sales, sampling, etc.) in the restaurant go through Student Information Hub, in the same way as the applications described in article 146.

**Article 95: Restaurant - permission**

The appropriateness decision for a promotional pack in all cases rests with the restaurant’s head of department. Before giving permission, he may ask to provide further details.

At the request of the restaurant staff, all stallholders at the restaurant must be able to present the written permission, i.e. the permission mail of Student Information Hub.

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, prior

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13 The academic year 2016-17 being the first in which this clause applies, the lottery convention will only be organised for the second semester.

14 https://my.vub.ac.be/infrastructuur-en-events/evenementen-aanvragen#tentfuiven

STUDENT LIFE CODEX AS ADOPTED BY THE STUDY COUNCIL OF 19 DECEMBER 2016
Article 96: Restaurant – sanction after nuisance
If a society causes nuisance, it will be disqualified from using the special terms offered by the restaurant. All damage caused will be recouped from the society concerned.

Article 97: Classrooms
The use of classrooms is governed by the VUB’s Classroom regulations 15. The instructions below are part of the present regulations.

The recognised and functional societies may use the classrooms at the times available when booked to stage an activity.

The G100 classroom and the Nelson Mandela room are the only rooms available until after 10pm. Intended room use beyond 10pm is to be specifically stated in the application form.

Article 98: Classrooms - applications
Only the chair, the vice-chair, the secretary or the treasurer are allowed to submit a room application. These are to be entered at least 10 working days ahead of time with the BSGgtgv at the BSG e-mail address bsggtgv@gmail.com. A template document is available from the BSGgtgv site.16

Rooms are to be applied for per single activity.

When organising a debating evening or inviting one or several speakers, the organisers are to

- pass on the names of the people to be invited (including the panel chairperson)
- deliver the written confirmation that they will be attending.

Article 99: Classrooms - bans
There is a strict ban on subletting the auditoriums. If societies fail to abide by this rule, they will be disqualified from using classrooms for a 6-month period. It is for the chair of the BSGgtgv to table such violations of the rules at a board meeting. The board meeting will adopt a decision which is final and not open to appeal.

Article 100: Classrooms - cancellations
The services of the Vrije Universiteit Brussel or the BSGgtgv may cancel classroom bookings, in which case they will notify the society concerned as soon as possible. Cancellation will not constitute grounds for compensation.

If a society wishes to cancel an activity, it is to notify the BSGgtgv as soon as possible ahead of the scheduled date.

Article 101: Classrooms - sanctions
Societies which fail to comply with the provisions of the present regulations and the user regulations will be disqualified for a certain length of time from being allowed to use classrooms. This time period will be determined by the BSGgtgv in joint consultation with the VUB’s competent administrative department.

Article 102: Lounge Bar 1050 - aim
The aim of the Lounge Bar is to serve refreshments at affordable prices, act as a gathering ground for all VUB people and to provide a venue for social and cultural events.

Article 103: Lounge Bar 1050 - manager
The general coordination of the Lounge Bar rests with the Student Council, represented by a student appointed by the Student Council, hereinafter referred to as the Manager. For the day-to-day management of the Lounge Bar, the Manager is free to delegate part-duties to a third party who shall be in charge of key handovers, inventory, billing, orders and the follow-up of payments.

Article 104: Lounge Bar 1050 - requirements
Associations/student societies and individuals that use the Lounge Bar (and their activities) are not permitted to be at odds with the principle of Free Inquiry, the “Universal Declaration of Human Rights” and the "European Convention for the Protection of Human Rights and Fundamental Freedoms, signed in Rome on 4 November 1950: Title I (art 1 through 18) (Belgian Official Gazette 19/08/1955)".


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**Article 105: Lounge Bar 1050 - hiring**
The Lounge Bar is available to be hired by all student societies recognised by the Student Council and VUB services. Non-recognised associations/student societies and individuals who have clear links with the VUB are also allowed to use the Lounge Bar, provided they do so in compliance with Article 104 and subject to payment of a 400 euro security deposit. Procedures, deadlines and a form are to be found online (MyVUB).

**Article 106: Lounge Bar 1050 - lottery**
From 15/11/2016 till the end of the first semester of the academic year 2016-17, the manager will decide upon the calendar for hiring in a dialogue with potential hirers.

The Student Council undertakes to organise an event once every semester from the second semester of the academic year 2016-17 onwards, to allot the dates available for the Lounge Bar to be used, hereinafter referred to as the lottery convention. This lottery convention is open to all parties and individuals specified under Article 105. It will take place next to the room where the lottery convention organised by BSGgtgv will be happening at around the same time.

**Article 107: Lounge Bar 1050 - lottery detail**
During the lottery convention, potential Hirers are allowed to apply for one date per round. If a particular date is requested by several Hirers, a lottery shall be held between these Hirers. The Hirers who failed to be allotted the date requested are free to apply for an alternative date.

After the lottery they will have to concretise the rent by filling out the due form within seven days.

**Article 108: Lounge Bar 1050 – hiring after the lottery**
Dates that are still open further to the lottery convention may be freely applied for by users during the course of the semester with the manager of the Lounge Bar and shall be filled in accordance with the “first come, first served” principle.

**Article 109: Lounge Bar 1050 – reserved data**
The Student Council reserves the right to set aside dates before the lottery takes place.

**Article 110: Lounge Bar 1050 - subletting**
There is a ban on the Lounge Bar being sublet or made available to third parties, whether as a whole or in part.

**Article 111: Lounge Bar 1050 - Use and safety**
The Hirer of the Lounge Bar is free to decide the nature of the event he/she is organising, provided the activities

- comply with the requirements set out under Article 102
- no nuisance is caused to other campus users (noise, general nuisance, etc.)
- are freely accessible
- comply with the regulations that apply at the VUB’s campuses.

The Student Council reserves the right to deny permission for events which may send out a negative message. Activities which are normally held in the BSG function room can only be held in the Lounge-bar 1050 after consent from the Student Council or it’s chairperson.

**Article 112: Lounge Bar 1050 - responsibility**
The Student Council declines all liability for any accidents and/or thefts in or around the Lounge Bar during the hire period. The Lounge Bar is fitted with the relevant safety facilities (including fire extinguishers). During the event, the Hirer shall be responsible for the use of these facilities.

**Article 113: Lounge Bar 1050 - incidents**
If an incident should occur at the Lounge Bar, the Hirer is to put in place appropriate measures. These may be understood to include:

- shutting down the music
- switching on the lights
- evacuate according fire alarm instructions
- notifying the VUB’s security department and/or emergency services.

**Article 114: Lounge Bar 1050 – responsible person**
The Hirer or someone representing him and who has been left in charge, is to be in attendance in person for the entire duration of the event. This person’s mobile phone number is to be passed on to the VUB’s security department ahead of time or at the start of the hire period.

**Article 115: Lounge Bar 1050 – closing time**
The event is to be concluded by 01:00am at the latest. By 1:30am the last remaining guests are to have left the Lounge Bar. The Lounge Bar must be closed by 02:00am.
Article 116: Lounge Bar 1050 – possible sanctions in case of misconduct
Misconduct during the use of the Lounge Bar, whether by the Hirer or by guests, shall be assessed on a case by case basis by the Student Council, and may result in the said persons being barred from the Lounge Bar for a certain length of time.

Article 117: Lounge Bar 1050 - Billing of consumables and function room billing
The Hirer is to compile a joint inventory along with the Manager at the start as well as at the end of the hire period. These inventories are to be drawn up at the appointed time agreed with the Manager. In the Hirer’s absence, the Manager shall compile the inventory by himself. In which case, the Hirer shall have no recourse against the inventory as it stands. In the event of two consecutive events, the end-of-hire and the entry inventory of the previous Hirer and the new Hirer respectively may be drawn up at the same time.

The keys to the Lounge Bar shall be handed to the Hirer by the Student Council representative only after the hire contract and the inventory have been duly signed by both the Hirer and the Manager.

Article 118: Lounge Bar 1050 - cost
The Lounge Bar is rented out for a duration of 24 hours from Monday through Thursday, and for a duration of 72 hours at weekends (Friday afternoon to Monday afternoon) at a price of 35 euros in both cases. This price covers the use of the room and end-of-hire cleaning.

Article 119: Lounge Bar 1050 – cleaning
Upon the end-of-hire inventory, the Lounge Bar is to have been restored to the same condition it was in as recorded in the initial inventory. Regulations about this will be added to the contract. If this is not the case, the Manager shall be free to bill the Hirer a fixed € 50 supplement in cleaning expenses.

Article 120: Lounge Bar 1050 - requirements
During activities at the Lounge Bar, the consumables supplied by the Letter may not be replaced by alternatives of the Hirer's choosing. A supplementary offering on the other hand is permitted.

Casks, bottles and cans that have been opened are considered as having been consumed. All fees are payable by way of transfer within 8 working days upon receipt of the relevant fee note to IBAN bank account BE29 0010 6864 5764 GEBABEBB mentioning ISS8 STI60 LOUNGBEB and the date of the hiring period covered. Unless expressly otherwise agreed, the following provisions consequently apply:

In the event of default of payment of the fee note in full or part thereof within 8 working days upon receipt of the fee note at the latest, by operation of law and without notice of default, the sum payable shall be raised with a fixed fee equal to 15% of the amount that remains outstanding, with a minimum of € 25.

Article 121: Lounge Bar 1050 – democratic prices
The maximum amounts which the Hirer is permitted to charge for admission and common drinks are hereby established as specified below:

- Admission: free
- Energy drinks: € 1.20
- Soft drinks: € 1
- Beer: € 1.20

Article 122: Lounge Bar 1050 – cancellations
Lounge Bar hire cancellations must be notified within 7 days ahead of the scheduled date on which the room was to be occupied. In the event of late cancellation, the rental fee shall be billed by way of damages.

Article 123: Lounge Bar 1050 – closing remarks, compensations and fines
All damage caused to the Lounge Bar's infrastructure is to be paid for by the Hirer paid by way of compensation. The Hirer shall be billed for the said compensation, either included as part of the fee note for the event in question, or separately.

All instances of non-compliance with the user and safety regulations may attract the following sanctions:

- Being barred from using the Lounge Bar for a specific length of time
- Being barred from using the bar indefinitely

In the event that the sanctions, compensation, costs billed, and such like are disputed, the Hirer shall be free to submit a written complaint stating reasons with the Student Council at studentenraad@vub.ac.be.

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Complaints submitted in respect of costs billed do not entitle the Hirer to defer payment. A credit note shall be raised in consideration of the decision.

In case of disputes, only the courts of the legal district of Brussels shall have competent jurisdiction. All litigation is to be conducted in Dutch. Any translation expenses shall not be defrayed by the Student Council.

**Article 124: Basic Fit Lounge 1090 – purpose**
The Lounge and the pertaining rooms are intended to serve as gathering ground for the community at the Brussels Health Campus and provide a venue for social and cultural events.

**Article 125: Basic Fit Lounge 1090 – operator**
The general coordination of The Lounge rests with the BOJ Raad vzw, represented by a student designated by the BOJ Raad vzw, hereinafter referred to as the operator. The latter shall be assisted by the Student Policy department.

**Article 126: Basic Fit Lounge 1090 – requirement**
Societies and individuals who use The Lounge (and their activities) are not allowed to run counter to the principles of Free Enquiry, the “Universal Declaration of Human Rights” or the “European Convention for the Protection of Human Rights and Fundamental Freedoms”, signed in Rome on 4 November 1950.

**Article 127: Basic Fit Lounge 1090 – hire applications**
The Lounge is available to be hired by all societies recognised by the Student Council and all VUB Departments. Non-recognised societies and individuals who have a clear connection with the Brussels Health Campus can also make use of The Lounge, provided they do so is in compliance with article 126 and subject to the operator’s approval.

The procedure, deadlines and the application form are available to be consulted online.

**Article 128: Basic Fit Lounge 1090 – allocation of hire by way of lottery conventions**
The operator undertakes to stage a lottery convention once per semester where the available dates for the use of The Lounge are allocated. This lottery convention is freely admissible to all parties specified under article 127.

Upon allocation of the date, the hirer has seven days to submit the actual application.

**Article 129: Basic Fit Lounge 1090 – allocation further to lottery draw**
Dates that are still untaken after the lottery convention may be freely applied for by users during the course of the semester using an online form.

**Article 130: Basic Fit Lounge 1090 – reserved dates**
The operator reserves the right to set aside dates before the lottery draw takes place among the other societies and individuals.

**Article 131: Basic Fit Lounge 1090 – subletting**
There is a strict ban on subletting or making The Lounge available, whether in full or in part, to third parties.

**Article 132: Basic Fit Lounge 1090 – use and health and safety**
The hirer of The Lounge shall be free to determine the nature of the activity he is organising at the venue, provided this use:

- complies with the requirements detailed under article 124;
- does not inconvenience users of the Basic Fit complex (extreme noise levels, nuisance, compliance with smoking ban, et cetera);
- is freely admissible to all;
- complies with the regulations in place at the VUB campuses.

The operator reserves the right to refuse activities that may send out a negative message. Activities that come within the intended activities of the BOJ room shall qualify for using The Lounge bar only further to permission from the Student Council or the chair of the vzw BOJ

**Article 133: Basic Fit Lounge 1090 – prior inspection**
Ahead of the activity, The Lounge and the pertaining rooms must be checked to make sure they are in appropriate condition. If this is not the case, the hirer is to immediately notify the venue manager thereof – where possible corroborated by evidence - and comply with the latter’s instructions.
Article 134: Basic Fit Lounge 1090 – liability
The operator shall not be liable for any accidents and/or thefts in and around The Lounge during the hire period. The Lounge is fitted with the appropriate safety equipment, including a fire extinguisher. During the activity, the hirer shall be responsible for the use thereof.

Article 135: Basic Fit Lounge 1090 – incidents
If an incident should occur at The Lounge, the hirer is to put in place appropriate steps. This includes:

- stopping the music;
- switching on the lights;
- ensuring safe evacuation and notifying the VUB’s Security Department, the relevant emergency services and the operator.

Article 136: Basic Fit Lounge 1090 – contactability of person in charge
The hirer or a person representing the former who is left in charge, is to be in attendance throughout the entire duration of the activity. The VUB’s Security Department is to be provided with this person’s mobile phone number ahead of time or at the start of the hire period.

Article 137: Basic Fit Lounge 1090 – closing time
Activities may be held only during Basic Fit’s opening hours. The activity is to be terminated 15 minutes before closing time at the latest. The last visitors are to have left The Lounge by closing time.

Article 138: Basic Fit Lounge 1090 – possible sanctions in case of misconduct
Misconduct at The Lounge, whether by the hirer or by visitors, shall be assessed by the operator on a case-by-case basis, and may see the hirer disqualified from hiring the premises for a certain length of time.

Article 139: Basic Fit Lounge 1090 – cost
The Lounge is rented out free of charge for the duration of the activity.

Article 140: Basic Fit Lounge 1090 – cleaning and sanctions
At the end of the activity, The Lounge and the adjacent rooms are to be returned to the same condition they were in when the activity got underway. This may be supervised by a student designated by the operator, who shall be within his rights to impose sanctions, provided non-compliance with the present requirement is corroborated by proof.

Article 141: Basic Fit Lounge 1090 – cleaning and sanctions bis
The hirer himself shall be responsible for returning The Lounge to a state of order and cleanliness, which includes depositing the litter bags in the purpose-provided skips.

Failure to do so shall authorise the operator to charge the hirer a supplementary fixed € 50 surcharge for cleaning.

Article 142: Basic Fit Lounge 1090 – compensation
All damage caused to the infrastructure of The Lounge is to be paid for by the hirer by way of compensation. This compensation shall be claimed from the hirer by the operator.

Article 143: Basic Fit Lounge 1090 – cancellations
The Lounge booking cancellations must be notified seven days at the latest ahead of the intended date on which the room was to be used. Late cancellations shall attract a € 15 fine.

Article 144: Basic Fit Lounge 1090 – final provisions: disqualifications, compensation and sanctions
All instances of non-compliance with the regulations governing the use and health and safety of The Lounge may attract the following sanctions:

- disqualification from using the Basic Fit Lounge 1090 for a certain length of time;
- permanent disqualification from using the Basic Fit Lounge 1090.

In the event sanctions, sums in compensation, the billing of costs and such like are disputed, a written complaint stating grounds may be submitted to the chair of the BOJ Raad vzw by mail sent to voorzitterboj@gmail.com.

Submitting a complaint in respect of sums billed shall not warrant suspension of payment. Depending on the decision, a credit note shall be raised.

In the event of a dispute, only the courts of the legal district of Brussels shall have competent jurisdiction. All cases shall be conducted in Dutch. The expense of translations shall not be defrayed by the BOJ Raad vzw.
Article 145: technical defect
If you should come across technical defects in or around a building on campus, please be so kind as to report this by e-mail to infradesk@vub.ac.be

Article 146: esplanade activities
Esplanade operations are centred around four locations: Esplanade at the Crazy Copy Center, End of fire break (if a vehicle is in place), Entrance hall building D (indoors) and VUB restaurant (indoors by the stairwell).

Esplanade activities (Humanities, Sciences & Engineering Campus) may be organised provided the appropriate procedure is observed. Permission for Esplanade activities goes through Student Information Hub.

The procedure, deadlines and the online application form are available online. The Student Information Hub coordinates the esplanade activities.

At the Security department’s request, all stall holders, organisers or people handing out flyers must be able to present the permission mail from Student Information Hub. At all times, the Security department reserves the right to interrupt or suspend an event or impose changes, if so required by reasons of security or to limit the nuisance caused.

If a society is found to cause nuisance, it will be disqualified from being allowed to stage Esplanade activities. All damage caused will be recouped from the society in question.

Article 147: Activities at other locations on the campuses
The VUB campuses provide several opportunities, also open to non-VUB students. Yet, the University is a place where education and research come first. Noise nuisance and other elements deemed to be disruptive are not appreciated.

To prevent conflicts with other activities and to ensure safety for these activities, formal permission must be granted. Permission must be applied for at infradesk@vub.ac.be.

Your application is to specify the following aspects:
- the exact location of the planned activity
- time slot in which the activity is to be held
- contact details, incl. a mobile phone number of the responsible organiser
- description of the activities

3.2 Publicity for activities

Article 148: MY.VUB student portal - information about the operation
The student portal provides a summary of all societies and the support on offer from the VUB.

Article 149: MY.VUB student portal - news posts and events calendar
Students are free to post news and activities on the student portal by themselves. Student Information Hub handles the copy editing and is free to decide whether or not to publish an event (on the landing page).

Events must be open to all students.

Article 150: The VUB’s other communication channels of the VUB
In addition to the student portal, the VUB has various communication channels in place, each with their own distinctive identity and communication policy: social media, TV screens, newsletter, direct e-mail, VUBToday, Henri, etc.

The Student Information Hub is the one window service for all communication applications of student organisations and upholds their interests in its Student Relations role. However, the consideration of the appropriateness and the final decision for the publication rests with the administrators of the various channels.

For activities that involve a certain degree of risk, such as campfires or barbecues, you also need to apply for prior permission by completing a form available online: https://my.vub.ac.be/en/infrastructure-and-events/requesting-events#Campfire/BBQ

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Article 151: Communication advice and promotional campaigns aimed at students
Student Information Hub provides advice in the area of communications and is available to provide support – if needed in association with the Marketing, Communication and Events department – in devising creative promotional campaigns. The actual implementation rests with the organisers/students.

Article 152: Direct e-mail, bulk mail and SPAM
The VUB is committed to targeted communications and avoiding SPAM. Direct e-mails sent out to large populations will be confined as widely as possible to essential messages of public interest.

Article 153: Pointcarré digital learning environment
The administrators can make features of the Pointcarré digital learning environment available to students for community information. The users undertake to develop a balanced communication policy (cf. article 152) knowing that the channel is intended to inform their members/supporters of the society’s activities, not to dispatch (exclusively) commercial messages.

Article 154: Screens
If you would like to provide information about your upcoming event(s) on the screens, please do so in 16:9 aspect ratio through the Student Information Hub. The consideration of the appropriateness and the final decision rests with them.

Article 155: Notice boards for recognised societies – scope of application
These postering regulations apply only to the recognised student societies, the BSGgtgv, De Moeial, Studiekring Vrij Onderzoek and the Student Council. Not-recognised societies and individuals cannot use the notice boards and poles.

The VUB services apply for permission with the BSGgtgv by e-mail if they wish to use the notice boards for student-centred activities.

Postering for political parties, alcohol, cigarettes and denominational issues is banned.

Article 156: Notice boards for recognised societies – allowable locations and guaranteed minimum
Posters may be put up only at the purpose-provided locations, in compliance with the plan available on the MY.VUB student portal. Fly-postering in places other than the purpose-provided poles and boards is prohibited.

Posters may be put up using wallpaper pastes only.

If a concrete pole or wooden board for a scheduled activity only show 1 large-sized poster (type A1 or A2), or 2 smaller-sized posters, these posters are not allowed to be pasted over – not even partially. Posters of activities that have already taken place on the other hand are allowed to be pasted over.

Article 157: Notice boards for recognised societies – postering requirements
All posters are to clearly carry the VUB seal in the top left hand corner18. 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 pasted over by the other organisations.

Posters for events involving admission checks and taking place on campus (whether on the Brussels Humanities, Sciences & Engineering Campus or the Brussels Health Campus) are to carry the clearly legible mention “Student card compulsory”.

Article 158: Notice boards for recognised societies – time of postering
Posters promoting activities may be put up one week ahead of the activity at the earliest. Organisers found to be putting up their 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 have put up their posters early
- have no kind of redress against their posters being pasted 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 must 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 poster permission 2 weeks” in the right hand bottom corner. “The posters have already been put up” does not excuse the organisers from complying with this requirement and will certainly do nothing to accelerate a response to the application.

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18 Also on the BSGgtgv site:

STUDENT LIFE CODEX AS ADOPTED BY THE STUDY COUNCIL OF 19 DECEMBER 2016
Article 159: Notice boards for recognised societies - collaborations
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 organisation 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.

Article 160: Notice boards for recognised societies – complaints and establishing violations
Violations of the present regulations may be arraigned with the chair of the BSGgtgv by e-mail. However, the violations are to be established in-situ by a BSGgtgv standing board member, 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 full is
  - 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)
  - a detailed picture 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 pasted over.

The BSGgtgv reserves the right to establish violations itself, even if no formal complaint was brought. The BSGgtgv’s chair 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. He is to state reasons for his decision in the spirit of the regulations.

Article 161: Notice boards for recognised societies - sanctions

- **Fly-postering**: 250-euro fine. In addition, the organisation concerned will be required to reimburse the VUB for the cleaning expenses.
- **The use of adhesives** other than wallpaper pastes: 75-euro fine. Any damage to the boards will be recouped from the society concerned by the Infrastructure department. Moreover, the posters concerned will be immediately removed from the boards.
- **All overpasting** for upcoming activities: 50-euro fine per activity pasted over. This fine will apply per board or concrete pole where the violation is established. If overpasting/violation is found to have occurred on three occasions or more during the course of the same academic year, the fine will be doubled to 100 euros. If an organisation overpasts at least 5 boards and/or poles, this violation will be penalised with a supplementary administrative 75 euro fine. In case of further repeat offences, the provisions set out above will apply.
- **In case of the fraudulent application of the “BSGgtgv postering permission 2 weeks” mention**: 100 euros.
- For failing to apply the “Student card compulsory” mention: 75 euros. In addition, the protection afforded by the postering regulations will cease to apply for his particular activity. The BSGgtgv undertakes to notify the other organisations of these events.
- The sanction in case of **non-payment** is that the offending society/organisation is disqualified from using the BSG room, the marquee and the auditoriums as long as payment remains to be made. If the organisation continues to remain in default, the sum total of the fines that are still outstanding will be deducted from the annual grant. In the event of extreme excesses, the BSGgtgv may table a motion to suspend the organisation concerned with the Student Council, insofar as the organisation comes under the BSGgtgv.

The fines imposed are to be paid in full into the purpose-provided BSGgtgv IBAN account BE23 3630 1137 3591 – within 10 working days upon receipt of the BSGgtgv’s decision. If the fine remains unpaid after 14 working days, or no contact has been sought with the BSGgtgv to arrive at a payment plan, the organisation in question will be charged a supplementary administrative fee of 15 euros per 5 working days. As soon as appeal has been filed which has been declared admissible by the chair, this rule will be suspended until a decision has been put in place by the BSGgtgv meeting.
In the event of systematic violations of the present postering regulations, the BSGgtgv will be free to suspend the postering permission of the society in question. This decision is to be endorsed by the Praeses Convention. If the society concerned fails to abide by this postering suspension, a motion will be tabled at the Student Council to suspend the society concerned for the remainder of the academic year.

**Article 162: Notice boards for recognised societies - appeal**

The society on whom a fine was imposed or whose complaint was declared inadmissible by the BSGgtgv chair will be entitled to file an appeal. The appeal is to be lodged within ten working days after the decision, by e-mail with the chair of the BSGgtgv. At the next board meeting, this appeal will be included on the agenda and discussed. Both parties, the aggrieved and the offending party, will be notified that the appeal has been included on the agenda. Both parties will be free to attend the meeting set to discuss the appeal to defend their positions. The board will adopt a decision which is final and not open to further appeal.

**Article 163: Notice boards for recognised societies - summary of fines**

Each year, the BSGgtgv publishes a summary of all the fines claimed as part of the BSGgtgv’s financial report.

**Article 164: Notice boards for recognised societies - mutual agreement**

Societies may submit a mutual agreement to the BSGgtgv by e-mail. The chair will accept this if the meeting has yet to pronounce itself on the appeal. The mutual agreement is considered as a confession by the society that did the overpasting. If the mutual agreement fails to be observed, the original fine will be revived. Payment of this fine is to be made in compliance with the present regulations without any possibility for further appeal.

**Article 165: Notice boards for recognised societies – allocation of fines**

Upon payment by the offending party, the BSGgtgv will transfer the fine specified under article 99 to the aggrieved organisation.

The administrative fines paid will be kept in consignment by the BSGgtgv. The BSGgtgv will subsequently pay out the sum total of all administrative fines of the academic year in question. In proportion to the number of societies which have sent in their annual report, each of the said societies will be given an equal share of the said sum.

**Article 166: Handing out flyers in the halls of residence**

The societies recognised by the Student Council are permitted to distribute flyers, folders, invitations and similar announcements around the halls of residence by depositing them into the individual letterboxes.

If the announcements are otherwise distributed, the Housing department will notify the BSGgtgv thereof in writing.

For each violation, the BSGgtgv will impose a 100-euro fine on the society concerned. The fines imposed are to be paid in full into the purpose-provided BSGgtgv IBAN account BE23 3630 1137 3591 within 10 working days upon receipt of the BSGgtgv’s decision.

### 3.3 Other services provided by the VUB

**Article 167: Insurance**

All VUB students are insured against accidents involving physical injuries which might occur during normal activities.\(^{19}\)

**Article 168: Hiring equipment**

There is a lot of equipment available.\(^{20}\) Quite a lot of it is free, but not everything can be rented from Facility services. Check the checklist at MyVUB.

Payment must be transacted using PKC accounts. By arrangement with the BSGgtgv, fees may be settled privately for societies that do not have a PKC account.

At the Brussels Health Campus, this support is provided by the Congress department: [http://gf.vub.ac.be/congresdienst-information.php](http://gf.vub.ac.be/congresdienst-information.php)

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\(^{19}\) [http://aivp41.vub.ac.be/verzekeringen/index.shtml](http://aivp41.vub.ac.be/verzekeringen/index.shtml) (after login with your NetID)


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Article 169: Hiring vehicles
Anyone who is at least 21 years of age, has had a valid driving licence for at least a year, and who is able to transact payment through a PKC account may order a VUB van via an online application (Dutch) 21

Article 170: Catering
Catering services for your meeting or any other event can be ordered at the VUB restaurant.22
Payment must be transacted using PKC accounts. By arrangement with the BSGgtgv, fees may be settled privately for societies that do not have a PKC account.
Societies without a PKC account can also ask for an invoice raised to a private individual with an off-campus address.

Article 171: Alive to sustainability
The Green Team is your link with the VUB’s Mobility and Sustainability Unit. This team is on hand to provide support in the areas of communications and the substance. They run a network of speakers and organisations, and they are even able to offer financial assistance in some cases.
https://my.vub.ac.be/milieu-en-duurzaamheid/GreenTeam

Article 172: Applying for a PKC account
- Only societies recognised by the Student Council can apply for a PKC account.
- The societies will only be allowed to submit orders with internal departments if the balance of the PKC account is greater than or equal to the price of the order.
- Each month, Student Relations provides the BSGgtgv with a statement of the balances held in the PKC accounts of the societies.
- The societies can call up the current balance status of their account from the Student policy secretariat.
- In case of a negative balance, the society is sent a notification by Student Relations in response to which the society is to make up the difference in its PKC account without delay.
- If a notified society still has a negative balance 2 months after the first notification, the PKC account is terminated, with the society concerned sent a bill for the amount of the negative balance.
- If the society concerned still has not paid this bill after 2 months, the society will be temporarily disqualified from using the rooms of the VUB, the BSG room or the marquee for its activities, for as long as the invoice remains unpaid.
- If the society still has not paid the bill after another 2 months, the BSGgtgv will table a motion with the Student Council to suspend the society.
- After an entire calendar year since the billing date of the account termination, the society may submit a motivated request with the BSG to be allowed to use a PKC again.

Article 111: Security
The Security department
- is responsible for on-campus safety
- is available 24/7
- patrols day and night around the campus as a whole and around the VUB student quarters
- has a first aid kit
- has a defibrillator he Brussels Humanities, Sciences & Engineering Campus at disposal (at the Brussels Health Campus the defibrillator is located in the hall of building A)
For all serious problems encountered on the campuses (e.g. vandalism, theft, violence, etc.), the Security department is the first port of call. If necessary, the Security department will immediately

Also a bike can be rented via https://my.vub.ac.be/faq/waar-kan-ik-een-fiets-huren
22 More information en ordering through
https://intranet.vub.ac.be/restaurant/cateringdiensten.html
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contact the emergency services.
Do report all incidents (violence, burglaries, nuisance, undesired persons, etc.) to the Security department.

**Article 174: Emergency numbers**
If faced with an emergency situation, comply with the SOS instructions at the campuses.²³

**Article 113: Amendments**
In the event the provisions of the present Codex should be amended, these amendments will be submitted to the Praeses Convention for approval and to the Student Council for articles 1 through 49.

For all other clauses, the normal procedure applies: opinion by Praeses Convention, approval by Student Council.

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