

Internal Regulation

Art. 1 The Internal Regulation:

- Is a general document established by the Board of Directors
- Provides clarification regarding the functioning, working methods, and rights and obligations of the organization
- Applies to all active members (founding members and working members) and incoming members

Regulations that differ for each active member, agreed upon during meetings, are not included in the internal regulation but are set out in a written agreement between the Board of Directors and the active member of the General Assembly.

The internal regulation will be submitted for 'receipt and acknowledgment' to the candidate wishing to join vzw Grondlegger. By joining as an active member, the active member declares that they have received the internal regulation and are aware of its contents.

Art. 2 Rights and Obligations

- **Insight into accounting and reports of the vzw**
Each active member of the General Assembly has the right to review the accounting and reports at any time.
- **Meetings**
 - Meetings will be announced by the chairperson.
 - Any active member can propose to call a meeting by addressing the chairperson.
 - Everyone is expected to be present with pen and paper.
 - If one cannot attend, they must notify at least one week in advance with a valid reason (work or appointment that hinders attendance). Invalid reasons, such as 'no interest,' do not count as valid excuses.
 - If one violates the above rules related to meetings four times, as described in this internal regulation and the statutes, the General Assembly may decide to exclude the active member in question, resulting in that person no longer having a vote in the General Assembly.
 - Agreements made during meetings are assumed to be implemented. If active members consistently fail to fulfill their tasks, the General Assembly may also decide to exclude the active member in question.
 - Becoming an active member requires a 4-month trial period as an incoming member from the day the candidacy is submitted via email to: info@grondlegger33.com
- **Code of Conduct**

- Active members and incoming members displaying aggressive behavior or intentionally damaging equipment will be irrevocably excluded from the vzw.
- Theft is not tolerated and leads to immediate exclusion.
- Drugs are not tolerated. Members caught using drugs will be immediately excluded.
- If something is damaged, it must be reported immediately to the Board of Directors and the person whose equipment was damaged.
- All active members are insured as third parties relative to each other, meaning all equipment is insured, provided invoices related to the damaged property are submitted.
- If there are frustrations regarding internal operations, the concerned person can call a 'circle' on the next Sunday to resolve matters. Members must refrain from expressing these frustrations in the presence of incoming members, volunteers, or visitors.
- Internal problems and issues remain internal and should not be discussed with outsiders.
- When facing a challenge/problem, behavior should be addressed, not the person.
- It is the responsibility of each active member to remind visitors of the internal regulation when it is not being followed, such as regarding equipment use and our policy on order and cleanliness.
- During working hours and events, it is forbidden to be under the influence of substances. This may also lead to exclusion after discussion in the General Assembly.
- Alcohol may only be consumed after working hours.
- Smoking is not allowed anywhere in the greenhouse, except in the private area where the living room is located.
- No sexual activities at work.
- External Parties
 - If there are appointments with external parties, members are expected to be present or notify in case of absence, designating someone else to attend.
 - Communication with external parties should always come from a positive attitude, with respect for the visitor/volunteer.

Art. 3 Use of Greenhouse Installation & Work Equipment

- Pump System
 - Pumps must always be turned off after use. Electricity should be switched off, and taps in the main aisles should be closed.
 - The hoses used must be placed aside after use and should not block the aisles.

- The tank should be regularly filled to ensure that everyone who uses the water supply has access to it at all times.
- **Roof Windows**
 - While opening and closing the roof windows, someone must stay at the control in case something happens (e.g., a blockage). All buttons must be turned off after opening and closing the windows.
 - The roof windows should never be fully opened and must be stopped prematurely, as opening them fully could block the system and result in high costs. If this is not handled responsibly on a regular basis, the person in question may no longer be allowed to operate the system.
- **Opening and Closing the Greenhouse**
 - A working system will be established at the General Assembly, where someone will be responsible for ensuring that the greenhouse is open from opening hours and that visitors are welcomed.
 - The system will also designate someone per week to ensure everything is closed in the evening (office, outside doors) and all lights are turned off.
 - If someone cannot attend the morning or evening shift, they can designate someone else to perform their task during their absence and notify the Board of Directors via a message (text, messenger, etc.) so that the Board is aware of who is responsible for that period. If this is not done, the person originally listed for the period is responsible for opening and closing the greenhouse.
- **Work Equipment**
 - After using equipment, it must be cleaned and returned to the place it was taken from.
 - Equipment that is not personal property must first be approved by the owner before being used.
 - If the equipment is damaged, it must be immediately reported to the Board of Directors and the person whose equipment was damaged.
 - Equipment must be handled responsibly and used only for its intended purpose.
 - If equipment is damaged due to misuse, the insurance will not cover the costs, and the person responsible for the damage is fully liable for the costs.
- **Material**
 - Any materials brought in must first be presented to the General Assembly for approval.
 - Personal belongings should not be kept in shared spaces.
 - Personal items provided to the vzw must be insured, and if not, they are at the owner's own risk.
- **Waste Management**

- **Members are expected to sort and recycle waste according to municipal regulations at all times.**
 - **The green container at the entrance is for residual waste only.**
 - **Glass should be sorted into recyclable and non-recyclable glass.**
 - **Cardboard should be collected in the large trash bin outside near the greenhouse exit, next to the office.**
 - **Trash bins in the main aisle are only for residual waste.**
 - **Trash bins in the offices are for cardboard and paper only.**
 - **Waste for the container park (other waste than Residual, PMD, and GFT) should be collected at the driveway at the back.**
 - **Weekly, someone will be designated in the working system to empty the bins and take them outside.**
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Art. 4 Policy for Shared Spaces

- **Private Rooms**
 - **Private rooms: Kitchen, office, behind the bar, backstage (behind the workshop area), workspaces, the private area beyond the laundry room where the living room is located.**
 - **Access is limited to active members, volunteers, and WWOOFers.**
 - **If there are visitors, they must be supervised and not left alone in the private rooms.**
 - **Children are not allowed to play in private rooms.**
 - **Personal items not belonging to the private rooms should not be left there and should be placed in designated areas by the Board.**
 - **The only place where smoking is allowed: the living room in the private area.**
- **Office**
 - **Only active members and WWOOFers are allowed in the office.**
 - **The office is for work purposes only, not for watching videos, playing games, etc.**
 - **No eating is allowed in the office.**
 - **After using the office, leave it tidy as a responsible person.**
- **Kitchen**
 - **During the day, everyone is responsible for their own dishes and should put everything back in its place after use.**
 - **People hosting visitors are responsible for the dishes or ensuring that visitors do the dishes.**

- If you spill something, clean it up, including stains on the walls.
 - Dishcloths/sponges should be rinsed out, wrung out, and put back in their place after use.
 - Do not use sponges, dishcloths, or towels for cleaning the floor; only a mop should be used.
 - Towels should be hung up to dry after use.
 - After eating or using the kitchen, clean the stove, tables, countertop, and coffee machine.
 - If food falls on the floor during cooking, clean it up.
 - Any leftover food should be immediately placed in closed containers and stored in the fridge.
 - Check daily if food in the fridge needs to be removed to prevent mold.
 - Do not leave food scattered in the kitchen to avoid attracting flies.
 - Keep doors closed to keep cats and flies out.
 - **Laundry Room & Toilets**
 - Clean the shower tray after use and unclog if necessary.
 - Do not leave wet towels in a pile.
 - Remove your clothes from the shared spaces and store them in your private space.
 - Leave toilets clean without streaks.
 - Replace toilet paper rolls when they run out and do not leave empty rolls in the toilet.
 - Clean the pump tray outside after use (e.g., brushing teeth).
 - Do not leave food or soil in the sinks; only use the designated waste bins.
 - **Living Room & Dining Area**
 - Leave the living room and dining area clean after use and put everything back in its place (blankets, etc.).
 - **Hygiene**
 - Treat both private and shared spaces with care, as a responsible person would.
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Art. 5 Plants and Pets

- **Pets**
 - Weekly, someone will be designated in the working system to take care of the pets.
- **Plants**

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- **Weekly, someone will be designated in the working system to water and maintain the plants of vzw Grondlegger (around and inside the container, garden by the indoor terrace, and outside around the greenhouse).**
- **If someone wants to move another person's plants, they must do so in consultation with the plant owner.**
- **It is expected that plants are maintained responsibly, as a responsible person would.**