The Direction of the Ecole polytechnique fédérale de Lausanne hereby adopts the following:

Preamble

In order to foster association activities for students on the EPFL campus and to optimise relations between EPFL and student associations, this document sets forth the general principles to be observed by associations wishing to be acknowledged by EPFL.

Acknowledgement of an association is intended to set out the terms under which an association may be awarded certain benefits, such as financial or logistic support from EPFL. Such acknowledgement is not a prerequisite to exercise freedom of association within EPFL.

Moreover, specific agreements between EPFL and each association govern their relationships.

In its relationships with student associations, EPFL is represented by Educational Affairs (DAF).

Article 1 Criteria for acknowledgement

1 Associations meeting the following cumulative criteria may be acknowledged by EPFL:
   - association established according to arts 60 and ff. of the Swiss Civil Code;
   - active on the EPFL campus;
   - managed by an Executive Committee, at least half of whose members are EPFL or UNIL students;
   - President of the Executive Committee is registered with EPFL or UNIL;
   - ensures wide representativeness and involvement of the students in General Assembly votes, in particular when electing Executive Committee members;
   - whose missions are to liven up the campus, facilitate student integration or provide them with cultural activities;
   - devoid of political or religious objectives and refraining from any proselytism in this respect, and independent from any political party or religious organisation;
   - observes the EPFL Ethics Charter;
   - compliance with the rules set out in this document.

2 Associations may exercise an economic activity in order to reach their goals.

Article 2 Acknowledgment

1 An association in the sense of art. 1 above is considered as acknowledged by EPFL upon the latter’s approval of its Articles of Association. Any subsequent amendments to the Articles of Association shall be submitted to EPFL for approval prior to their adoption by the association’s General Assembly.

2 Even acknowledged, the association remains a separate entity from EPFL.

3 Should the association’s goals, Articles of Association or activities go against the principles governing EPFL, its acknowledgement may be withdrawn subject to prior warning with a time-limit for amendments. In serious cases, EPFL acknowledgement may be withdrawn without notice and with immediate effect.

4 If the acknowledgement of an association with whom EPFL is bound through an agreement is withdrawn, EPFL shall terminate all legal ties linking it to the association. EPFL shall make the decision to withdraw the association’s acknowledgement public.

5 If the behaviour of a member of one of the association’s bodies is considered by EPFL as possibly detrimental to EPFL’s image or reputation, EPFL may demand from the association that this representative be replaced within a given deadline.
Article 3  Recommendations

EPFL encourages associations:
- to work towards closer ties and a better understanding between the scientific world and society;
- to ensure equal treatment of women and men within their structures;
- to promote the values of sustainable development and to assert these as much as possible in the framework of their activities.

Article 4  EPFL Services and Contact Persons

1 For all contacts with student associations, EPFL is represented by the Director of Educational Affairs.
2 In principle, associations are represented by their President or his/her deputy.
3 Should an association make direct contact with an EPFL department without going through the Director of Education, the association shall inform the latter accordingly.
4 The association shall inform the Director of Educational Affairs without delay of any changes in the composition of association bodies – except those of the General Assembly – by notifying him/her of the names of the new persons in charge.

Article 5  Logo and Denomination

1 Associations acknowledged by EPFL are entitled to assert this fact.
2 In principle, acknowledged associations are entitled to use the EPFL logo:
   - Acknowledged associations shall display the EPFL logo whenever the institution makes a financial contribution to an event organised by said associations;
   - Acknowledged associations shall obtain EPFL’s authorisation if one of the event’s sponsors is a brand of alcohol;
   - Acknowledged associations are prohibited from using the EPFL logo if one of the sponsors of an event they organise is a brand of cigarettes;
   - Generally speaking, EPFL may prohibit an acknowledged association from using the EPFL logo as and when it sees fit.

Article 6  Resources at Associations’ Disposal

1 EPFL may grant an acknowledged association financial support for a duly presented specific project. In this case, the association shall report to EPFL on the state of its finances, the use of resources for its project and the latter’s outcome.
2 Logistics (renting and loans of installations, premises, grounds, etc.) provided by EPFL to a specific association shall be governed by specific agreements.
3 Associations commit to observing and have their users observe any instructions for the use of resources put at their disposal and shall use these according to the rules of propriety.
Article 7  Administrative and Financial Management

1 Accounts: Any association acknowledged by EPFL shall keep accounts in accordance with the law and its Articles of Association.

2 Commercial Register: If the association’s annual turnover is over CHF 100,000 and/or if its Articles of Association foresee auditing of its accounts by an external accountant, the association shall register under the Commercial Register.

3 Accounting: If its annual turnover and/or income exceed CHF 70,000, EPFL may require the association to entrust its bookkeeping to an external accountant acknowledged and approved by EPFL.

4 Auditing: EPFL may require an association to submit its accounts to an external accountant for auditing if the turnover exceeds CHF 250,000.

5 Administration of Wages and Social Costs: If the association pays wages, it shall do so based on an employment contract and pay social costs in accordance with the law. The association shall also submit all statements required by law, in particular to the competent social security bodies.

6 Taxes: The association shall submit to all legal tax requirements (direct and indirect taxes (VAT)). If applicable, this duty shall be performed by the accountant acknowledged and approved by EPFL.

7 Communication to EPFL: The association’s accounts, statement by the (internal or external) auditors as well as the activity report shall be submitted to EPFL at latest 6 months further to the closing of the accounting year.

8 Reserves (association’s equity capital): If its own capital further to allocation of profit to provisions and reserves exceeds the annual expenditure budget by over 50%, the association shall redistribute the surplus to projects related to student activities or to the EPFL Student Foundation.

Article 8  Organising Events

For the organisation of all events on the EPFL campus, associations must conform to LEX 8.3.1, “Event Organisation”, as well as to the directives provided by the MEDIACOM service.

Article 9  Relations with Third Parties

1 EPFL shall not be responsible for any consequence of relations or agreements between associations and third parties.

2 EPFL associations shall take out insurance with a private insurance company for any claims for which it might be held liable in general as well as for any events it organises.

Article 10  Respect and Disputes

1 Each EPFL association shall respect the activities of other interest groups and endeavour to deploy its own activities in harmonious cooperation in particular with other student associations on the EPFL and Lausanne University campuses as well as with all EPFL departments.

2 In case of dispute between an association and another EPFL interest group, associations may turn to the Director of Education for an attempt at conciliation and to settle the dispute should this fail.
Article 11  Coming into force

On behalf of the EPFL Direction:

Patrick Aebischer
President

Susan Killias
General Counsel