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| **ELECTION CODE – Addendum #1** |

A fair and ethical Baton Rouge Community College (BRCC) Student Government Association (SGA) election is the foundation upon which this representative form of government is built; therefore, it is imperative that the elections have guidelines and codes to ensure that all candidates are elected in a fair and unbiased manner. Any actions or deviations from the election code may result in candidate disqualification. In accordance with the SGA Constitution, an Election Committee will organize and execute its prescribed duties regarding the election. The following guidelines are intended to promote a fair and impartial election process:

**□\_\_\_\_\_Section 1: Composition and Duties of the Election Committee**

The Election Committee shall ensure that the election process is done according to the BRCC SGA Regulations. The Election Committee has the following assigned duties but not limited to:

1. Members of the Election Committee shall be made up of any of the following: three (3) student members (an SGA officer & general student representatives), faculty, staff, and Student Life administrative designee.
2. A member of the Election Committee may not participate in campaigning, nor can he/she apply for any office while serving on the committee.

3. To enforce rules and regulations and impose sanctions up to disqualification for any violation.

4. To inspect and/or audit the expenditure of all candidates.

5. To ensure the efficient administration and operation of all elections.

6. To supervise and coordinate all activities related to the election.

7. To participate in a Mandatory Candidate meeting prior to any election for the purpose of explaining the Election Regulations and Guidelines and answering any questions prior to the candidates’ campaigning.

8. To approve or disapprove of any campaign materials to be distributed by the candidates prior to distribution.

9. To patrol campaign areas and enforce all Elections Regulations and Guidelines.

**□\_\_\_\_\_Section 2: The Election Process**

1. Voting

 Election will be conducted by an electronic ballot.

 Eligible voting students may vote only once with their own BRCC student ID number.

2. Voter Qualifications

 A voter must be a currently enrolled student at BRCC.

 A voter must have a valid BRCC student ID number at the time he/she votes.

3. Ballot

 If a candidate withdraws from an election following the Mandatory Candidate Meeting,

 their name will be withdrawn from the ballot.

 No phrases or slogans may be attached to a candidate’s name on the ballot.

 The name that will appear on the ballot must be the name for which the student is

 registered with the College.

4. Election Dates

General Elections will be held on **March 26 – 27, 2024**. Candidates please refer to Sections 9 & 11 of the BRCC SGA Election Packet. The Student Life Office reserves the right to postpone or reschedule elections due to any unforeseen circumstances.

5. Elections Results

 Results of all elections must be posted for public display in the Bienvenue Student Center.

**□\_\_\_\_\_Section 3: Voter Qualifications**

1. Students must be enrolled at BRCC at the time of election.
2. Students may only vote once for each position on the ballot.
3. Persons with special needs will be provided assistance as needed through the Office of Counseling & Accessibility Services.
4. Electronic elections may be held and all registered BRCC students may vote electronically using their BRCC login.

**□\_\_\_\_\_Section 4: Dates of Election(s)**

1. General Elections will be held on **Tuesday - Wednesday, March 26 - 27, 2024**, the official date(s) and times announced in the Office of Student Life (OSL).
2. Runoff elections, if necessary, will be held during the week following an Election.
3. The Director of Student Life shall retain and preserve all records and documents relating to candidate qualification, the Election Committee documentation and the results of a general, special, or runoff elections for at least one year after the date of a general, special, or runoff election. These records and documents, with the exception of candidate qualification records, shall be public record.
4. SGA Elections
	1. Polls via electronic ballot will open and be made available on the day of election at times announced in the Student Life office and posted on election material.
	2. Electronic elections are held and conducted through the BRCC academic platform CANVAS.
5. Special Elections (as needed)
	1. Special elections will be called for as needed in the fall and/or spring semester by the College administration in consultation with the Election Committee.

**□\_\_\_\_\_Section 5: Candidate/Officer/Appointee Qualifications**

1. BRCC SGA President and Vice President candidates must be enrolled in and maintain at least 12 hours in the fall and spring semester and must have accumulated at least twelve credit hours (or technical equivalents), and served as an SGA Senator or Student Organization Officer for at least one semester.
2. All other executive officer candidates must be currently enrolled in and maintain a minimum of nine (9) hours in the fall and spring semesters and must have accumulated at least twelve credit hours (or technical equivalents), and served as an SGA Senator or Student Organization Officer for at least one semester.
3. All candidates must have and maintain at least a **2.5** GPA at the time of election and during their entire term of office.
4. All candidates must qualify by deadline date and time as specified.
5. All candidates must agree to abide by campaign regulations and rules set by the Election Committee. Any violations of these regulations will result in disqualification.
6. All candidates must be in good standing with the college and the community.

**□\_\_\_\_\_Section 6: Candidate Certification**

1. Candidates applying for office must obtain an official candidate’s package, including a copy of the candidate election application, SGA candidate GPA verification form, candidate timeline, student conduct code and the election code.
	1. The packet will be made accessible to all students via BRCC website and BearLife platform.
	2. The application must be submitted electronically via BearLife, in its entirety, to the Office of Student Life, no later than **12:00 noon** onthe date listed on the official timeline**. No Exceptions!**
2. No candidate may apply for more than one office.
3. No elected or appointed SGA Officer (or student) shall be compensated from more than one financial resource governed by OSL/SGA at any time.
4. No elected or appointed SGA Officer (or student) shall hold more than one position at any concurrent time.
5. A ***Mandatory*** ***Candidates Meeting*** will be held **on the date listed on the official Election timeline included in the election packet (Thursday, March 7, 2024, 1 P.M. and Friday, March 8 at 11 A.M. ). All eligible candidates seeking office must attend. Potential candidates who DO NOT attend this meeting will be disqualified*, unless administrative pre-arrangements are approved.*** Candidates are responsible for all information covered during this meeting and lack of knowledge will not be grounds for an appeal.
6. The Election Committee will be responsible for verifying the eligibility of all candidates. If a candidate fails to meet the qualification requirements, their name will automatically be removed from consideration and they will be notified via official letter.
7. Candidates are required to take a photo (head shot) immediately following the Mandatory Candidates Meeting. Photos will be used for election purposes only.

**□\_\_\_\_\_Section 7: Candidate Expenditures**

1. Total expenditures for general, runoff and special elections is $250.00. SGA candidates must not exceed $250.00 (NO EXCEPTIONS). **Failure to comply will result in candidate disqualification.**
2. Candidates will **not solicit** monetary donations and/or financial support of any kind from private businesses or organizations. Candidates will not request or use BRCC contractors or vendors for endorsement or dissemination of any campaign materials. These expenses should also encompass any in-kind services provided to a campaign.
3. Failure to comply with the expenditure agreement guidelines will result in disqualification and will not all for an appeal.
4. The Election Expenditure Agreement form should be signed and returned with the application packet prior to the beginning of any campaign efforts – **March 10, 2024**

**□\_\_\_\_\_Section 8: Campaign Materials**

1. Candidates may display and distribute approved campaign materials **immediately following the Mandatory Candidates Meeting (Friday, March 8, 2022).**
2. Posters should be limited to no more than 20 per candidate. Banners will be limited to no more than two per candidate. Other campaign items, such as t-shirts and buttons, may be used as well.
3. Defacing, removing or otherwise tampering with any other candidate’s election material is prohibited. Upon the filing of a written complaint by any candidate of alleged tampering, the election Board will convene within 48 hours to determine the legitimacy of the complaint. A written response will be forwarded to the complainant.
4. All candidates’ campaign material must be removed from BRCC property by **Thursday, March 28, 2022 at 3:00 p.m. (No Exceptions!)**
5. **Campaigning will contain only accurate and truthful information.** All campaign materials must be pre-approved by any staff member in the Office of Student Life before display.
	1. Campaign material cannot be posted to painted walls or glass of any campus property.
6. No campaign paraphernalia may be worn while voting.
7. All campaign material must be posted in approved/designated area. The candidates must follow the Posting Rules listed below:
	1. Dos
		1. Students are allowed to distribute push cards and flyers. Candidates should be sure not to disrupt academic class time.
		2. Students may place signs on campus lawn with wooden or metal stakes (no more than three [3] feet in total length).
		3. Students are allowed to place signs on laminated columns in the student center.
		4. Students are allowed to campaign at all sites.
		5. Students are allowed to place campaign materials in designated areas in the parking garage, only the elevator terminal walls. (Not ON or IN elevators)
		6. Students are allowed to post campaign materials on designated BRCC sponsored bulletin boards.
	2. Don’ts
		1. No candidate shall combine campaign materials or financial resources.
		2. No candidate will participate in or endorse any form of negative campaigning. Candidates can be penalized for any illegal action(s) taken on their behalf during the elections by campaign team members or workers.
		3. No postings allowed on any BRCC campus walls, glass doors, external doors, vending machines, windows, trashcans or benches.
		4. No campaign materials are allowed in the elevators. Do not post signs over other postings.
		5. Election campaign materials (posters, flyers, or push cards) cannot be placed on vehicles of any kind.
8. Electronic Campaigning Etiquette
	1. Examples of the campaign materials must be submitted to the Office of Student Life staff and approved before it can be displayed via email at studentlife@mybrcc.edu.
	2. Digital platforms such as Facebook, Instagram and Twitter are permitted.
	3. Facebook Groups are permitted as part of the campaign. However, the wall MUST BE DISABLED so that people cannot leave comments.
	4. Facebook, Instagram, Twitter, and Tik Tok are allowed during campaigning week but CANNOT be used during the election days.
	5. Candidates can record and post videos to social media to share with the student body. Candidates are not allowed to go live on any platforms. Senate candidates’ videos can be a maximum of 30 seconds, and executive candidates’ videos can be one minute.
	6. During elections, NO NEW campaign materials can be posted online. Candidates and their friends CANNOT place Facebook statuses or tweets that ask students to vote for them. They can only say “Don’t forget to vote in the SGA election on March 26 - 27.
	7. Where possible, candidates should disable comments on any social media post, group, or event.
	8. If you are in doubt whether something is allowed, ask the elections committee before you do it. It’s better to be safe than to find yourself disqualified.
	9. Campaign materials are to be removed by the candidate/supporters within 24 hours of the conclusion of the election.
	10. Emails or use of information from BRCC related accounts whether candidate or member of candidates campaign team are not allowed.
	11. Links to electronic voting are not allowed.

**□\_\_\_\_\_Section 9: Solicitation at Polls**

1. No candidates or campaigning shall be within a college room that is **equipped with a computer** that is **designated for student use** (i.e. Computer labs & stations). *This applies to online elections only.*
	1. Exceptions to this rule shall include:
		1. If a student must be in the designated room as part of their job description.
		2. If a candidate must pass through the designated room to access college services, only if other routes are inaccessible.
		3. If a student must use the designated room to utilize a computer for the advancement of their personal academic achievement.
2. No campaign materials may be displayed or dispensed by the candidate within a college room that is equipped with a computer that is designated for student use.
3. Electioneering in general is not permissible within a college room that is equipped with a computer that is designated for student use. No candidate or campaigning should be in the immediate vicinity of any student who is actively using a computer for any reason.

**□\_\_\_\_\_Section 10: Appeals**

1. Written appeals must be submitted to the General Election Commissioner within two (2) business days following the close of the elections. No appeal will be considered after the two (2) business day time period has expired.
2. The General Elections Appeal Committee will be convened to review the appeal within 48 hours of its submission. This committee will be selected by the Dean of Students office and a written response will be forwarded to the complainant within three (3) business days of the committee’s review.

**□\_\_\_\_\_Section 11: Definitions**

Campaign. The term “campaign” shall mean by individual(s) or planned action(s) working to promote or oppose any candidate or question voted by the student body.

Active Campaigning. The term “active campaigning” shall mean any direct distribution of campaign materials or verbal encouragement to promote or oppose a campaign.

Campaign Materials The term “campaign materials” shall mean any advertisement, document, or device of any kind whatsoever intended to promote or oppose a candidate or question voted upon by the student body.

Harassment. The term “harassment” shall mean continued solicitation to an individual beyond the initial communicated refusal.

Candidate. The term “candidate” shall mean any individual who has satisfied all eligibility requirements to run for office in the primary and/or General Elections, has filed a declaration of candidacy with the election commissioner.

Make Public. The term “make public” shall mean to publish on the SGA elections website.

Major Offenses. The term “major offenses” shall include but are not limited to the following…

* + 1. Tampering with ballots or the electronic election system.
		2. Casting more than one ballot
		3. Allowing a person to cast a ballot in a name other than his/her own.
		4. Deliberate submission of false or misleading information or deliberate omission of information.
		5. Failing to file required reports
		6. Harassment, intimidation, bribery or fraud with the intent of affecting the outcome of an election.
		7. Libelous or slanderous statements or conduct.
		8. Intentional actions to mislead or obstruct the elections committee in the completion of their duties.
		9. Encouraging the election committee is a major offense under code.
		10. Incurring campaign expenses that exceed the limited.
		11. Campaign materials or activities that are disorderly, lewd, or indecent; breach the peace; or aid abet, or procure another person to breach the peace on university premises or at university sponsored activities.

Minor Offenses. The term “minor offenses” shall be defined as any violations of this code.

Posters. The term “posters” are defined as any printed campaign material larger than 8.5" x 14" but smaller than 2'x 3'.

Banners. The term “Banners” are defined as any campaign material larger than 2'x 3'. There is no limit on the amount of any campaign materials that are less than or equal to 8.5" x 11”.

**STUDENT CODE OF CONDUCT**

***□\_\_\_\_\_(all candidates must read the current online student handbook!)***

*Membership in the college community confers upon students certain rights and imposes certain responsibilities, which are defined below. Students are expected to understand and exercise their rights, to meet their responsibilities, and to respect the rights of others. The College’s student conduct code is expected to enforce these responsibilities and to afford the same rights to students. The College will help to preserve a climate in which students can develop without denying this same opportunity to others. Lack of familiarity with the following does not excuse students from carrying out their responsibilities as members of the college community.*

**□\_\_\_\_\_STUDENT RIGHTS**

1. *BRCC students have the following rights:*

1. The right to be heard in matters that affect their rights and responsibilities.

2. The right to expect a quality education.

3. The right to develop their potential to the best of their ability.

4. The right to examine and discuss issues of importance, legally support popular/unpopular causes in an orderly manner, and recommend improvements in policies, regulations, and procedures affecting the welfare of students. It is critical that students understand they do not have the right to disrupt College operations or interfere with the rights of others. Students are encouraged to exercise this right through the use of appropriate channels provided by the SGA and campus officials. To obtain a permit for holding a peaceful demonstration, a student (or group of students) must first complete a Free Expression Area Application and submit it to the Office of Student Life (OSL) at least 72 hours prior to the event to use Free Expression Area.

5. The right to a fair hearing and appeal when disciplinary action is applied to them as an individual or a member of a group.

6. The right to “freedom of the press” in student publications and communications. Individual students and student clubs/organizations have the right to publish, distribute, and broadcast items to the college community, provided that the materials are identified with the name of the student and/or club or organization. All publications/broadcasts should adhere to the canons of responsible journalism, including avoidance of defamation, indecency/obscenity, undocumented allegations, plagiarism, and harassment. All publications must be approved by the Student Life office prior to distribution.

7. The right to form and participate in student clubs/organizations that provide educational and social enrichment. Student clubs/organizations duly registered with Student Life are allowed to meet in rooms and spaces located on the BRCC campus, provided that reservations are made prior to each meeting and the meeting proceeds in accordance with established rules and regulations. Students, clubs/organizations, or student groups may not make room/space reservations at BRCC in their names for use by outside groups/organizations.

8. Student clubs/organizations registered with Student Life have the right to invite a speaker to their meeting at the College. If there is clear evidence that the event could disrupt the orderly operation of the College, the Vice Chancellor for Academic & Student Affairs and/or designee has the right to cancel a speaker’s invitation. The sponsoring organization will be notified of any such cancellation at the earliest possible time.

9. The right to confidentiality with regard to their student academic records, as subject to existing law. Official records kept at BRCC do not indicate political affiliations, activities, or beliefs and are not available to unauthorized persons within or outside the institution without the express written, legal consent of the student involved.

10. The right to due process when accused of any violation(s) of the regulations of the BRCC Student Code of Conduct. Due process is based on Student Affairs Policies and administrative procedures. For violations resulting in suspension/expulsion, students have the right to:

 *a) a notice, in writing, of any charges.*

 *b) admit to the alleged violation, waive an appeal, and accept the College’s action(s).*

 *c) admit to the alleged violation and request an appeal.*

 *d) deny that the alleged violation occurred and request an appeal.*

 *e) a fair hearing before an impartial committee.*

 *f) appear in person, or not appear at an appeal with the assurance that failure to do so is not an admission of guilt.*

 *g) select an advisor who may attend the appeal along with the student.*

 *h) call witnesses and present evidence.*

 *i) receive a list of witnesses who are to testify against the accused student.*

 *j) confront and cross-examine witnesses and/or accusers.*

 *k) request a copy of any records or tape recordings used during the course of an appeal if the offense involves possible suspension/expulsion.*

 *l) appeal to the Vice Chancellor for Academic and Student Affairs and/or designee; and if no resolution occurs, directly to the Chancellor of the College.*

 *m) appeal to the Louisiana Community and Technical College System office in accordance with LCTCS Policy #2.004.*

**□\_\_\_\_\_PROHIBITED CONDUCT**

Baton Rouge Community College expects its students to be accountable for their conduct and to represent the College in a positive, responsible manner. The Code exists to provide parameters for students and their behavior as they represent the College during the entirety of their BRCC experience. A student forfeits the right to remain enrolled if he/she fails to abide by these rules.

Conduct that violates student rights and freedoms and is subject to disciplinary action. This list is not meant to be comprehensive: additional rules or regulations can be enacted during the year as set forth by the established procedures of the College.

*Prohibited conduct includes, but is not limited to, the following:*

***Academic Misconduct*** § Plagiarism, cheating, academic dishonesty, fabrication, misuse of academic resources, misrepresentation, violation of class rules, complicity, software fraud, multiple submission of work, unsanctioned collaboration, or other forms of dishonesty in College-related affairs. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the Code.

***Disruptive Behavior*** § Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting) or disrupts the general operation of the College. This includes, but is not limited to, disorderly, lewd, indecent, or obscene conduct, expressions, or acts which interfere with or adversely affect the normal functioning of the College, or which injures or endangers the welfare of any member of the College community or visitor on College-owned/controlled property or at College-approved/supervised functions. Any extreme, unusual, distracting, or disturbing appearance which disrupts the learning environment.

***Deceptive Acts*** § Engaging in deceptive acts, including, but not limited to, forgery, falsification, alteration, fabrication, or misuse of College forms, misrepresentation, non-disclosure, misuse of College documents, forms, records, identification cards and/or educational materials documents that are submitted to the College for official/unofficial purposes; Theft of services/property from the College, a member of the College community, or of a campus visitor, to include the possession, sale, or attempted sales of said services/property. § Submitting false, forged, or fraudulent documents, forms, reports, transcripts, records, certificates, tests, identification, legal, and/or written statements; making false statements to a College official; and/or misrepresenting eligibility, qualification, status, achievement, and/or standing to or within the College. § Defrauding, deceiving, coercing, or misleading an instructor into assigning other than an honest grade. § The unauthorized use of College property/services.

***Conduct that is Detrimental to College or Campus Safety*** § Obstruction, disruption, or unauthorized interruption of teaching, research, administration, disciplinary procedures, or other College activities (including its public service function) or of other authorized activities on College premises. § Disobeying any law or safety personnel on the College campus. § The College bans the possession and prohibits the use of hover boards (also known as self-balancing scooters or smart boards) on College campus grounds.

***Physical & Non-Physical Abuse*** § Any form of verbal or physical abuse of any member or visitor of the College community, or conduct which threatens or endangers the health or safety of any such person. § Participation in hazing, bullying, acts which are degrading or injurious, or acts in which another is held against his or her will. Hazing refers to an act that endangers the mental or physical health or safety of a student, or acts to be considered as any abusive rights for the purpose of initiation, admission into, affiliation with, or as a condition of membership in a group/organization. Bullying is defined as the use of force or coercion to abuse or intimidate others. § Hate Crime: Any criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim based on the victim’s race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

***Harassment and/or Discrimination*** § Participation in hazing, bullying, acts which are degrading or injurious, or acts in which another is held against his or her will. Hazing refers to an act that endangers the mental or physical health or safety of a student, or acts to be considered as any abusive rights for the purpose of initiation, admission into, affiliation with, or as a condition of membership in a group/organization. Bullying is defined as the use of force or coercion to abuse or intimidate others.

***Sexual Misconduct*** § Sexual harassment, defined as unwelcomed sexual encouragement, requests for sexual favors, and/or other verbal/physical conduct of sexual temperament when a. submission to such conduct is made, whether explicitly or implicitly, a term or condition of employment or academic evaluation; b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic evaluations affecting an individual; and/or c. such conduct has the purpose or effect of substantially interfering with one’s work or academic performance, or of creating an intimidating, hostile, or offensive working/learning environment. d. Some sexual and/or relationships, misconduct may constitute further criminal violations of college policy. § Stalking, which is defined as repeatedly contacting another person without a legitimate purpose when a. the contacting person knows or should know that the contact is unwanted by the other person. b. it is reasonable for the other person in that situation to have been alarmed or coerced by the contact. (As used in this subsection, “contacting” includes, but is not limited to, coming into the visual or physical presence of the other person, following another person, and sending written communication of any form to the other person, either by themselves or through a third party.) § Any verbal or physical conduct by an individual based on another individual’s age, ability, national origin, race, marital status, religion, sex, or sexual orientation that interferes with or prevents the person from conducting his or her customary or usual affairs, puts the person in reasonable fear of his or her safety, or causes the person to suffer actual physical injury. § Conduct less than a physical attack or interference with a person, such as hazing or threatening action, which is intended to subject another person to offensive physical contact, physical injury, or property damage, such as making threatening phone calls, sending or posting (electronically or otherwise) threatening letters, or the vandalism or misappropriation of a person’s property. § Sexual assault, which includes, but is not limited to: a. Rape b. Sexual misconduct c. Unwanted sexual contact of any kind or threat of such contact. Sexual contact shall be considered unwelcomed or without consent if no clear consent is freely given; if such contact is inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or otherwise lacks the physical or mental capacity to consent. If sexual contact is inflicted on someone who is intoxicated or impaired in the exercise of their judgment by alcohol or drugs, it will be considered without consent. § Public indecency, defined as exposing one’s genitals while in a public place or a place visible from a public place on College-owned or College-controlled property.

***Weapons*** § Firearms, explosives, fireworks, hover boards or other electrical devices or weapons of any kind are strictly prohibited on or near the college campus or at college-sponsored events.

***Tobacco/Drugs/Alcohol*** § The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs, as well as being under the influence of narcotics or drugs (except as required for verifiable medical reasons permitted by law and use poses no danger to the college community) while on College property or near campus or at College sponsored, approved, or supervised activities. § The use of tobacco products is prohibited on any property leased or controlled by BRCC (Facilities Policy 9.1011, Tobacco (Smoke) Free Campus). The Louisiana Community and Technical College (LCTCS) Board of Supervisors, in response to Act 211 (an update to the Louisiana Smoke-Free Air Act of 2007) signed into Louisiana law on June 10, 2013, created the Smoke-Free Environment Policy (Policy #6.024), which required all LCTCS campuses to adopt smoke-free campus policies. The BRCC policy is available on the College’s website. The use of electronic smoking devices is prohibited.

Appropriate Dress Attire § Students are expected to dress in a manner representative of a higher education institution. Integrity in appearance and personal cleanliness are most important. § Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the College may be sanctioned and/or reprimanded.

***Leaving Children Unattended*** § Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities is prohibited. The College assumes no responsibility for the supervision of children.

***Violation of Laws, Directives, and Signage*** § Violation, or alleged violation, of any federal or state law, city or local ordinance, or College security when such violation interferes with or is detrimental to the mission of the College, or interferes with other students’ legitimate educational activities and interests. § Conviction of a felony or misdemeanor under circumstances where it is reasonable to conclude that the presence of the person at the College would constitute a danger to health, personal safety, or property; or where the offense occurred on College-owned or College-controlled property or at College-sponsored or College-supervised activities.

***Gambling*** § Gambling while on campus, college owned or college controlled property is prohibited.

***Unauthorized Entry and/or Unauthorized Possession*** § Unauthorized possession or use of keys to College facilities, including buildings, offices, desks, files, or equipment. § Violation of properly constituted rules and regulations governing the use of motor vehicles on College owned or controlled property, including theft, sale, possession, and/or display of a lost, stolen or unauthorized parking decal. § Behavior that constitutes vandalism, misuse, or destruction to property that the College owns, controls, or uses. § Unauthorized entry into or damage to any College facility.

***Unacceptable Use of College Equipment, Network, or System*** § Unauthorized use of computer account(s), computer data files and/or computer facilities. § The viewing or public display of pornography on College property; at College-sponsored, approved, or supervised activities; or while using BRCC equipment on or off-campus. § Any unlawful distribution of copyrighted material, including peer-to-peer file sharing.

***Unauthorized Pets/Animals*** § All pets are prohibited from BRCC campuses, except for service animals specifically trained to perform work or tasks for a person with a disability (see Service Animal Policy - No. 5.533). Comfort animals are not permitted on campus. While on BRCC property, animals must be attended and restrained at all times.

***Tampering with Student Organization, Election, or Vote*** § Tampering with any form or phase of the election of any student organization or group.

***Group or Organization Conduct*** § Clubs/organizations that are not officially registered with Student Life are prohibited from meeting or gathering in unison for the purpose of conducting business on campus Violation of College Policies, Rules, or Regulations § Assembling on campus for the purpose of rioting or instigating disorderly, disruptive conduct that interferes with the educational processes of the college (BRCC recognizes the right to peacefully assemble). § Distribution of unauthorized literature, handbills, posters, or other printed matter. Publications that do not bear the name of the originator or do not adhere to BRCC publication standards cannot be distributed on the BRCC campus. Prior approval must be granted from the Student Life office for any material distributed. § Failure to respond to a request to report to a College administrative office or to comply with directions of College officials acting in the performance of their duties. § Violation of College policies and regulations as stipulated in this and other official College publications, or as promulgated and announced by authorized personnel. § Abuse of the College judicial program as outlined in this Code including, but not limited to: a. Falsification, distortion, or misrepresentation of information before any judicial body. b. Knowingly initiating any judicial proceedings without cause. c. Attempting to discourage an individual’s participation in, or use of, any judicial system. d. Influencing or attempting to influence another person to commit an abuse of any judicial system. e. Failure to comply with the sanctions imposed under the Code.

***Failure to Comply with College or Civil Authority*** § Failure to comply with legitimate directives of authorized college officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.

***Recording of Images without Knowledge*** § Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person’s prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation is prohibited. This includes, but is not limited to, taking video or photographic images in the classrooms, hallways, sidewalks, and/or restrooms etc. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

**□\_\_\_\_\_OFF CAMPUS BEHAVIOR**

The College reserves the right to take disciplinary action against a student for off-campus conduct when such conduct adversely affects the College Community, poses a threat of harm to the College Community; interferes with the College’s pursuit of its objectives and mission, and/or if a student is charged with a violation of state or federal law. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

***All Candidates are expected to abide by the rules and regulations found within the BRCC Student Code of Conduct which can be found on the website under the New & Current Students tab listed as the BRCC Student Code of Conduct. The General and Special Elections of the Student Government Association will abide by ALL College policies and procedures. Any infraction(s) or failure to comply with College policy or personnel may result in the disqualification of a candidate(s), before and during tenure once an officer.***