



BARSTOW COMMUNITY COLLEGE CLASSIFIED SENATE

Constitution & Bylaws

Ratified 08/07/2026

MISSION STATEMENT

The mission of the Barstow Community College Classified Senate is to recognize the key role Classified Professionals serve in the technical application of college initiatives, and value the diverse insight they provide in achieving the college's collective mission and vision. Our goal is to ensure the inclusion of Classified Professionals in participatory governance, professional development, and program development for holistic student success.

Barstow Community College
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ARTICLE I. NAME

- 1.1 The Barstow Community College District Classified Senate shall hereinafter be referred to as the Senate.

ARTICLE II. PURPOSES

- 2.1 Promote the interests of all Barstow College classified staff in accordance with AB 1725 mandates.
- 2.2 Provide a vehicle by which classified professionals can fully participate in the process of achieving the goals and mission of the college and promoting a successful learning environment for students.
- 2.3 Participate in the governance of Barstow Community College on a consultative level: to actively collect, evaluate and disseminate information for classified professionals; and to represent those interests in non-bargaining agent issues before and on any governance or non- hiring college committees.
- 2.4 Promote professional and personal development through participation for all classified professionals.

ARTICLE III. MEMBERSHIP

- 3.1 All Classified Professionals and Classified Confidential Professionals hired by the Barstow Community College District (BCCD) are members, including all regular BCC personnel other than administrative and faculty.

ARTICLE IV. SENATE OFFICERS

- 4.1 The Senate shall have an Executive board elected by membership. Executive board Officers will include President, Vice President, Secretary, Treasurer, and Communications Officer.
- 4.2 The Senate shall include at least four (4), but no more than nine (9) Senators elected by the membership.
- 4.3 There must be at least one (1) Senator elected from each division (Academic Affairs, Administrative Services, President's Office, and Student Services).
- 4.4 Officers shall serve two (2) years, with the President and Secretary elected in even years, and Vice President, Treasurer, and Communications Officer elected in odd years.
- 4.5 Senators shall serve two (2) years; established so that one-half of said terms shall terminate at the end of each academic year.

- 4.6 Officers shall serve no more than two consecutive terms and take office on July 1. The Election committee, in consultation with the incoming officers, will determine who will administer the oath of office to newly elected officers.
- 4.7 Officers may serve on the executive board of CSEA Chapter 176, but cannot serve in the same role/capacity on both boards.
- 4.8 The President of CSEA Chapter 176 cannot serve on the Classified Senate executive board as an officer in any capacity, and the Classified Senate President cannot serve on the CSEA Chapter 176 executive board as an officer in any capacity.
- 4.9 In the event any officer is unable or unwilling to complete their term of office, the Senate shall have the power upon reasonable notice to call a special election to replace the vacant seat within three (3) months of the vacancy. The officer shall be elected by a simple majority of votes cast in a formal meeting.

ARTICLE V. RESPONSIBILITIES

- 5.1 It shall be the responsibility of the Senate to:
 - a. Participate in district committees.
 - b. Express its views and recommendations to the District Superintendent-President.
 - c. Express its views and recommendations to the Board of Trustees.
 - d. Express its views and recommendations to any college governance body as appropriate.
 - e. Solicit the opinion of, and regularly poll, the members.
 - f. Express its views and recommendations back to all Classified professionals in order to keep its members informed of its actions and current issues, and to improve overall communication.
 - g. To act as a consultative body to the District Superintendent-President in any matter affecting the conduct, welfare, and growth of the College and its students as part of participatory governance.
 - h. Raise funds for special events, activities, and expenses as needed to carry out the purposes of the Senate.

ARTICLE VI. PARLIAMENTARY AUTHORITY

- 6.1 The Barstow Community College Classified Senate shall operate under the basic provisions of the Brown Act.
- 6.2 The basic parliamentary authority shall be the current edition of Robert's Rules of Order. The Senate may adopt additional provisions to establish rules of procedure for conducting its meetings.

ARTICLE VII. AMENDMENTS

- 7.1 The Constitution will stand as voted upon unless modified by amendments. If any portion is found in violation of Local, State, or Federal Laws, it will be the responsibility of the Senate to amend that portion to attain compliance rather than to declare the Constitution void. The Senate shall use the following amendment procedures to carry out this responsibility:
- a. An amendment may be proposed by petition signed by 10% of membership and presented to the Executive board. The amendment(s) shall be presented to the members at the next regularly scheduled meeting for ratification.
 - b. An amendment may be proposed at any general meeting of the membership. If the motion is accepted by the membership, it will be submitted to the entire membership for a vote.
 - c. A simple majority of the votes cast shall be required for adoption.

ARTICLE VIII. RATIFICATION

- 8.1 Prior to ratification, the Constitution will be distributed to all members of the Classified Senate.
- 8.2 Adoption and ratification of the Constitution shall require a simple majority of those voting at a special first meeting.

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ARTICLE I. BYLAWS

- 1.1 These bylaws shall provide for membership eligibility, regular meetings, methods of nominating and electing officers, the filling of vacancies and such other procedures as shall be needed to execute the business of the Classified Senate.

ARTICLE II. DUTIES OF OFFICERS

- 2.1 The *President* shall:
- a. Preside over all meetings of the Classified Senate and Executive board.
 - b. Represent or appoint a member of the Executive board to represent the Classified Senate at official District functions.
 - c. Serve as liaison to the Board of Trustees, District Superintendent-President, President's Cabinet, College Governance Council, and any other relevant representative bodies both on and off campus.
 - d. Oversee the Classified Senate budget.
 - e. Oversee Classified Senate reporting, Classified Senate standing committees, and recommendations received.
 - f. Administer and/or maintain the routine affairs of the Classified Senate between meetings.
 - g. Conduct an orientation for officers and new Classified Senate representatives.
 - h. Install the newly elected President at the first regular meeting of the fiscal year.
 - i. Support all other Executive board members in their respective duties.
 - j. Perform other duties as may be deemed necessary, within the limits of these bylaws.
- 2.2 The *Vice President* shall:
- a. Assume the duties and responsibilities of the President if the President is absent or unable to fulfill them.
 - b. Regularly attend Classified Senate Executive board meetings.
 - c. Regularly attend Classified Senate meetings.
 - d. Prepare and maintain a current list of membership.
 - e. Coordinate the appointment of all members of standing committees and ad hoc committees.
 - f. Chair the Nominating Committee and serve as Chief Election Officer for all elections conducted by the Classified Senate.
 - g. Perform other duties as may be deemed necessary, as delegated by the Classified Senate President, or as assigned by the Classified Senate, within the limits of these bylaws.
- 2.3 The *Secretary* shall:

- a. Assume the duties of the President in the absence of the President and Vice President.
- b. Regularly attend Classified Senate Executive board meetings.
- c. Regularly attend Classified Senate meetings.
- d. Be official historian of the Barstow Community College Classified Senate.
- e. Serve as research and resource person.
- f. Prepare, publish, and distribute the agenda for all Senate meetings prior to the meeting.
- g. Record, maintain, and distribute minutes of all scheduled Senate meetings.
- h. Perform other duties as may be deemed necessary, as delegated by the Classified Senate President, or as assigned by the Classified Senate, within the limits of these bylaws.

2.4 The *Treasurer* shall:

- a. Assume duties of the President in the absence of the President, Vice President, and Secretary.
- b. Regularly attend Classified Senate Executive board meetings.
- c. Regularly attend Classified Senate meetings.
- d. Maintain all financial records of the Classified Senate with accuracy.
- e. Track, review, and process all requests for payment/reimbursement, and process deposits.
- f. Solicit Classified Senate Foundation Fund payroll deductions.
- g. Furnish reports of monthly financial activity at Classified Senate meetings.
- h. Perform other duties as may be deemed necessary, as delegated by the Classified Senate President, or as assigned by the Classified Senate, within the limits of these bylaws.

2.5 The *Communications Officer* shall:

- a. Assume duties of the President in the absence of the President, Vice President, Secretary, and Treasurer.
- b. Regularly attend Classified Senate Executive board meetings.
- c. Regularly attend Classified Senate meetings.
- d. Provide a centralized means of communication among Classified Professionals and with the rest of the college community.
- e. Compile reports from Classified Professionals assigned to College Governance committees to provide to membership.
- f. Perform other duties as may be deemed necessary, as delegated by the Classified Senate President, or as assigned by the Classified Senate, within the limits of these bylaws.

2.6 The *Senators* shall:

- a. Regularly attend Classified Senate meetings.
- b. Represent the interest and concerns of Classified Professionals at all meetings.
- c. Ratify all appointments made by the President of the Classified Senate.
- d. Maintain consistent oral and written communication with constituents to:
 - i. Disseminate information from Classified Senate meetings; and
 - ii. Poll constituents on issues needing consensus by the Classified Senate.
- e. Actively participate in the planning and/or execution of Classified Senate sponsored activities.

- f. Serve on Classified Senate standing committees and ad hoc committees as appointed by the President.

2.7 All Classified Professionals and Classified Confidential Professionals may:

- a. Regularly attend Classified Senate meetings.
- b. Submit proposals, resolutions, recommendations, or concerns for consideration by the Classified Senate.
- c. Participate in discussions, forums, surveys, and other activities conducted by the Classified Senate.
- d. Serve on college governance committees.
- e. Serve on Classified Senate standing committees and ad hoc committees.
- f. Serve as Officers and Senators, subject to eligibility requirements established in these bylaws.
- g. Nominate Officers and Senators.
- h. Elect Officers and Senators.
- i. Ratify governance documents of the Classified Senate, such as the *Constitution and Bylaws*, and its amendments.
- j. Vote on matters submitted to the membership in accordance with these bylaws
- k. Participate in professional development and leadership opportunities sponsored or endorsed by the Classified Senate.

ARTICLE III. ELECTIONS

- 3.1 Nominations for candidates for Officer and Senator positions in the Classified Senate shall be open to all members who have not already served two (2) consecutive terms in the position they have been nominated.
- 3.2 In March, the Senate shall recruit three (3) volunteers for a Nomination and Election committee (if more than three (3) individuals volunteer, the committee will be selected by a simple majority of votes cast.) No committee member may be a candidate in the upcoming election for which he or she serves on the Nomination and Election committee.
- 3.3 Elections shall be held annually at the general meeting in May. The nomination period shall be from April 1 through April 30, during which time the Nomination and Election committee shall receive nominations on a nomination form. The Nomination and Election committee will seek acceptance of the nomination from the nominee prior to printing the ballots.
- 3.4 Votes shall be cast by marked ballot at the May meeting, which may be held on a date and time outside the regular meeting schedule as determined by the Executive board. The Nomination and Election committee shall tally the ballots cast and declare the member(s) receiving the most votes cast elected to their respective offices. Specific voting needs for employees at off-site locations may be considered by the Nomination and Election committee.
- 3.5 Nominations for elected positions in the Senate shall be open to all Classified Senate members.

- 3.6 Paper ballots shall be available to each member during the May meeting.
- 3.7 In case of a tie for one or more offices, a second election shall take place within one week. This process shall continue until a deciding vote is reached.
- 3.8 An elected position is considered vacant when:
 - a. An officer resigns.
 - b. An officer takes a leave of absence which extends for three (3) or more consecutive meetings.
 - c. An officer is absent from three (3) consecutive meetings without prior approval from the Executive board, or five (5) meetings in one fiscal year.
 - d. Removed from Office by a simple majority of votes cast in a formal Classified Senate meeting.

ARTICLE IV. DISMISSAL AND RESIGNATION

- 4.1 Dismissal of a Senator or Executive board Officer may be considered with a majority consensus of the complete Classified Senate, except the senator in question.
- 4.2 Any member of the Classified Senate may resign by written notice to the executive board.
- 4.3 Procedures for filling the vacancy are outlined in Article IV, Section 4.6 of the Constitution.

ARTICLE V. COMMITTEES

- 5.1 The Classified Senate shall establish both standing (permanent) and, when appropriate, ad hoc (of short duration) committees to assist in the development and implementation of policies and procedures relating to Classified Professionals and to the operational matters of the college, where it does not conflict with union activities.
- 5.2 It shall be the duty of each committee to receive and analyze referred matters, to prepare resolutions or amendments, and to make reports and recommendations through appropriate channels to the Classified Senate.
- 5.3 Classified Professionals serving on governance committees shall provide reports upon request.
- 5.4 Open call for committee members will remain open for at least five (5) business days or as deemed necessary.

ARTICLE VI. AMENDMENTS TO BYLAWS

- 6.1 Amendments to the bylaws may be rescinded or amended only at a regular meeting of the Classified Senate pursuant to **Article VII** of the Constitution.

ARTICLE VII. RATIFICATION

- 7.1 Prior to ratification, the bylaws will be distributed to all members of the Classified Senate.

- 7.2 Adoption and ratification of the bylaws shall require a simple majority of those voting at a special first meeting.