

SCRIPPS RANCH Bus Committee
BYLAWS

Article I - Name and Purpose

Section 1 - Name

Scripps Ranch Bus Committee (SRBC)

Section 2 - Purpose

To accommodate as many, if not all, Marshall Middle School (MMS) families with bus service to/from MMS.

- A. Implement a fair and transparent Marshall Middle School Parent Volunteer Bus Program run by the Scripps Ranch Bus Committee.
- B. Provide clear SRBC processes, including registration process, and provide effective leadership for general maintenance of the overall program.

Section 3 - Nonpartisan Activities

The SRBC activities shall be nonpartisan and nonsectarian and shall not discriminate against any person or persons by reason of race, color, sex, creed, national origin, sexual orientation, or physical handicap, nor shall the SRBC take part officially or unofficially, or lend its influence in, the election of any candidate for political office.

Nothing in this section shall prohibit elected members, acting in their individual capacity, to partake in any political activities or to join or promote the activities of any group, so long as such actions are not in violation of any law, and such activity is not represented to be on behalf of the SRBC.

Article II - Eligibility

Section 1 – SRBC Officer and At Large Board Member Eligibility

Eligibility to serve on the board is open to all families who have a child currently attending, or about to attend (from 5th to 6th grade) Marshall Middle School and who have, or are wanting to have, a seat for their student on the bus.

Article III - Meetings

Section 1 - Place of Meetings

All meetings shall be held at an appropriate place which shall be located not more than fifteen (15) miles from the intersection of Pomerado Road and Scripps Ranch Boulevard.

Section 2 - Regular Monthly Meetings

The SRBC shall hold meetings on the fourth Tuesday as a forum for the interchange of ideas and discussion of issues affecting the Bus Program. Additional meetings may be necessary and shall be called as necessary and determined by the Chair or SRBC.

Section 3 - Annual Meeting

The annual meeting shall be held during the regularly scheduled meeting in the month of May each year at 7:00 pm of said day. At such meeting, election of Officers and At Large Board Members shall be held as appropriate.

Section 4 - Notice of Meetings

Written notice of regular meetings shall be contained in the preceding issue of the SRCA Newsletter and on the SRCA website (as time permits). All meetings are open to the public.

Section 5 – Special Meetings

Meetings of the SRBC for any purpose or purposes can be called any time by the Chair, or if he/she is absent or unable or refuses to act, by the Vice Chair or by any two (2) members of the SRBC. Notice of the time and place of special meetings shall be given to each SRBC Board members at least forty-eight (48) hours prior to the time of the meeting.

Section 6 – Meeting Rules

Meetings will abide by the Brown Act and will be held in accordance with Robert’s rules of order.

Article IV - Elections

Section 1 - Voting

Voting shall be by a show of hands or by ballot at the discretion of the presiding officer. If there is a demand made by any SRBC member at any election before the voting begins to use ballots, then ballots shall be used. Unless otherwise stated, a simple majority of a quorum is required to pass an action item and at least 4 members of the SRBC are needed to be a quorum.

Section 2 - Election of Officers and At Large Members

All parents who have a child currently attending, or about to attend (from 5th to 6th grade) at Marshall Middle School and who have, or are wanting, a seat for their child on the bus may participate in the election of Officers and At Large Members.

Section 3 - Proxies

An SRBC member must be present to vote and proxies are not permitted.

Article V – The Committee

Section 1 - Powers

The Scripps Ranch Bus Committee shall have the power to manage and control the overall direction of the Marshall Middle School Parent Volunteer Bus Program. Its specific purpose is to guide the SRBC in its future path of serving the parents and students of Marshall Middle School. They further, upon a majority vote of the board members, can establish policy and positions as representative of the Scripps Ranch Bus Program at large. The SRBC shall set the overall strategy for the Marshall Middle School Parent Volunteer Bus Program in representing the parents/ students of MMS.

Section 2 - At Large Members of the SRBC

At Large Members of the SRBC will be eligible parents who hold voting privileges on the board and have committed to participate for the maintenance and improvement of the MMS Parent Volunteer Bus Program.

Section 3 - Excused Absence

An excused absence for any SRBC meeting can be obtained by notifying either the Chair or Secretary prior to that meeting.

Article VI - Officers

Section 1 - Officers

The Officers of the SRBC shall be a Chair, Vice Chair and Secretary.

Section 2 - Qualifications

All Officers of the SRBC shall have children attending, or about to attend (going from 5th to 6th grade) at Marshall Middle School and must be in good standing with the SRBC to be/ remain eligible.

Section 3 - Election

All Officers shall be elected in May each year and shall serve a term of at least one year. Each Officer shall hold his/her office until he/she resigns, is otherwise disqualified to serve or his/her successor is elected.

Section 4 - Removal and Resignation

Any Officer may be removed, except the Chair, either with or without cause, by the SRBC. The Chair may be removed with or without cause by a three quarters (3/4) vote of the SRBC at a special meeting called for that purpose. Any Officer may resign at any time by giving written notice to the Chair, Vice Chair or to the Secretary. Any such resignation shall take effect at the date of receipt of such notice or at any later time specified therein; and unless specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5 - Vacancies

A vacancy in any office may be filled by an action of the SRBC.

Section 6 - Chair

The Chair is the chief executive officer of the SRBC and shall, subject to the control of the SRBC, have general supervision, direction, and control of the business and Officers of the SRBC. He/she shall be elected by eligible families. He/she shall preside at all meetings of the members of the SRBC. He/she shall be a member of the SRBC and all Standing Committees. As such, he/she shall be counted for quorum purposes and shall have a vote. He/she shall have the general powers and duties of management usually vested in the office of president of a corporation, and shall have such powers and duties as may be prescribed by the SRBC. To be elected as Chair one must have served at least one year as an SRBC member and must be in good standing with the SRBC.

Section 7 - Vice Chair

In the absence or disability of the Chair, the Vice Chair shall perform all duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall hold the powers and perform such other duties as from time to time may be prescribed by the SRBC.

Section 8 - Secretary

The Secretary shall keep a book of the minutes of all regular monthly meetings and any special meetings with the time and place of holding such meetings, the names of those present, the number of members present or represented at the meetings, and the proceedings thereof. The Secretary shall give, or cause to be given, notice of all regular monthly meetings and any special meetings as required by the bylaws. The Secretary will prepare the agenda, keep the minutes of the meeting and distribute to the committee via the SRCA website. Meeting minutes will be kept for at least six years. The Secretary also maintains the SRBC roster.

Article VII – Standing Committees

Section 1 – Committees

The Chair shall have the power to establish as many standing committees as is deemed necessary and shall appoint a chair for each standing committee. There is no length to the term of the chair or members of the committee.

Section 2 – Membership

Membership in any Standing Committees is open to all families who have a child currently attending, or about to attend (from 5th to 6th grade) at Marshall Middle School.

Section 3 – Oversight

Any significant decision (ie. Change in scope of activity or major change in direction) made by a Standing Committee shall be approved by the SRBC prior to being acted upon. Standing Committees may be called before the SRBC at its discretion to receive guidance and support on strategic and operation matters. Final authority resides with the majority vote of the SRBC.

Article VIII – Amendments

Section 1 – Power of Members

These bylaws may be amended or repealed by the consent / majority vote of the SRBC.

Section 2 – Notification

Notification of the SRBC meeting, at which bylaws will be amended, shall state the substance of the proposed amendment. Once adopted, the change in the bylaws will be available by request and posted on the SRCA website.