

**SCRIPPS RANCH BUS COMMITTEE
BYLAWS**

Article I - Name and Purpose

Section 1 - Name

The group shall be called the Scripps Ranch Bus Committee (SRBC).

Section 2 - Purpose

The SRBC's specific purpose is to serve the families and students of Marshall Middle School (MMS) with the fair and transparent allocation and assignment of as many, if not all, eligible MMS students seeking bus service to/from MMS. Such allocation and assignment shall be called the Parent Volunteer Bus Program (Program) and shall be restricted to the number of buses provided and allocated to the community by the San Diego Unified School District (District).

Toward accomplishing the aforesaid purpose, the SRBC shall:

- A. Implement a fair and transparent Program run by the SRBC.
- B. Provide clear SRBC processes, including Program registration and lottery, as well as providing effective leadership for the general health, continuation, and maintenance of the overall Program.

Section 3 - Nonpartisan Activities

All 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 – Primacy of Bylaws

Section 1 - Primacy of Bylaws

All previous Bylaws of the SRBC are replaced by the Bylaws herein. These Bylaws shall take effect upon approval by the SRBC Board in accordance with the most recent previous Bylaws.

Provisions that apply to elections shall take effect at the next regular election. Provisions that apply to incumbent Officers or Board Members shall take effect whenever an office or seat on the Board becomes vacant or at the next election or appointment for that office/seat.

Article III - The SRBC Board

Section 1 - Organization

The SRBC Board (hereinafter “the Board”) shall consist of all At-Large Members as defined in Article IV, Section 1, and all Officers as defined in Article V, Section 1.

Section 2 - Eligibility

The Board shall be comprised of volunteer parents/guardians who currently have an MMS-enrolled student(s) and/or who will have an MMS-enrolled student(s) during the fall semester following the March Annual Meeting of the current year.

Section 3 - Powers

The Board shall set the overall strategy for the Program in representing the families/students of MMS and shall have the power to guide, manage, and control the overall policy direction and management of the Program. They further, upon a majority vote of the board members, can amend the Bylaws, appoint eligible members to the Board, appoint members of the Board to offices of the Board, as well as establish new policies, direction, and positions to benefit the Program and its participant families.

Section 4 - Duty to Participate

Any Board Member or Officer who has accumulated five (5) absences from the monthly SRBC meetings in the preceding twelve-month period, may be removed from their position(s) on the Board by a simple majority vote.

Section 5 - Proxies

Every Board Member shall have the right to vote in person at all SRBC meetings, closed sessions or special meetings. Proxy rights cannot be given to any other person on behalf of a Board Member or Officer.

Article IV – At-Large Members

Section 1 - Qualifications

At-Large Members of the Board shall be elected from eligible parents/guardians of participants of the Program as set forth in Article III, Section 2.

Section 2 - Number

The number of At-Large Members of the Board shall be not less than four (4). The exact number of At-Large Members shall be fixed from time to time within the limits specified by this Article by resolution duly adopted by the Board.

Section 3 – Role of the At-Large Members

It is expected each At-Large Member shall participate and assist with the registration, lottery, allocation of riders, and serve as the liaison between the bus routes and the Board.

Section 4 - Election and Term of Office

At-Large Members shall be elected in March each year and shall serve a term of at least one year. In order that there shall be continuity of management, the terms shall be staggered such that all odd-numbered At-Large Member seats shall be elected in odd-numbered years and all even-numbered At-Large Member seats shall be elected in even-numbered years.

Section 5 - Vacancies

A vacancy or vacancies among the At-Large Members shall be deemed to exist in case of the death, resignation, or removal of any At-Large Member, or if at any annual or special meeting to elect the fully authorized number of At-Large Members are not duly elected. Vacancies in the At-Large Members may be filled by a majority vote of the Board pursuant to Article III, Section 3. Each At-Large Member so appointed shall hold office for the remaining term of the At-Large Member whose position he/she was appointed to fill or if the Board chooses, a vacancy or vacancies may be filled by a special election.

Section 6 – Recall of At-Large Members

Any At-Large Member may be removed from office by a simple majority vote of the eligible voting community members as defined by Article VII, Section 2. Receipt of a petition to remove an At-Large Member must be filed by eligible community members at a regularly-scheduled SRBC meeting. Upon receipt of said petition, an election for the purposes of removal shall be held at the next regularly-scheduled SRBC meeting where verification of eligibility to vote and potential removal shall take place.

Article V - Officers

Section 1 - Qualifications

All Officers of the Board shall be elected from eligible parents/guardians of participants of the Program as set forth in Article III, Section 2, and subject to the restriction(s) set forth in Section VII of this Article.

Section 2 - Offices

There shall be at least three (3) Officers of the Board: Chair, Vice Chair, and Secretary. Officers shall be elected from eligible parents/guardians of participants of the Program as set forth in Article III, Section 2.

Section 3 – Election and Term of Office

All Officers shall be elected in March each year and shall serve a term of at least one year which extends to the end of the academic year following the year in which they are elected. Each Officer shall hold his/her office until he/she resigns, is removed from office, is otherwise disqualified to serve, or until a successor is elected.

Section 4 - Vacancies

A vacancy or vacancies among the Officers shall be deemed to exist in case of the death, resignation, or removal of any Officer, or if at any annual or special meeting to elect the fully authorized number of Officers are not duly elected. Vacancies in the Officers may be filled by a majority vote of the Board pursuant to Article III, Section 3. Each Officer so appointed shall hold the office for the remaining term of the Officer whose position he/she was appointed to fill or if the Board chooses, a vacancy or vacancies may be filled by a special election.

Section 5 - Removal and Resignation

Any Officer may be removed, except the Chair, either with or without cause, by the Board. The Chair may be removed with or without cause by a three quarters (3/4) vote of the Board 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 6 - Chair

The Chair is the chief executive officer of the SRBC and shall, subject to the control of the Board, have general supervision, direction, and control of the business of the SRBC. The Chair shall be elected by eligible families as defined in Article III, Section 2 and shall preside at all meetings of the SRBC. The Chair shall be a member of the Board and all Standing Committees. As such, the Chair shall be counted for quorum purposes and shall have a vote.

The Chair 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 Board. The Chair shall prepare the Agenda for all meetings of the Board as well as serve as a liaison with the District and MMS administration.

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 Board.

Section 8 - Secretary

The Secretary shall, subject to the control and oversight of the Board, be responsible for keeping all records of the SRBC. 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 conduct annual elections as defined in Article VII. 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 shall maintain the Board Roster, SRBC committee member listings, and attendance records of the Board. The Secretary shall also keep the minutes of the meeting and distribute to the committee and current or interested families via the SRBC and SRCA websites and Facebook. Meeting minutes will be kept for at least six years.

The Secretary shall serve as a liaison with the District, answer general Program correspondence, maintain the waitlist, allocate the seats from the waitlist, registration documentation, and maintain the cloud storage.

In the absence or disability of the Chair and Vice Chair, the Secretary 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 Secretary shall appoint a Board Member to take minutes at meetings where the Secretary is presiding. In the absence of the Chair, Vice Chair, and Secretary, the Board Member with the most seniority 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.

Article VI - 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 regular meetings as a forum for the interchange of ideas and discussion of issues affecting the Program. If additional meetings are necessary they will be determined by the Chair and/or Board and arranged accordingly. Notice of meetings will be posted on SRBC website and Facebook page at least 24 hours before the meeting.

Section 3 - Annual Meeting

The annual meeting shall be held in March each year. 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 published on the SRBC and SRCA websites, and on Facebook at least twenty four (24) hours prior to meetings. All meetings are open to the public.

Section 5 – Special Meetings

Meetings of the SRBC for any purpose or purposes can be called at any time by the Chair, or if the Chair is absent or unable or refuses to act, by the Vice Chair or by any two (2) members of the Board. Notice of the time and place of special meetings shall be given to each SRBC Board member 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.

Section 7 – Quorum

A majority of the non-vacant seats of the Board shall constitute a quorum for the transaction of business at any meeting. Every act or decision done or made by a majority of the non-vacant seats of the Board shall be regarded as the act of the Board. For purposes of a quorum and voting, a member of the Board is counted only once regardless of the number of seats an individual may hold.

Article VII - Elections

Section 1 - Voting

Voting shall be by a show of hands or by ballot at the discretion of the Secretary. 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.

Section 2 - Election of Officers and At-Large Members

Pursuant to Article III, Section 2, all parents/guardians who currently have an MMS-enrolled student(s) and/or who will have an MMS-enrolled student(s) during the fall semester following the March Annual Meeting of the current year may participate in the election of Officers and At-Large Members, as well as the recall of members of the Board as defined in Article IV, Section 6.

Section 3 - Proxies

Anyone who is eligible and wishing to cast a vote, must be present to vote. Proxies are not permitted.

Article VIII – 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.

Section 2 – Membership

Membership in any Standing Committees is open to all families who currently have an MMS-enrolled student(s) and/or who will have an MMS-enrolled student(s) during the fall semester following the March Annual Meeting of the current year.

Section 3 – Oversight

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

Article IX – Program Process

Section 1 - Registration Window

The Program registration process will occur each year for a minimum of three (3) weeks in April and shall be publicized on the SRBC website, SRCA Newsletter and website, the SRBC Facebook page and will be communicated to all elementary schools within Scripps Ranch. Such publication shall include the dates of the registration window(s) as well as the times at which the registration window will begin and close. The dates and times of the registration window shall be posted/advertised no less than thirty (30) days prior to the registration window opening.

Section 2 - Online Registration

The Board shall make available an online registration form or hyperlink to all families seeking bus service to/from MMS. The online registration form shall contain all pertinent information of registering families including the registrants' preferred bus route. The registration form/link along with a listing of bus routes and times shall be included on the SRBC and SRCA websites.

All families interested in bus service for the coming academic year must register online.

Section 3 – Priority Status of Riders

The SRBC shall recognize only two priority status designations for Program participants:

- A. Returning Riders - Students who were assigned a seat from the previous year, and who will be attending MMS in the Fall, will have priority over new riders providing their account with the San Diego Unified School District Transportation Department is paid in full by the last day of registration. Returning riders must submit an online registration form within the registration window each year to continue service.
- B. Siblings of Returning Riders - Siblings of returning riders that will be attending MMS in the Fall will also have priority over new registrants. However, both siblings must be MMS students at the same time in order to reserve a seat for the sibling otherwise the incoming MMS student will be subject to the lottery system. Siblings must be registered on the same online form as the Returning Rider via the registration process.

Section 4 - Public Lottery

A lottery shall be held in a public forum to determine the order in which new students are allocated to the buses. The Board shall publicize the place and time of the lottery no later than thirty (30) days prior to the lottery being held. The lottery shall be open to the public. A separate lottery shall be held for each of the bus routes.

Section 5 - Assignment to Bus Routes

The SRBC shall assign returning riders plus siblings and then allocate open seats subject to the order established at the lottery. Any registrants not assigned to their preferred bus route shall comprise a Wait List for that route only. The Wait Lists will be the order in which the SRBC shall assign seats over the course of the academic year as seats become available on each route.

Section 6 - SRBC and District Responsibilities

The SRBC shall be responsible for the administration of the assignment process to the buses allocated to the community by the District.

The District is responsible for determining the number of buses allocated to the Program, the provision of buses and drivers, establishing the cost of the service, collecting Program fees, providing security passes for the Program, and the establishment of the bus routes and schedules.

Section 7 – Updating the Program Process

Notification of the SRBC meeting, at which Program Process will be amended, shall state the substance of the proposed changes. Once adopted, the change in the Program Process will be available by request and posted on both the SRBC and SRCA websites.

Article X – Amendments

Section 1 – Power of Board

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

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 both the SRBC and SRCA websites.