



Texas PTA President  
Filed 11/8/18

## **McCallum Senior High School PARENT TEACHER STUDENT ASSOCIATION STANDING RULES**

### **I. Meetings**

- A. The president may appoint a committee of three (3) members at the last executive board meeting to approve the minutes of the last executive board meeting.

The president may appoint a committee of three (3) members at the last regular meeting to approve the minutes of the last regular meeting.

- II. Standing Committees:** The following five committees are standing committees of this local PTSA and their chairs shall serve on the Executive Board in accordance with the Bylaws.

- A. **Membership** The duties of the chair of the Membership Committee shall be to: Oversee all subcommittees and activities related to membership.

These may include, but are not limited to, the following committees:

1. Membership
2. Back to School
3. Freshman Orientation
4. Healthy Lifestyles

- B. **Outreach**: The duties of the chair of the Outreach Committee shall be to: Oversee all subcommittees that exist predominantly to reach out to students, parents and the community. These may include, but are not limited to, the following committees:

1. MaCares
  - a. MaCares Emergency Fund:
  - b. Procedures for McCallum PTSA MaCares Financial
  - c. Emergency Assistance Grant
  - d. PURPOSE OF THE FUND
  - e. The MaCares fund is used to provide emergency assistance grants to McCallum families who have suffered economic hardship. Financial aid is provided to those truly in need.

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### SOURCE OF FUNDING

Funding comes from tax-deductible donations to McCallum PTSA. Contributions should be sent to McCallum PTSA/MaCares. Contributions may not be earmarked for a specific recipient.

### WHO IS ELIGIBLE FOR A GRANT?

All McCallum PTSA members and their immediate families are eligible to apply for a grant. 'Immediate families' includes the applicant's spouse, children, stepchildren, brothers, sisters, father or mother – if all live in one household. Applications may be submitted to the MaCares committee by an individual or on behalf of an individual member. Submitting an application does not require a vote by McCallum PTSA executive board but does require the signature of the president.

### WHO OVERSEES THE FUND?

The fund is administered by a committee of the McCallum PTSA called MaCares and is overseen by an executive board. A minimum of three (3) persons will make decisions for the committee. There is no guarantee that funds will be available for grants to be made at any particular time. Committee members serve without compensation and are not eligible to benefit from the fund while they serve on this committee.

### HOW ARE GRANT APPLICATIONS PROCESSED?

Applications are submitted to McCallum PTSA MaCares Committee. Within ten (10) business days of receipt of the application the committee will reach a decision concerning the grant and the applicant will be notified in writing. Names of the grant recipients are kept confidential.

### HOW ARE GRANTS AWARDED?

Awards are based upon expenses incurred and on a combination of factors. Although each request is considered on a case-by-case basis, eligibility is generally based on family income including any financial assistance.

### HOW ARE GRANTS PAID?

Grants will be paid on a one-time basis for each qualifying household. Grants will be paid to the service provider such as

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hospital, grocery store, utility company or rental property. Maximum grant amounts will be established for each grant on a monthly basis with defined standards for payment.

2. ACPTA
3. CAC

C. **Communications:** This PTSA shall own and moderate a newsletter (i.e. The MacKnightly News e-newsletter and McCallum High School – Austin, TX Facebook page) to provide information to the McCallum community. The ownership of this newsletter shall include the current PTSA President, Vice President and current Chair of the Communications Standing Committee. The moderators for this newsletter shall include the current PTSA President, School Principal or designee, and the currently appointed PTSA member or members in charge of these communication tools. This newsletter is sponsored by the McCallum PTSA on a voluntary basis. The moderators are not responsible for errors, omissions or inaccuracies in the content provided in the following communications:

1. Facebook
2. MacKnightly News
3. Healthy Lifestyle
- 4.

D. **Fundraising:** In absence of Fundraising Committee Chair, the Treasurer will oversee the committees. The duties of the chair of the Fundraising Committee shall be to: Oversee all subcommittees that exist predominantly to raise money for the PTSA. These may include, but are not limited to, the following committees:

1. Book Sales
2. Grocery Card Program
3. Partners in Education
4. Excellence Fund
5. Student Scholarships

*Student Scholarships:*

a. This local PTSA shall award **two (2) \$1000** scholarships to graduating seniors. One award will be made to an applicant in the **College/University** category who plans to attend either an in-state or out-of-state certificate program, trade school, two-year or four-year college/university program immediately following graduation. One award will be made to an applicant in the **Life**

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- Skills** category who plans to further their education/skills training following graduation
- b. Information on eligibility, deadlines, and application forms will be made available to all graduating seniors of McCallum Senior High School by normal means including, but not limited to MacKnightly News, Counselors, Senior Class Liaison, and Advisory.
  - c. The minimum eligibility requirements are that the applicant be a graduating senior, have a cumulative minimum GPA of 2.5 in the College/University category and 2.0 in the Life Skills category. The applicant may not be related to a major contributor to the Scholarship Fund. A major contributor is defined as someone who has given \$250 or more to the scholarship fund
  - d. Should a scholarship recipient become ineligible for the scholarship, the scholarship will be awarded to the next highest applicant.
  - e. Each year, the President of this Local PTSA shall appoint a minimum of three (3) people to serve on the Scholarship Selection Committee. The Committee members shall not be related in any way or have a close personal relationship with any of the applicants of the scholarships. In addition, the review process will be a blind review and scored numerically according to an established rubric that is published with the scholarship application.
  - f. The scholarship will be paid directly to the scholarship recipient's school.

*Grocery Card Program:*

- a. This PTSA shall administer the Grocery Card Program through a subcommittee consisting of a minimum of two (2) current PTSA members plus the current PTSA Treasurer. This Grocery Card Program subcommittee will report to the Fundraising Committee Chair and ultimately to the PTSA Executive Board.
- b. 15% of the total profits for the order year, with a guaranteed minimum donation of \$2000, shall be donated to the current year's GradKnight celebration.
- c. The order year shall be defined as May 1 - April 30.

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*Excellence Fund:*

- a. This PTSA shall administer the Excellence Fund through a subcommittee which reports to the Fundraising Committee Chair.
- b. Excellence Fund requests are accepted twice a year.
- c. Request are considered by the committee who—and presents, recommendations to the board.
- d. The board approves the committee recommendations
- e. The committee sends a letter informing the teacher of funding
- l. The teacher submits a check request or receipt for reimbursement or payment
- g. The procedures of this program will be reviewed annually.

E. **Staff Appreciation:** The duties of the chair of the Staff Appreciation Committee shall be to: Oversee all subcommittees that exist predominantly to support school staff. These may include, but are not limited to, the following committees:

- a. Secret Pals
- b. Staff Appreciation Meals
- c. Standardized Testing Treats
- d. Office Volunteers

**III. Financial:** The Treasurer will oversee this committee.

- A. This local PTSA shall have a year-end carryover in the checking account of approximately \$2500 at the end of the fiscal year.
- B. This local PTSA shall not reimburse sales tax unless prior approval is received from the Executive Board. Any member making purchases on behalf of or for this local PTSA shall use the tax-exempt form.
- C. Any funds donated to this local PTSA for a specific project that remains unfinished shall be available to that fund in subsequent fiscal years but must be reflected in minutes of executive board meetings and financial reconciliation.