

# **ALLIANCE OF PAN AMERICAN ROUND TABLES**

Civil Society Registered by the OAS

*[www.alianzademrp.org](http://www.alianzademrp.org)*



Constitution, Bylaws and Guidelines  
2016 – 2018

# CONTENTS

- Constitution
- Bylaws
- Standing Rules
- Guidelines for Formation of Youth Groups
- Conflict Resolution Process
- Pan American Curriculum Format
- Guidelines for Management of Alliance Resources
- Contitution and Bylaws for the Formation of new Tables
- Constitution and Bylaws for the Formation of Youth Groups

# **CONSTITUTION OF THE ALLIANCE OF PAN AMERICAN ROUND TABLES**

## **ARTICLE I – NAME**

The name of this Pan American women's movement is: **ALLIANCE OF PAN AMERICAN ROUND TABLES**, founded on October 16, 1944, and registered as a Civil Society by the Organization of American States (**OAS**) on 2001.

## **ARTICLE II – OBJECTIVE**

- A. To promote education, foster mutual knowledge, understanding and friendship among the peoples of the Americas.
- B. Increase the formation of **Pan American Round Tables** in the Americas and serve as liaison between affiliated Tables in matters of common interest.

## **ARTICLE III – MOTTO**

**“One for All and All for One”**

**“Una Para Todas y Todas Para Una”**

## **ARTICLE IV - INSIGNIA**

Consists of a circle where “Mesas Redondas Panamericanas” and “Pan American Round Tables” is written. The Americas are outlined within this circle; the emblazoned flags of the independent American Nations appear underneath. The circle is royal blue in color and the rest is gold.

## **ARTICLE V – BANNER**

Consists of a square, white cloth with a golden fringe at the bottom. The **ALLIANCE INSIGNA APPEARS ON THIS BANNER**. The top border is held stationary by a rod which hangs from a pole. The custodian is the Director of the host Table for the next Alliance Convention

## **ARTICLE VI – HEADQUARTERS**

It is the place of residence of its Director General and the electronic address is [www.alianzademrp.org](http://www.alianzademrp.org)

## **ARTICLE VII - BOARD OF DIRECTORS**

**A.The Board of Directors** shall serve for a period of two years and is composed of:

**1. Elected officers:**

- a) Director General
- b) Associate Director General
- c) Recording Secretary
- d) Treasurer – may be reelected once and must be from a U. S. Table
- e) Historian
- f) Zone Directors

**2. Appointed Officers:**

- a) Parliamentarian
- b) Corresponding Secretary
- c) Official Translator
- d) Assistant Recording Secretary
- e) Assistant Treasurer
- f) Standing Committees Chairmen
- g) Special Commissions Chairmen

**3. Automatic Officer**

- a) Ex Officio Director General

**B. Executive Committee:**

- 1. Director General
- 2. Associate Director General
- 3. Recording Secretary
- 4. Treasurer
- 5. Parliamentarian
- 6. Official Translator
- 7. Ex Officio Director General

**C. Advisory Council**

- a). The Ex Director Generals.

**D. VOTING:**

- 1. All elected officers, appointed, (Chairmen of Standing Committees and Special Commissions) and the Ex Officio Director General have the right to vote, with the exception of the Assistant Recording Secretary and the Assistant Treasurer, who may only do so in the absence of the office holder.
- 2. The Delegate, accredited representative by their TABLE has voting rights.
- 3. The members of the Advisory Council **do not** have voting rights.

**ARTICLE VIII – ORGANIZATIONS**

**Groups that belong to the Alliance.**

Their functions are: serving as promoters of the ideals and objectives of the **Tables** unifying criteria and responding to the needs that are commensurate with local demands.

- A. **National** – National Associations are organized in countries where there are more than four (4) **Tables** that adopt the Constitution and Bylaws furnished by the **Alliance**.
- B. **State - State** Associations are formed in countries where no National Associations exist, but may, if there are States with more than four (4) **Tables**, that adopt the Constitution and Bylaws furnished by the **Alliance**.
- C. **National Secretariats** - Are organized in countries where not enough **Tables** exist to organize a National Association and will adopt the Model Constitution of Bylaws furnished by the **Alliance**. The National Secretaries are appointed by the Director General.

## ARTICLE IX. – AFFILIATION

- A. **The Alliance** is composed of **Tables** that meet the ideals and objectives of the Pan American Round Tables that are up to date with their dues and which comply with the all the requirements of the **Alliance**, of the **National Associations**, **State Associations** and **National Secretariats** to which they belong.
- B. **The Alliance** is registered as a Civil Society by the **Organization of American States (OAS)**.
- C. **The Alliance** is non-political, nonsectarian, nonprofit; no one is denied affiliation for ethnic or religious reasons.
- D. **The Alliance** is comprised of **Tables** which were approved and belong to its **Organizations**. The newly created **Tables** are **Provisional Tables** until they receive the AFFILIATION CHARTER granted at the following Biennial Convention.
  - 1. The **Tables** are founded pursuant to the Model Constitution and Bylaws furnished by the **Alliance** Parliamentarian. Each **Table** enjoys local autonomy, as long as it is in compliance to said Model.
  - 2. The number of active members of a **Table** is limited to a minimum of twenty-two (22) and a maximum of one hundred fifty (150).
  - 3. The **Tables** which, in the opinion of the **Alliance** Board, fail to fulfill the affiliation requirements, may be suspended or dropped from membership, by a two thirds (2/3) vote of the Board in a regular or special meeting where a quorum exists.
    - a. A suspended **Table** has a six-month period for its reorganization. If it is able to reorganize before the six-month term, the **Organization** to which it belongs must give its approval so that it may continue working normally and inform the **Alliance**. If it is not able to reorganize, and has as

Officers in Associations or in the Alliance, they must present their resignations.

- b. If a **Table** is dropped, it cannot continue using the name of “**PAN AMERICAN ROUND TABLE**”, nor continue being a part of any **Alliance Organization**.
- c. Reciprocally, the **Alliance** does not recognize a **Table** that is not in full compliance with the established requirements.

## **ARTICLE X – CONVENTIONS**

- A. Take place biennially, during even years.
- B. The site is determined by the vote at the Assembly in the Biennial Convention.
- C. Each **Table** that is current with its payments and has complied with its obligations to the Alliance, to the National and State Associations, have the right to be represented at the Conventions with only one vote.

## **ARTICLE XI – REVISIONS**

This Constitution may be amended during the Biennial Convention at a regular meeting, by a two –thirds (2/3) vote of the accredited delegates present provided that the **Tables** have previously sent copies of the proposed revisions at least ninety (90) days prior to the Convention to the Director General and to the Chairman of the Revisions Committee. The Committee will distribute copies of the proposed Revisions to the voting Delegates for their review and approval or rejection.

## **ARTICLE XII – FINANCES**

The **Alliance** is financially supported by means of the dues that the affiliated **Tables** pay, Biennial Convention fees and voluntary contributions.

## **ARTICLE XIII – QUORUM**

- A. Consists of a majority which is one-half plus one (51%) of the Officers and Delegates registered voters present attending the Convention.
- B. Quorum at the Special Board Meetings shall consist of a minimum of nine (9) voting members.

## **ARTICLE XIV – DISSOLUTION**

Upon dissolution of the **Alliance**, all its assets shall be distributed among **Organizations** exempt from taxes under Section Number 501 (C) (3) of the laws of the United States of America.

---

Nhury Gutiérrez Vilches  
Director General  
2016 - 2018

Martha Ofelia Martínez de Calderón  
Parliamentarian  
2016-2018

Guadalupe Ochoa de García Faura  
Chairman Revisions Committee  
2016 - 2018

# **BYLAWS OF THE ALLIANCE OF PAN AMERICAN ROUND TABLES**

## **ARTICLE I – OFFICERS AND THEIR DUTIES**

**A. The Director General** symbolizes the **Alliance of Pan American Round Tables** and must:

1. Preside during special, regular and executive meetings.
2. Administer the general affairs of the **Alliance** jointly with the **Board**.
3. Appoint and ratify in writing during the first ninety (90) days of her term the members of the Standing Committees and Special Commissions, with the exception of the Nominations Committee.
4. Be an Ex-officio of all the Committees, except the Nominations Committee.
5. Provide copies of the Constitution and Bylaws to all Officers.
6. Visit and supervise whenever possible or necessary, the activities of the **Pan American Round Tables** during her term.
7. Send circulars to the Officers and Table Directors informing them of her activities and be up to date with the development of same.
8. Summon all **Alliance** members six (6) months prior of the Biennial Convention, stating place and date.
9. Designate a person besides the Treasurer to sign on the Alliance bank account, which must be the same as the Treasurer, a citizen of the United States and be a member of the Texas Tables.

**B. The Associate Director General must:**

1. Assume the functions of the Director General in her absence.
2. Chair the Extension Committee with the collaboration of the Zone Directors.
3. Present at the **Biennial Convention** the statistical information by Zones with information of:
  - a. Number of Tables and members
  - b. Number of Youth Groups
  - c. Number of scholarships awarded and total of scholarship money.
  - d. Number of libraries established
  - e. Number of libraries founded during the biennium
  - f. Donations and book banks
4. Inform at the Board meetings the applications by **Tables** who wish to be affiliated.

**C. The Recording Secretary must:**

1. Take and file the Minutes of all the Meetings, Conventions and Board Meetings.

2. Keep a list of all the affiliated **Tables**.
3. Send to the Board, before the Meetings and/or Conventions of the **Alliance**, the last Minutes taken, as corresponds.
4. Deliver the Minutes of the last session of the convention to the Director General and to the Parliamentarian elected, thirty (30) days after taking it.

**D. The Treasurer must:**

1. Register her signature and one of an Advisor residing in the United States at the Banking Institution that carries the **Alliance** accounts.
2. Collect all the imposed and special fees from the **Tables**.
3. Receive moneys offered in voluntary contributions.
4. Issue corresponding receipts.
5. Keep an accounting of income and expenditures.
6. Make necessary disbursements when presented with receipts and authorization by the Director General.
7. Present a financial statement to the Board and at the Convention.
8. Collaborate with the Finance Committee in the preparation of the budget for the incoming biennium
9. At the end of the biennium certify the financial documentation with an accountant.
10. Make the corresponding report to the Internal Revenue Service.
11. The Treasurer shall be from a **Table** from the United Sates and the reports shall be reported in United States currency.

**E. The Historian must:**

1. Collect materials of historical value, written and graphic of the **Alliance**.
2. Select material representative of each **Table** and prepare an album to present ti at the Convention.
3. Deliver the album to the Austin, Texas, USA, **Table**, to be included in the permanent archives of the Nettie Lee Benson Library of the Institute of Latin American Studies of the University of Texas in Austin, Texas.

**F.The Zone Directors must:**

4. Prepare a report of the **Tables** in their Zone with the proper information,
5. Visit all the **Tables** in their Zone during their term of office.
6. Promote, orient and support the formation of new **Tables**.
7. Collaborate with the Director General in the coordination, assessment, and reorganization of the **Tables** in her charge.
8. Coordinate the formation of **National Associations, State Associations and National Secretariats**, whenever necessary.
9. Collaborate with the Associate Director General in the Extension Committee.
10. Inform the Directory Committee of the **Tables** in her Zone.

11. Collaborate with the Director General in the selection of candidates for National Secretaries.
12. Use the Conflict Resolution Process when it reaches Level III in one of the **Tables** of her Zone.
13. Represent the Director General before the **Tables** in her Zone.
14. Present Pan American Orientation workshops.
15. Coordinate the visits of the Director General and other **Alliance** Officers by observing Protocol.

**G.The Parliamentarian must:**

1. Make sure that the stipulations established in the **Alliance** Constitution and Bylaws are followed correctly and if necessary, the parliamentary process of "Robert' Rules of Order" be applied.
2. Maintain a current file of changes in the Constitution and Bylaws of the **Tables** and the affiliated **Organizations**.
3. Review the Constitutions and Bylaws of new **Tables** for final approval.
4. Prepare and deliver the ballots that are used for voting in the elections.
5. The Parliamentarian is an Advisor to the Resolutions and Revisions Committees.

**H.The Corresponding Secretary must:**

1. Answer the **Alliance** correspondence via electronic mail
2. Prepare and deliver copies of the Convention Agenda and order of business in the Board and Advisory Council Meetings.
3. Write the correspondence in the language of the originating country accompanied by a translation (Spanish/English), as the case may be.

**I. The Official Translator must:**

1. Prepare precise translations of matters related to the **Alliance**, (correspondence, minutes, reports, etc.).

**J. The Assistant Recording Secretary must:**

1. Act in the absence of the Recording Secretary, assuming her duties and privileges.
2. Call attendance roll at Business Meetings.

**K-The Assistant Treasurer must:**

1. Act in the absence of Treasurer, assuming her duties and privileges.
2. Collect fees and donations; make the transfers immediately to the Treasurer in United States dollars.
3. Present a report at least once a year minimum of what has been collected.
4. The Assistant Treasurer must belong to a Pan American Round Table of the border of Mexico with the United States of America.

**L.The Ex Officio Director General must:**

5. Comply with the assigned duties to her.

6. Serve as advisor when required.

**M. The Committee Chairmen must:**

1. Be appointed by the Director General, with the exception of the Executive Committee (chaired by the Director General), the Extension Committee (chaired by the Associate Director General) and the Special Nomination Committee (appointed by Vote of the Board).
2. Comply with their duties as specified in the **Alliance** Bylaws.

**N. Any Officer who, in the opinion of the Director General and/or the Executive Committee, has been disloyal or acts against the Constitution and Bylaws, will:**

- a. Receive a reprimand from the Parliamentarian, informing her of the wrong being committed.
- b. Shall be called to order by the Director General.
- c. Will immediately be dropped by a two-third (2/3) vote of the Executive Committee.
- d. The Parliamentarian will inform her in writing of the decision of the Executive Committee.

## **ARTICLE II – PERMANENT COMMITTEES**

**A. Permanent Committees**

1. Executive
2. Archives
3. Directory
4. Ecology
5. Editorial
6. Educating for Peace
7. Liaison with the OAS
8. Extension
9. Finance
10. Youth Groups
11. Information and Electronic Liaison
12. Pan American Woman
13. Protocol
14. Resolutions
15. Revisions

**B. General Duties of Permanent Committees and Special Commissions:**

1. Are appointed to help with the better functioning of the **Alliance**. Their main duty is to comply with their responsibilities pursuant to the Bylaws.
2. Present a concise, but detailed report of their work, in original and two copies during the Board Meetings and at the Convention.

## C. Composition and Specific Duties of Permanent Committees:

### 1. Executive Committee

- a. Composed of:
  - 1. Director General
  - 2. Associate Director General
  - 3. Recording Secretary
  - 4. Treasurer
  - 5. Parliamentarian
  - 6. Official Translator
  - 7. Ex Officio Director General
- b. Functions as a Permanent Secretariat between Board meetings whenever necessary.

### 2. Archives Committee

- a. Composed of Chairman, Vice-chairman and two (2) members all from the Austin, Texas, USA **Table**.
- b. Safeguard, catalogue and maintain **Alliance** official materials kept in the Nettie Lee Benson Library of the Latin American Institute of the University of Texas in Austin, Texas.

### 3. Directory Committee

- a. Composed of a Chairman, Vice-chairman and the **Zone** directors.
- b. It prepares a printed and electronic directory and brings up to date the information contained:
  - 1. Board
  - 2. Pan American Woman
  - 3. Advisory council
  - 4. Zone Directors
  - 5. National Associations Presidents, State Director and Regional Secretaries
  - 6. Chairmen, Vice-chairmen and Members of Committees and Special Commissions
  - 7. Convention Organizing Committee
  - 8. **Table** Directors/Presidents by Zone
- c. Information: Printed Directory      Information (electronic Directory)
  - 1. Name      1. Name
  - 2. Table to which she belongs      2. Table to which she belongs
  - 3. Postal address      3. Electronic address
  - 4. Land line and cell phone      4. Date of birth
  - 5. Email address
  - 6. Date of Birth

d. Maintains the Directory in the Web page current..

**4. Ecology Committee**

- a. Is composed by the Chairman, Vice-president and Zone Representatives.
- b. Prepares/suggests the themes related with the environment, its care, protection, threats and others.
- c. Coordinates the work of the Zones Tables related to the subject
- d. Trains the Members in some important subjects related to Ecology
- e. Prepares reports every time it is requested.
- f. Prepares supporting material.
- g. Presents a final report at the Biennial Alliance Convention.

**5. Editorial Committee**

- a. Composed by the Chairman, Vice-president and a representative from each **Zone**.
- b. Collects the written material that is received up to sixty (60) days before the Convention.
- c. Prepares two Publications of the Pan American Bulletin in English and Spanish, the first printed for the second Board Meeting and the second for the Convention must be digital and will be posted in the Alliance Web page.
- d. Presents a proposed Budget to the Finance Committee and at the Board Meeting for the preparation of the Bulletins.
- e. Does not return material received whether published or not.

**6. Educating for Peace Committee**

- a. Composed by a Chairman, Vice-chairman and a representative from each **Zone**.
- b. Train members of Tables that currently have the Flag of Peace, regarding its significance, of the "Together We Build Peace" Program and give continuity and follow up in the Tables.
- c. All activity developed in the Tables must be reported quarterly to the Zone representatives and photographic, newspaper, triptychs, etc. material shall be sent in order to have a record of the work realized.
- d. The significance of the Flag of Peace must be broadcast in the schools and community, entertainment and sport activities must be made to stimulate Peace.

**7. Liaison with the Organization of American States (OAS) Committee**

- a. Composed by a Chairman, two members of the Washington, D.C. **Table** and a representative from each **Zone**.
- b. Represents the **Alliance** in meetings organized by the OAS.
- c. Informs the Director General and the Information and Electronic Information Committee of the results of the meetings.
- d. Contacts the Representative and Officers of the OAS of their country or Zone.
- e. If the representatives are not able to attend the Forums, Summits and the General Assembly, the Director General will appoint the delegates.

- f. Constantly reviews the OAS Web page.
- g. The Committee Chairman examines in advance the presentations of the Delegates attending the meetings.
- h. The position as **Chairman** shall last two bienniums.

#### 8. Extension Committee

- a. Composed by the Associate Director General and Zone Directors.
- b. Supervises the creation, foundation, training and development of new **Tables**.
- c. Confirms that the **Table** responsible for organizing a new **Table** must have been founded for a minimum of five (5) years.
- d. Certifies that the **Tables** in formation are approved by the Parliamentarians of the **Organizations** and the **Alliance**.
- e. Confirms that a new **Table** is not in conflict with the now existing **Tables**.
- f. Steps for the creation of a new **Table**:
  - (1) Preliminary meetings for the organization.
  - (2) First Formal Meeting with Temporary Board of Directors.
    - (a) At this meeting the Minutes of Foundation are prepared with the following information: City, date, place and time of initiation of activities, name of the **Table**.
    - (b) Names of Board Officers and information to maintain contact.
    - (c) Directory and signatures of founding members.
    - (d) Names and signature of the **Table** that sponsored the foundation.
  - (3) Prepare the Constitution and Bylaws. Send copies to the Zone Director and the **Alliance** Parliamentarian.
  - (4) Once approved, send copies of the Constitution and Bylaws to the Director General, Zone Director and National Associations Presidents, State Director, or Regional Secretaries.
  - (5) A sole payment of \$25.00 USD is paid to the Alliance Treasury and attends the following Convention to receive their AFFILIATION CHARTER.

#### 9. Finance Committee

- a. Composed by a chairman, Vice-chairman and at least two (2) **Table** representatives.
- b. Familiarizes with the Budget adopted in the previous biennium.
- c. Prepares and presents a budget after the Convention, which must be approved at the second Board Meeting and is applied to the following biennium.
- d. Prepares a final report and presents at the last Board Meeting and at the Convention. If necessary will recommend changes that may arise during the biennium.
- e. Collaborates with Treasurer and will make an audit with her work.

#### 10. Youth Groups Committee

- a. Composed by a Chairman, Vice-chairman and a representative from each **Zone**.
- b. Makes sure that the **Tables** in her Zone have the "Model Constitution for the Formation of Youth Groups".
- c. Prepares and publishes a Directory of the young members, Publishing it once in

the biennium.

d. Recognizes the presence of the Youth Groups before the Assembly at the Convention.

#### **11. Information and Electronic Liaison Committee**

a. Composed of a Chairman, Vice-chairman and a representative from each **Zone**.

b. It is the body of immediate information by means of the Web page [www.alianzademrp.org](http://www.alianzademrp.org)

c. Establishes contact with the representative of this committee in each **Table**.

d. Informs by means of the **Alliance** official correspondence regarding Conventions, Reunions, Regular and Special Meetings as they are generated.

e. Reserves the right not to publish material that is not official.

#### **12. Pan American Woman Committee**

a. Composed by a Chairman, Vice-chairman and a representative from each **Zone**.

b. Requests and evaluates the Pan American curriculum of members nominated by the **Tables**.

c. The nominated member must have distinguished herself in her Pan American work in her **Table**, **Organizations** and the **Alliance**. Her work must have left a positive impact in the Movement, excluding as a selection criteria affiliations to other Institutions and publications that are not exclusively related to the **Tables**.

d. Selects three (3) finalists among the candidates presented.

e. Chooses the one that has obtained the greater number votes within the Committee, granting to her the honorary title of "Pan American Woman", which will be for life, specifying only the year in which she was selected.

It is an exclusive privilege of the Alliance and may not be awarded by any other Association or Table.

f. Awards a designating sash that bears the caption "Pan American Woman", stating the year it was received, a medallion in keeping with the honorable title and a bouquet of flowers.

g. The members will maintain contact among themselves exercising extraordinary discretion by not commenting on the names of those nominated.

#### **13. Protocol committee**

a. Composed of a Chairman, Vice-chairman and a representative from each Zone.

b. Prepares and keeps up to date the protocol guidelines.

c. Provides public relations services at a continental level and strives to insure that etiquette rules are followed at functions.

d. Respects the protocol of the patriotic symbols of each country.

e. Assures that in the **Tables and Organizations** visited by the Director General, the National Anthem of her country of origin is played.

f. Informs the **Tables** the scheduled itineraries of the Director General Visits.

#### **14. Resolutions Committee**

a. Composed of a Chairman, Vice-Chairman, and no less than three (3) members, among them, the **Alliance** Parliamentarian as an Advisor.

**b.** Receives and reviews only those proposals that do not conflict with the **Alliance** Constitution and Bylaws, deleting the names of the **Tables** that sent them.

**c.** Informs the Assembly of the Proposals considered for their approval or rejection.

**d.** Will accept Resolutions proposals up until 24 hours before the beginning of the Alliance Bienal Convention.

**e.** The approved resolutions must be turned in to the new Committee within a period of not more than thirty (30) days after the Convention in which they were approved, to update the Constitution and Bylaws.

#### **15. Revisions Committee**

**a.** Composed of a Chairman, vice-chairman and not less than five (5) members, among them the **Alliance** Parliamentarian as an Advisor.

**b.** Studies and recommends the proposed revisions to the **Alliance** Constitution and Bylaws.

**c.** Reviews and evaluates all the proposed Revisions deleting the names of the **Tables** that sent them.

**d.** Informs the Assembly of its recommendations, one by one, so that it may decide their approval or rejection.

**e.** The approved Revisions must be turned over to the new Committee before thirty (30) days in order to update the Constitution and Bylaws after the Convention in which they were approved.

**16.** All outgoing Officers and Committee Chairmen must turn over to their successors the documents and archives relating to their respective offices, at the end of same.

#### **ARTICLE – III SPECIAL NOMINATIONS COMMITTEE**

**a.** Composed by a Chairman, Vice-president and a representative from each **ZONE**.

**b.** It is elected during the second Board Meeting among sixteen (16) names (Delegate and Alternate) proposed.

**c.** Requests, catalogues and qualifies names and the curriculum of each nominated candidate by the **Tables**, for the following offices: Director General, Associate Director General, Recording Secretary, Treasurer, Historian and Zone Directors.

**d.** Studies the curriculum of each candidate at a work session during the Convention.

**e.** If a candidate is proposed from the floor for any position, two curriculums must be read, the nominated candidate and the one of the floor nominee.

**f.** The qualitative process is applied.

**g.** Prepares a roster of candidates during the Convention.

## **PROCESS FOR THE GENERAL EVALUATION OF CANDIDATES**

- A.** Establishes a chronological order of receipt.  
**B.** Prepares the analysis: Qualitative  
**C.** The **Qualitative** analysis is based on a system of one hundred (100) points and is the final determination. It consists on the following factors:  
**NOTE:** 1 +2 + 3+ 4 + 5= NOT MORE THAN ONE HUNDRED (100) POINTS.

### **1. PERSONAL INFORMATION, NOT TO EXCEED SIX (6) POINTS**

Academic preparation \_\_\_\_\_.

Time as an active member in the Pan American Movement \_\_\_\_\_

**TOTAL:**

### **2. POSITIONS held in all levels of the Pan American Movement. NOT TO EXCEED SIXTY (60) POINTS.**

#### **TABLE, NATIONAL ASOC., STATE ASOC., NATIONAL SECRETARIATS AND ALIANZA**

President/Director	President/ Director	President/Director
Recording Secretary	Recording Secretary	Recording Secretary
Treasurer	Treasurer	Treasurer
Historian	Historian	Historian
Associate Director	Associate Director	Associate Director
Parliamentarian	Parliamentarian	Parliamentarian
Corresponding Sec.	Corresponding Sec.	Corresponding Sec.
Translator	Translator	Translator
Committee Chairman	Committee Chairman	Committee Chairman
Committee Member	Committee Member	Committee Member
Other	Other	Other

=====

**TOTAL:** \_\_\_\_\_

20 Points

20 Points

20 Points

**TOTAL:** \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

### **3. PAN AMERICAN ACHIEVEMENTS:**

NOT TO EXCEED FIFTEEN (15) POINTS

- 1)** Attendance at Conferences \_\_\_\_\_, **2)** Participation \_\_\_\_\_, **3)** Formation of New Tables \_\_\_\_\_, **4)** Attendance at symposiums and seminars \_\_\_\_\_, **5)** Research Work \_\_\_\_\_, **6)** Community cultural Service \_\_\_\_\_, **7)** Attendance at Reunions, Board Meetings, National, State and Alliance Conventions,

**TOTAL:** \_\_\_\_\_

### **4. PERSONAL TRAITS (within Pan Americanism):**

NOT TO EXCEED FIFTEEN (15) POINTS.

- 1.** General knowledge of the Movement \_\_\_\_\_, **2)** Efficiency in the discharge of her duties \_\_\_\_\_, **3)** Participation in cultural events \_\_\_\_\_.

**TOTAL:** \_\_\_\_\_

## **5. COMMITTEE OPINION. NOT TO EXCEED FOUR (4) POINTS**

Each member offers her personal opinion.

**TOTAL:** \_\_\_\_\_

### **D. To DETERMINE the candidate:**

1. Only the **QUALITATIVE** analysis is to be considered; eliminating the letters of support sent by the Tables.

## **ARTICLE IV – ADVISORY COUNCIL**

### **A. Advisory Council:**

1. Composed by the **Alliance** Ex Director Generals (Advisors).

2. The Director General may consult and use the experience of one or several Advisors whenever necessary.

**B.** The Director General Ex Officio is a regular member of the Board but is not a member of the Advisory Council.

## **ARTICLE V – CONVENTIONS**

**A.** The exact date is established by the **Alliance** Executive Committee in agreement with the Host Table.

**B.** Each **Table** current in its payments, has the right to send a Delegate and two alternates, with a sole vote that may be cast by any one of them.

**C.** Officers of the Board and the Delegates with voting privileges must be accredited. Proxy votes are not accepted; a member of one **Table** may not represent any other **Table**, except her own.

### **Convention Committees:**

1. The Convention Chairman of the Host **Table**, appoint as many Committees as she deems necessary.

#### **2. Registration Committee:**

a. Registers all attendees to the Convention.

b. Receives all corresponding payments.

c. Provides name badges to the voting Delegates.

#### **3. Credentials Committee:**

a. Verifies that the Tables attending are up to date in the payment of fees, with the counsel of the **Alliance** Treasurer.

b. Registers all voting Delegate and alternates by means of a document signed by the Director and Recording Secretary of each **Table**.

c. Informs the Assembly daily the total number of attendees: Officers, Delegates, Alternates, Members and Guests.

d. Receives from the Recording Secretary the electronic file of the Roster to be printed, including the number of Board members and the number of Delegates.

4. Special Committee for the Legalization of the Elections:
  - a. Provides a Notary Public to verify and legitimize the elections and prepares the corresponding minutes.
  - b. Delivers the official Notary Public certification to the **Alliance** Treasurer to comply with official requirements.

#### **E. COURTESY COMMITTEE:**

Composed of five (5) members appointed by the Director General to evaluate the development of the convention (social aspect and business sessions) and presents its report during the last session of the Convention.

#### **F. New Business:**

Any matter that has not been included in the Convention Agenda may be added by means of the approval of two thirds (2/3) of the votes of the Assembly.

### **ARTICLE VI – ELECTIONS**

#### **A. Elections**

1. Take place during the Convention.
2. The Board Officers are elected by secret vote, unless there is a sole candidate, in which case, she is declared elected by decision of the Assembly.
3. The Officers of the Board are elected for a period of two (2) years and may not be reelected for the same office, with the exception of the Treasurer, who may be reelected one (1) time.
4. A person absent from the Convention cannot be elected. A candidate duly registered and present in the Convention who must absent herself due to an emergency, may be elected.
5. The vote cast by two thirds (2/3) of the votes of the Delegates and Officers present in the Assembly decides the election. If the first vote does not reach a two thirds (2/3) majority, there shall be a second vote, where a simple majority (51%) decides the election. If three or more persons are nominated for the same office and none obtain a simple majority (51%), the two candidates with the greatest number of votes will participate in a second voting in which, the simple majority (51%) constitutes election.
6. The Director General and the Corresponding Secretary may be from the same city.

#### **B. Presentation of the Slate**

1. The slate must be presented twenty four (24) hours before the elections.
2. The slate presented must contain the names of the candidates to the positions in the new board, which will be filled by election.

### **C. Election Rules:**

1. Any member, with the right to vote, may nominate other eligible candidates from the floor, as long as they are from their same Zone, supporting their nomination by means of their curriculum and with due consent of the nominee.
2. Candidates for the office of Director General must:
  - a. Be from a country and **Zone** different from the current Director General.
  - b. Have attended at least three (3) **Alliance** Conventions.
  - c. Have served on the Board at least four (4) years prior to their nomination.
  - d. Have served as Table Director of her Table and have served in one or more of the following offices: State Director, National Association President or **Alliance** Zone Director.
3. Candidates for the office of Association Director General must:
  - a. Be from a different country and **Zone** different from the Director General elected.
  - c. Have served in the **Alliance** Board for at least two (2) years or the equivalent at the National or State level.
  - d. Have attended at least two (2) **Alliance** Conventions.

### **4. Candidates for the position of Zone Directors**

- a. The **Zone** Directors are elected by secret vote of the **Table** Delegates of their respective **Zone**, unless there is only one nominee, in which case, she is declared elected by decision of the **Tables** of the **Zone**.
- b. The candidate for the position of Zone Director must be from a country different from the outgoing Zone Director, with the exception of Zone I, Zone II, Zone IIIA, Zone IIIB and Zone IIIC.

## **ARTICLE VII – FINANCE**

- A. The annual dues of each Table is Twenty-five dollars (\$25.00 USD), plus three additional dollars (\$3.00USD) for each member.
- B. This last fund is used by the Director General or the person she designates as a travel fund for **Alliance** affairs.
- C. Both payments must be made in advance by the first day of January of each year.
- D. A one-time registration fee of Twenty –five (\$25.00 USD) is to be paid to the **Alliance** by each new **Table**.
- E. The fee for each member present at a Convention is set by the **Host Table**, in agreement with the **Alliance** Board.
- F. Convention chairman of the previous convention presents a financial report in dollars at the Second Board and Advisory Council Meeting of the **Alliance**.
- G. Chairman of the next Convention presents a tentative program and a proposed budget of the registration cost for its authorization at the Second Board and Advisory Council Meeting of the **Alliance**.

## **ARTICLE VIII – BOARD VACANCIES**

Any vacancy in the Board, with the exception of the office of Director General and Chairman or members of the Special Nominations Committee, is substituted by appointment made by the Director General with the approval of the Board.

## **ARTICLE IX – CONSTITUTION AND BYLAWS FOR AFFILIATED TABLES**

**A.** The **Tables** and **Organizations** of the **Alliance** will provide the Parliamentarian of same, a copy of their Constitution and Bylaws each time that they are amended, to be approved to keep their CHARTER in force.

**B.** Each time there are changes in the Constitution and Bylaws of the Organizations, copies must be sent to the Alliance Parliamentarian for her approval. The Parliamentarian must answer within no more than 45 days. If the Organization does not receive the response, it will be considered that the changes were approved.

## **ARTICLE X – MODEL CONSTITUTION**

The Model Constitution and Bylaws must be used for the formation of new **TABLES**.

## **ARTICLE XI – AMENDMENTS TO BYLAWS**

**A.** These **ALLIANCE** Bylaws may be amended by means of approval of the Revisions presented and accepted by a vote of two-third (2/3) of the voting members present in the Convention.

**B.** The Revisions and Resolutions proposed by a **Table** must be signed by the Director and the Recording Secretary and sent to the Director General, to the Chairman of the Revisions Committee and to the Parliamentarian. Should never be sent in by members.

## **ARTICLE XII – RULES OF ORDER**

In those cases not provided for by the **Alliance** Constitution and Bylaws, the “Robert’s Rules of Order shall be applied.

\*\*\*\*\*

Nhury Gutiérrez Vilches  
Director General  
2016 - 2018

Martha Ofelia Martínez de Calderón  
Parliamentarian  
2016-2018

Guadalupe Ochoa de García Faura  
Chairman Revisions Committee  
2016-2018

## **ALLIANCE OF PAN AMERICAN ROUND TABLES STANDING RULES**

1. Travel tours shall not be organized using the name of the **Alliance of Pan American Round Tables**.
2. The **Tables** will accredit their respective Delegates and Alternates, by means of a document signed by the **Table** Director and Recording Secretary.
3. The Director General may appoint, with the approval of the Board, Special Commissions to study and consider specific short term situations.
4. The Director General or whoever presides has the right to limit the duration and frequency of interventions that a Delegate may have regarding a certain point.
5. The Delegates and Alternates must be well informed on **Alliance** affairs and must know exactly what is expected of them at the Convention.
6. Presidents of **National Associations, Directors of State Associations or National Secretariats**, may attend the Board meetings without right to vote.
7. When a Table considers that a person is suited to occupy an office in the **Alliance**, it may circulate the Pan American curriculum of the candidate, with its prior authorization.
8. The members shall abstain from any kind of campaigning.
9. The **Alliance** Organizing Convention Committee must prepare a budget to determine the Convention registration cost, same which will be reviewed and approved at the second **Alliance** Board Meeting.
10. A fee included in the Convention registration, of not more than twelve dollars (\$12.00USD), shall be added for **Alliance** use.
11. The **Tables** have the right to the use and display of the Flag of Peace in their public ceremonies.
12. The **Alliance Organizations** must:
  - a. Achieve close communication between the **Alliance** officers and Zone Directors.
  - b. Prepare a plan of action and coordinate their activities with the Zone Director and the **Organizations**.
  - c. Review all official **Alliance** correspondence via electronic mail.
  - d. Accompany the Director General during her visits to other **Tables** whenever possible.
  - e. Invite the Director General, Zone Directors and other officers of the **Alliance** to their Conventions and Reunions.
  - f. Observe the proper protocol when **Alliance** Officers and other visitors attend their Conventions and other events.
13. The Office of the Director General may rotate successively from North to South:
  - a. United States of North America (Zones I and II)
  - b. México (Zones IIIA, IIIB and IIIC)
  - c. Central America and the Caribbean (Zone IV)
  - d. South America (Zones V and VI)
14. Each biennial **Alliance** convention shall have a central theme selected by the Director General.
15. The **Organizations and Tables** must:



## **GUIDELINES FOR THE FORMATION OF PAN AMERICAN YOUTH GROUPS**

### **ARTICLE I – NAME**

“PAN AMERICAN YOUTH GROUP” is a group of young women that work in an organized manner within the same objectives and tenets of the **PAN AMERICAN ROUND TABLES**.

1. Members of the group must be fifteen (15) or more in number.
2. The minimum age is fourteen (14) years and a maximum of eighteen (18) years.
3. There may be transition groups for those who have a minimum age of ten (10) to fourteen (14) years.
4. A Youth Group is dependent on the Sponsor Table.

### **ARTICLE II – OBJECTIVE**

**A. General:** Are the same as the **Sponsor Table**:

1. Foster mutual knowledge, friendship, understanding, and fraternity among the peoples of the Americas.
2. Have a cultural interchange in order to achieve complete peace and harmony in the Continent.

**B. Specifics:**

1. Acquire fundamental knowledge on the Pan American tenets from an early age, in order to be able to grow in this way and in the future join as an active member to her original **Table**, another **Table** or help to establish a new Pan American **Table**.
2. Create Pan American leaders with true youth values, guiding them toward joining the Pan American Movement to achieve a great America united by Peace.
3. Be independent, responsible, self-sufficient and possess the freedom to act and realize more daring projects, but always within the guidelines of Pan Americanism.

### **ARTICLE III – ORGANIZATION**

**A. a Table** is able to form and organize a Pan American Youth Group if:

1. It has official recognition, an **Alliance AFFILIATION CHARTER**.
2. Is Active and works pursuant to the Constitution and Bylaws.
3. Has at least five (5) years of actively working as a Pan American **Table**.

**B.** Young women may belong who wish to join the Movement by following their interest for the Pan American tenets and objectives, without distinction of race, religious creed, social position or political inclination.

**C.** Once the Youth Group is formed, the **Sponsor Table** must notify the National Association, State and/or the National Secretariat, the respective Zone Director and the Director General.

**D.** The Youth Groups must have their own Board of Directors, made up of:

1. Elected Officers:
  - a. Director
  - b. Associate Director
  - c. Recording Secretary
  - d. Treasurer
  - e. Historian

2. Appointed Officers:
  - a. Parliamentarian
  - b. Corresponding Secretary
  - c. Assistant Recording Secretary
  - d. Assistant Treasurer
  - e. Chairmen of Special Committees

E.A Pan American Youth Group is may form itself into a new **Table** and be able to obtain the official recognition of the National Association, State or National Secretariat and then that of the **Alliance**, when the **Sponsor Table** considers that it has the requirements and has the necessary experience and grants the respective authorization to proceed before the Parliamentarian of the **Organizations** presenting the corresponding documentation.

#### ARTICLE IV – SPECIFIC DUTIES

**A.** Publish and extend the Pan American Movement among the youth and children of the community.

**B.** Encourage, by means of research, the culture of the American countries, seeking integration and social interchange. These will be possible to achieve, by:

1. Studying the origin and organization of the **Tables**, by means of seminars, guest speakers, forums, meetings and workshops, etc.

2. Activities which lend themselves to achieve greater contact with American countries, seeking ties of unity and friendship among brothers.

3. Local, national and international youth conferences; organized under the direction and guidance of the respective **Sponsor Tables**, for a greater togetherness and interchange of ideas and experiences.

4. Commemorate important dates of the Pan American calendar and historic of the countries of the Continent, in colleges, schools, institutes, etc. and at an internal level on:

- a. Day of the Americas, April 14

- b. Founding of the first Pan American Round **Table**, October 16.

5. Attend the Biennial Conventions, National or State as observers, without voting rights.

Nhury Gutiérrez Vilches  
 Director General  
 2016 – 2018

Martha Ofelia Martínez de Calderón  
 Parliamentarian  
 2016 – 2018

Guadalupe Ochoa de García Faura  
 Chairman Revisions Committee  
 2016 - 2018

.....

# **CONFLICT RESOLUTION PROCESS OF THE ALLIANCE OF PAN AMERICAN ROUND TABLES**

## **I. INTRODUCTION**

### **A. OBJECTIVE**

To provide members with a methodical process for the prompt and equitable resolution of conflicts when disagreements or disputes have not been resolved.

### **B. INTENT**

It is that whenever feasible, the conflicts be resolved at the lowest administrative level.

**C.** The conflict resolution must never involve the whole Board.

## **II. MEMBER RIGHTS**

**A.** The best resolution of a conflict is to avoid that it happens in the first place.

1. For this, the **Table** members must know their rights, as they are stated in their Constitution and Bylaws and observe the Rules of Order during their business meetings (ascertain a **quorum** is present).

2. Know which votes require a majority, one half plus one.

3. Know the limits of the authority of its officers, who **must** make sure that their decisions are endorsed by the vote of the membership in a regular meeting; know that meetings called to exercise the member rights, such as elections, may not be cancelled, changed of location or postponed without agreement of the majority.

4. An informed membership could prevent the development of a situation conducive to a dispute, since the decisions that affect a **Table** are not decided by a few persons, **but by a majority vote**.

5. It must clearly be understood that when the majority has taken a determination, all the membership must accept the decision.

**B.** Likewise, those who hold a Board position (be it in a **Table**, National or State Association, or **Alliance**) must know their rights as well as their duties and the limits of their authority pursuant to the Constitution and Bylaws that govern each level.

1. The Officers sometimes have the opportunity to retaliate against the members and **that is not acceptable**.

2. The Constitution and Bylaws are clear and explicit with reference to adjudicating suspensions or expulsions within the context of a **Table**.

3. The Board of said **Table** may recommend taking said actions, but only the vote of the members can permit that they are carried out (and for this a majority is required).

**C.** National and State Associations may act against one of its Officers (for cause) or against a **Table** that has ceased to act according to its Charter, but may not act against an individual member. They may recommend that the **Table** in which that member belongs takes measures, but the decision rests with the vote of the **Table** to determine the fate of the member.

D. Officers at the National and State Associations or the **Alliance** may not accept the resignation of a member to its own **Table**, they can only accept the resignations of members of their own Boards.

### III. RESOLUTION OF CONFLICTS PROCESS

A. The Resolution of Conflicts Process aims to provide an orderly path toward reconciliation and regeneration of harmony, not a forum in which resentment is made public. The main objective is not to punish faults but to achieve to restore unity. But in case that behavior faults that cannot or do not want to be rectified, the Board of Final Disposition will take those measures that will be consistent for the benefit of the majority, within the framework of legality that is offered by the Constitution and Bylaws which govern us.

B. When there are problems that cannot be resolved by means of the use of the existing Constitution and Bylaws, those involved **MUST** give notice of their intent to use this Process of Resolution of Conflicts to the appropriate persons in each level and notify the Director General and the **Alliance** Parliamentarian in writing.

C. All the affected parties must abstain of using the Internet, emails or other means of communication for purposes of propaganda or complaints.

IV. **DEFINITIONS:** (The terms “complaints”, “conflicts” and “disputes” shall have the same meaning.)

A. **A complaint or conflict in this context may include, but not be limited to, any of the following:**

1. Specific allegations of illegal decisions taken without the certified vote of the majority of the membership.
2. Specific allegations of violations of Robert’s Rules of Order or to the Constitution, infringing on the rights of the majority.
3. Specific allegations of retaliation against those members that are exercising their constitutional rights.
4. Specific allegations of abuse of power by the officers, without the certified vote of the membership.
5. Specific allegations of misuse of property or in the name of the Pan American Round Tables Organization.

B. **The following is outside of the jurisdiction of this process:**

1. Reorganization or legal suspension.
2. Legal termination.

3. Personal complaints by a member against another member or Officer.
4. Personal complaints by an Officer against another Officer or member.
5. Complaints regarding educational material or approved Bylaws.

**Note:** Suspensions and legal terminations are listed in the **Alliance** Constitution and Bylaws, National and State Associations and **Tables**.

## **V. IMMUNITY AGAINST RETALIATIONS**

None of the members of the **Alliance of Pan American Round Tables Board**, of the National or State Associations and of the individual **Tables**, possess the legal right to take retaliation against members that file complaints.

## **VI. GENERAL PROVISIONS:**

**A.** A complaint must specify the transgression or actual harm. The aggrieved, to whom we will refer herein from now on as the **party or parties** are prohibited from bringing separate or serial complaints **with respect to the same incident or action**.

**B.** The time limits set must be strictly observed, unless they are modified by mutual consent. Any cost or expenditures arising from this process will be paid by the parties.

**C.** When the **FINAL DISPOSITION BOARD** determines that two or more individual complaints are sufficiently similar in nature and that a possible remedy may be resolved in only one proceeding, it may take the decision to consolidate them.

**D.** The communication of decisions may be made by Fax, email, or regular mail; a decision announced in the presence of one of the parties constitutes communication.

## **VII. INITIATION OF A PROCESS OF CONFLICT RESOLUTION**

**A.** The Director General and the Alliance Parliamentarian must be notified by the parties when a Process of Conflict Resolutions is initiated.

**B.** The process of conflict resolution may be initiated by a member or members of any **Table** if they have proof that their personal rights or the Constitution and Bylaws of their **Table** have been violated by any Officer of a National or State Association if there is evidence of misconduct of a **Table**, of an Officer of an **Alliance** National or State Association or the **Alliance**, or if the Constitution of the **Alliance**, or a National or State Association or a **Table** have been violated.

**C.** The **Table** members will initiate the Conflict Resolution Process at **LEVEL ONE**. Officers (State, National or **Alliance**) will initiate the process at **LEVEL THREE**.

## VIII - INVESTIGATION

**A.** Oral complaints will not be admitted; they must be presented in writing. To the greatest extent possible, the complaints and conflicts shall be treated confidentially, with limited disclosures if it is necessary to complete an ample inquiry.

### **B. LEVEL ONE (I)**

A Member or Members of a **Table** that have a conflict, will request a conference with the **Table** Director, the **Table** Parliamentarian, and the Parliamentarian of the National or State Association or the **Alliance** Parliamentarian by means of a written document, describing the problem, within a period of three (3) weeks from the time of the incident or series of incidents about which the Member is complaining. The conference must take place within the 30 days. The Director General must receive a written copy of all the proceedings and of the decision at **LEVEL ONE**.

### **C. LEVEL TWO (II)**

If the result of the conference at **LEVEL ONE** is not satisfactory or no response has been received over a reasonable period of time, **NOT TO EXCEED 30 DAYS** from the receipt of the conference request, the parties may request a Conference with the State Director or the National President (where existing) and the Director of the **Alliance Zone**.

1. This request must be in writing and sent within seven (7) days after having received an answer from **LEVEL ONE**, and if there has been no response, seven days after that period.
2. The request must be accompanied by copies of all the information up that time.

### **D. LEVEL THREE (III)**

If the result of the conference at **LEVEL TWO** is not satisfactory for the parties or cannot be held due to conflict of interests or not having had a response at the time of the period stated, the parties may request that the **Alliance** Director General convene a FINAL DISPOSITION BOARD.

1. It shall be composed by two Officers from the **Alliance** Board and two members from the **Alliance** Advisory Council, none of which shall be from the same country or **Zone** as the parties.
2. The request shall be in writing and accompanied by all the documentation generated from **LEVELS ONE AND TWO**.
3. It should be initiated within the seven (7) days from having received the response of Level Two or after the term has expired.

4. The Director General will appoint this Board and will provide them copies of the relevant material that has been received from the parties and those that participated in **LEVELS ONE AND TWO** of the Process of Conflict Resolution.
5. This Board is not obligated to consider any documentation that has not been previously sent or aspects of the matter that have not been presented previously.
6. The Director General shall appoint one of the Board members as Chairman and this person will be the one who will set a reasonable time for the final disposition of the conflict.
7. The Final Disposition Board may request additional reports from all that participated in **Levels One and Two**.
8. The Board shall make a decision and will communicate it orally or in writing at the time they consider proper, including the following **Alliance** Board meeting.
9. The Final Disposition board proceeding shall be confidential, unless the parties request otherwise.

## IX - CONFLICT DISPOSITION

**A. The Findings of the Final Disposition Board** shall be public; it shall be **FINAL AND BINDING** and the parties will not be able to **appeal to the Alliance Board of Directors**.

**B.** The Board may adjudicate responsibility among the parties and require specific actions. **This final disposition must be obeyed** in order for the parties to continue their association with the **Pan American Round Tables**.

**C.** Non-compliance with the finding and its conditions shall be considered equivalent to a voluntary termination (resignation) of membership at all the levels of this organization.

EXPLORATORY COMMITTEE FOR THE CREATION OF A CONFLICT RESOLUTION PROCESS  
SEPTEMBER 2002

President: Peggy Clark

**Members: Gladys N. Simpson – Advisor – Parliamentarian 2000-2004**

Kathy Ehman Clardy – Treasurer

Carmen L. de Barrionuevo – Alliance Advisor – Pan-American Woman 1990

Carmen R. Guerra – Ex Officio Director General

SAMPLE FORM

**CURRENT  
PHOTO**

**PAN-AMERICAN CURRICULUM**

**1. GENERAL INFORMATION**

- Full Name::
- AMRP Zone:
- National Association or National or State Secretariats:
- Table (PART):
- Civil Status:
- Profession: (Only highest educational level achieved)
- E-mail:

**2. PANAMERICAN SENIORITY**

YEARS	
1 to 5	
6 to 10	
11 to 15	
16 to 20	
21 to 25	
More than 25	

POINTS ( )

POSITIONS HELD			
	TABLE	ASSOCIATION	ALLIANCE
Director / President			
National / State Secretary			
Zone Director / Coordinator			
Executive Board Member			
Committee Member			
Other			

\* Please provide a breakdown of the positions held as a member of the Board of Directors or Committees and indicate how many times these positions were held at the Table, Association or Alliance level.

#### 4. PANAMERICAN ACTIVITIES \*\*

POINTS ( )

EVENTS ATTENDED			
	ZONE	ASSOCIATION	ALLIANCE
Reunions			
Board Meetings			
Committee Meetings			
Conventions			
Other			

\*\* Please provide place and date of each event.

## 5. PANAMERICAN PRODUCTIVITY \*\*\*

POINTS ( )

WORK PRESENTED	ZONE	ASSOCIATION	ALLIANCE
Country Conferences			
Proposals to Committees			
Articles or Essays			
Workshops			
Other			
Events Organized			
President			
Collaboration			

\*\*\* Please provide number of events participated in and titles of work presented.

Date: .....

Please: .....

Seal.

Signed by:

Candidate/Nominee

## Table Director

Table Recording Secretary

[illegible]

Note: Presentation of Pan-American Curriculum, **following the guidelines of the present format**, developed by the Special Commission appointed in Costa Rica 2008, presented at the II Board Meeting of the Alliance in Miami 2009, and approved at the II Special Board Meeting of the Alliance in Manzanillo, Mexico in January 2010.

Director General:

Martha Ofelia M. de Calderón 2008-2010

Parliamentarian :

Norma Ríos de Flores

Commission President:

Ma. Eva Muñoz de Manzárraga

Nominations Committee President:

Gloria Sosa de Muño

## GUIDELINES FOR MANAGEMENT OF ALLIANCE RESOURCES

### 1. FEE PAYMENTS AND DEPOSITS AND RECEIPTS ISSUED FOR PAYMENTS.

The Alliance Treasurer shall issue numbered receipts for payment of fees in U S dollars. The Treasurer shall receive copies of numbered receipts for payment of fees issued by the Assistant Treasurer in US dollars. All the fees collected shall be deposited in the official Alliance bank account in the United States, managed by the Treasurer. The Alliance must not have other bank accounts.

## 2. DISBURSEMENTS AND EXPENSE RECEIPTS

If funds are available and expenses receipts are presented that comply with the tax requirements, these shall be paid by the Treasurer or with her approval.

### 3. BUDGETED EXPENSES FOR BOARD MEMBERS

Board members will not be reimbursed for travel expenses (transportation, lodging, meals, etc.) to attend Board Meetings and Conventions. Reimbursement to Board Members will only be made to those related to their work such as copies, postage, report preparation, etc. Reimbursement for trips will be made to the Director General and to the Zone Directors for official trips and visits to the Tables. The Director General may authorize reimbursement for other travel expenses complying with the above mentioned requirements.

[illegible]

Note: Guidelines presented and approved at the II Alliance Board Meeting held in Veracruz, México, in July, 2017.

Director General	Nhury Gutiérrez Vilches
Parliamentarian	Martha Ofelia Martínez de Calderón
Finance Committee Chairman	Isabel Vezzetti
Finance Committee Vice-chairman	Gloria Riddle
Finance Committee Advisor	Elsie Pérez

[illegible]

Translated by Ina Agraz Pool, Alliance Official Translator

