

2008



"One for All and All for One"
"Una para Todas y Todas para Una"

Alliance of Pan American Round Tables

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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 (Alliance)**, founded in October 16, 1944 and registered as a Civil Society by the Organization of American States (**OAS**) in 2001.

ARTICLE II - OBJECTIVE

A. - To promote education, foster mutual knowledge, understanding and friendship among the peoples of the Americas.

B. - To increase the formation of **Pan American Round Tables (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/FLAG

The banner/flag is a square, white cloth with a golden fringe at the bottom. The **Alliance INSIGNIA** 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

Is the place of residence of its Director General and its web address is

www.alianzamrp.org

ARTICLE VII - BOARD OF DIRECTORS

A. - **Board of Directors**, elected and appointed for a period of two years, consists of:

1. - Elected Officers:

- a. - Director General
- b. - Associate Director General
- c. - Recording Secretary
- d. - Treasurer - may be re-elected once.
- e. - Historian
- f. - Zone Directors

2. - Appointed Officers
 - a. - Corresponding Secretary
 - b. - Parliamentarian
 - c. - Official Translator
 - d. - Assistant Recording Secretary
 - e. - Chairmen of Permanent Committees
3. - Automatic Officer
 - a. - Ex Officio Director General

B. - Executive Committee:

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

C. - Advisory Council:

All Ex Directors General

D. - Voting:

- 1.- All elected, appointed and ex officio Officers have the right to vote; with the exception of the Assistant Recording Secretary, who votes only during the absence of the person holding that office.
2. - Each accredited delegate representing her **Table** has the right to vote.
3. - The members of the Advisory Council do not have the right to vote.

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 may be 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 may be organized in countries where there are no National Associations, and if there are more than four (4) **Tables** that adopt the Constitution and Bylaws furnished by the **Alliance**.

C. - Regional - Regional Secretariats may be organized in neighboring countries where there are not enough **Tables** to organize a National Association and who adopt the Constitution and Bylaws furnished by the **Alliance**.

ARTICLE IX - AFFILIATION

A. - The Alliance is comprised of **Tables** that meet the ideals and objectives of Pan American Round Tables, are up to date in the payment of their dues, and that comply with all the requirements of the **Alliance**, or the **National Associations**, **State Associations** or **Regional 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, non-sectarian, non-profit and non confederative and 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**. Newly created **Tables** are **PROVISIONAL TABLES**, until they receive their AFFILIATION CHARTER by the **Alliance** at a Biennial Convention (Convention).

1. - **Tables** are founded pursuant to the Constitution and Bylaws furnished by the **Alliance** Parliamentarian. Each **Table** shall enjoy local autonomy as long as it remains in compliance to the above models.

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. - **Tables** which, in the opinion of the **Alliance** Board of Directors, fails to fulfill the affiliation requirements, may be suspended or dropped from membership by a two-thirds (2/3) vote of the Board during an ordinary or special meeting where a quorum exists.

a. - A suspended **Table** has a six-month (6) period in which to reorganize. If it is able to reorganize before the six-month period, the **Organization** to which it belongs, gives its approval so that it may continue working normally and will notify the **Alliance**. If it is **not** able to reorganize and has members serving as Officers in Associations or in the **Alliance**, these Officers must present their resignations.

b. - If a Table is dropped, it may not continue using the name "**Pan American Round Table**", nor continue being a part of any **Organization** of the **Alliance**.

c. - Reciprocally, the **Alliance** does not recognize any **Table** which is not in total compliance with the established requirements.

ARTICLE X - CONVENTIONS

A. - Take place biennially, during even years.

B. - The location is determined by the vote of the Assembly at the previous Convention.

C. - Each **Table**, that is up to date with its dues and in compliance with its obligations to the Alliance and its National and State Associations, is entitled to be represented in the Conventions by only one vote.

ARTICLE XI - REVISIONS

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

ARTICLE XII - FINANCES

The **Alliance** is financially supported by the dues paid by the affiliated **Tables**, Convention fees and voluntary contributions.

ARTICLE XIII - QUORUM

A. - Is constituted by a majority one-half plus one (51%) of the Officers and voting Delegates that are registered as attending the Convention.

B. - Quorum at Executive Board meetings shall consist 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 International Revenue Code #501 (c) (3), U.S. law.

Carmen Robinson Guerra
Parliamentarian Chairman
2006 -2008

Aida Barrera Torres
Revisions Committee
2006-2008

Delia Pérez de Plata
Counselor
2006 - 2008

BYLAWS OF THE ALLIANCE OF PAN AMERICAN ROUND TABLES

ARTICLE I. - OFFICERS AND DUTIES

A. - The Director General symbolizes the **Alliance of the Pan American Round Tables (Alliance)** and shall:

1. - Preside during meetings, ordinary, extraordinary and executive.
2. - Administer the general activities of the **Alliance** jointly with the **Board of Directors (Board)**.
3. - Appoint and ratify in writing during the first ninety (90) days of her term, members of the Permanent and Special Committees, except the Nominating Committee.
4. - Be an ex-officio member of all Committees except the Nominating Committee.
5. - Provide copies of the Constitution and Bylaws to all Officers.
6. - Visit and supervise, as possible or necessary, the activities of the **Pan American Round Tables (Tables)** during her term of office.
7. - Send circulars to the Officers and Table Directors informing them of her activities and keep up with their performances.
8. - Invite all the members of the Alliance, six (6) months previous to the Biennial Conference, indicating place and date.

B. - Associate Director General shall:

1. - Assume the duties of the Director General in her absence.
2. - Preside as Chairman of the Extension Committee with the collaboration of the **Zone Directors**.
3. - Present statistical data by at the **Biennial Convention (Convention)** with the following information:
 - a. - number of **Tables** and members,
 - b. - number and monetary amount of scholarships given,
 - c. - number of libraries established,
 - d. - number of libraries founded this biennial,
 - e. - donated books,
 - f. - economic assets of the **Tables**,
4. - Inform at the Executive Board meetings, the requests by groups wishing to become affiliated.

C. - Recording Secretary shall:

1. - Take and file the minutes of all meetings, Conventions, and Executive Board meetings.
2. - Keep a list of all affiliated **Tables**.
3. - Give a copy of the minutes to the Director General and the Parliamentarian, thirty (30) days after taken.
4. - Give a copy of the minutes of the last session of the Convention to the incoming Director General and Parliamentarian, thirty (30) days after taken.

D. - Treasurer shall:

1. - Register her signature with the bank which has the **Alliance** financial accounts.
2. - Collect all imposed and special dues from the **Tables**.
3. - Receive voluntary contributions.
4. - Provide the corresponding receipts.
5. - Keep a record of income and expenditures.
6. - Make necessary reimbursements, when presented with receipts and authorization of the Director General.
7. - Present a financial report to the Board and Convention.
8. - Collaborate with the Finance Committee in the presentation of the budget for the coming biennium.
9. - Certify the financial accounts by an accountant at the end of the biennial.
10. - Make a financial report to the Internal Revenue Service.

E. - Historian shall:

1. - Collect materials of historical value, written and graphic, of the **Alliance**.
2. - Select material from each **Table** and make an album to present at the Convention.
3. - Deliver this album to the **PART** of Austin, Texas (USA), to be filed in the **Alliance's** Permanent Archives housed at the Nettie Lee Benson Library of the Institute for Latin American Studies on the University of Texas campus in Austin, Texas.

F. - Zone Directors shall:

1. - Keep a record of the **Tables** in her Zone with pertinent data.
2. - Visit all the **Tables** in her Zone during her term of office.
3. - Promote, orient and support the creation of new **Tables**.
4. - Collaborate with the Director General in the coordination, counseling, and reorganization of **Tables** in her Zone.
5. - Coordinate the organization of **National Associations, State and Regional Secretariats (Organizations)** as necessary.
6. - Collaborate with the Associate Director General in the Extension Committee.
7. - Inform the Directory Committee of the **Tables** in her Zone.
8. - Collaborate with the Director General in selecting candidates for Regional Secretaries.
9. - Use the Process of Conflict Resolution when a **Table** in her Zone reaches Level III.
10. - Represent the Director General before the **Tables** in her Zone.
11. - Give Pan American orientation workshops.
12. - Coordinate visits by the Director General and other **Alliance** Officers, observing Protocol.

G. - Corresponding Secretary shall:

1. - Answer **Alliance** correspondence, via postal mail or e-mail.
2. - Write and distribute copies of the Agenda for Conventions and day's schedule at the Board meetings and Councils.
3. - Write the communications in the language of the country of origin, accompanied with a translation in the language of the receiving country.

H. - Parliamentarian shall:

1. - Be attentive that rules established in the **Alliance** Constitution and Bylaws be correctly followed, and if necessary, apply parliamentary procedures from "Robert's Rules of Order".
 2. - Maintain an up-to-date file of any changes in the Constitution and Bylaws of all the affiliated **Tables** and **Organizations**.
 3. - Study the Constitution and Bylaws of new **Tables** for their eventual approval.
 4. - Write and distribute the ballots that are used during voting
- INA QUERIDA, AGREGAR AQUI POR FAVOR EL NUMERAL 5 QUE DICE: La Parlamentaria es miembro del Comité de Revisiones y Resoluciones.**

I. - Official Translator shall:

1. - Make precise translations of affairs related to the **Alliance**.
2. - Translate: Written or electronic correspondence and at Conferences, Meetings, Conventions, Seminars, Workshops, etc...

J. - Associate Recording Secretary shall:

1. - Fulfill the duties and prerogatives of the Recording Secretary in her absence.
2. - Call roll during working sessions.

K. - Director General Ex officio shall:

1. - Fulfill the duties assigned to her.
2. - Serve as an advisor when required.

L. - Chairmen of Permanent Committees shall:

1. - Be appointed by the Director General, with the exception of Executive (chaired by the Director General) and Extension Committees (chaired by the Associate Director General).
2. - Fulfill the duties of her Committee as specified in the **Alliance** Bylaws.
3. - Have voting rights.

M. - Any officer who, in the judgment of the Director General and/or the Executive Committee, has acted in a manner disloyal or who acts against the Constitution or Bylaws shall:

1. - Receive notice of this fact by the Parliamentarian, informing her of the wrong being committed.
2. - Be called to order by the Director General.
3. - Be dropped by two-thirds (2/3) vote of the Board.
4. - Be informed by the Parliamentarian, in writing, of the decision of the Board.

ARTICLE II - PERMANENT COMMITTEES

A. - Permanent Committees:

1. - Executive
2. - Extension
3. - Finance
4. - Revisions
5. - Resolutions
6. - Nominating
7. - Directory
8. - Information and Electronic Liaison
9. - Protocol
10. - Editorial
11. - Pan American Woman
12. - Archives
13. - Pan American Youth Groups
14. - Liaison with the O.A.S.

B. - General Duties of Permanent and Special Committees:

1. -Appointed to help with the betterment of the functions of the **Alliance**. Their major duty is to comply with their responsibilities according to the Bylaws.
2. - Present a report, concise, but detailed, of their work an original and two copies, during the Board during meetings and the Convention.

C. - Composition and Specific Duties of the Permanent Committees:

1. - Executive Committee:

a. - Composed of:

- (1) - Director General
- (2) - Associate Director General
- (3) - Recording Secretary
- (4) - Treasurer
- (5) - Historian
- (6) - Parliamentarian
- (7) - Official Translator
- (8) - Director General Ex officio.

b. - Functions as a Permanent Secretariat between meetings of the Board, as necessary.

2. - Extension Committee:

a. - Composed of the Associate Director General and Zone Directors.

b. -Oversees the creation, founding, training and development of new **Tables.**

c. - Confirms that the **Table responsible for organizing a new Table should have been founded a minimum of five (5) years.**

d. - Confirms that **Tables in formation have been approved by the Parliamentarians of the **Organizations** and the **Alliance**.**

e. - Confirms that a newly created **Table does not conflict with other existing **Tables**.**

f. - Steps for creating a new Table:

- (1) - Preliminary organizational meetings.
- (2) - First Formal meeting with a Provisional Board.
 - (a) - At this meeting the Minutes of Establishment should include: City, date, place and hour in which activities were initiated, name of the **Table**.
 - (b) - Board of Directors' names and contact information.
 - (c) - Directory and signatures of the founding members.
 - (d) - Names and signatures of founding sponsor/s.
- (3) - Draft a Constitution and Bylaws. Send copies to the Zone Director and **Alliance** Parliamentarian.
- (4) - Once approved, send a copy of the Constitution and Bylaws to the Director General, Zone Director, and National, State and Regional Presidents.
- (5) - Pay a one-time dues of \$25.00 USD, to the **Alliance** Treasury and attend the next Convention to receive their new AFFILIATION CHARTER.

3. - **Finance Committee:**

- a. - Composed of at least two (2) **Table** representatives and an advisor who lives near the Treasurer.
 - (1). - The Treasurer shall be from a United States **Table** and the reports shall be prepared in USA currency.
- b. - Becomes familiar with the budget adopted in the previous Biennium.
- c. - Prepares and presents a budget after the Convention, to be approved by the Board at its second meeting and which will be applied at the following Biennium.
- d. - Prepares a final report to be presented at the last Board Meeting and at the Convention. If necessary, they may recommend changes which may have come up during the biannual.
- e. - Collaborates with with the Treasurer and audits the accounts.

4. - **Revisions Committee:**

- a. - Composed of at least five (5) members, of which the **Alliance** Parliamentarian shall be one.
- b. - Studies and recommends proposed Revisions to the **Alliance** Constitution and By-Laws.
- c. - Informs the Board and all affiliated **Tables** of the proposed Revisions that have a bearing on the Constitution and the Bylaws, which should have been received by this Committee no later than ninety (90) days before the Convention.
- d. - Studies and evaluates all proposed Revisions without revealing the names of the **Tables** that sent them.
- e. - Informs the Assembly of its recommendations, one by one, for its approval or rejection.
- f. - The approved Revisions shall be handed to the new Committee within thirty (30) days following the convention in which they are approved to update the Constitution and Bylaws.

5. - Resolutions Committee:

- a. - Composed of at least three (3) members and the Parliamentarian.
- b. - Receives and presents to the Convention only those changes proposed that do not affect the **Alliance** Constitution and Bylaws, without revealing the names of the **Tables** that proposed them.
- c. - Informs the Assembly of each Resolution considered for its approval or rejection.
- d. - The approved Resolutions shall be handed to the new Committee during a period no longer than thirty (30) days to update the Constitution and the Bylaws following the Convention in which they were approved.

6. - Nominating Committee:

- a. - Composed of one representative from each Zone.
- b. - Elected at the second Board Meeting from sixteen (16) proposed names (Elected member and alternate).
- c. - Solicits, catalogues and evaluates the names and resumes of each candidate nominated by the **Tables**, for the following offices: Director General, Associate Director General, Recording Secretary, Treasurer, Historian and Zone Directors.
- d. - Studies the resumes of each candidate during a working session at the Convention.
- e. - If a candidate for any office is nominated from the floor, both resumes shall be read, that of the candidate on the ballot and the candidate nominated from the floor.
- f. - Applies the procedures of qualitative and quantitative analysis adopted by the Board in Telchac, Mexico, 1991.
- g. - Presents the slate of candidates during the Convention.

PROCEDURE FOR GENERAL EVALUATION OF CANDIDATES

- A. - Establish a chronological order of receipt.
- B. - Prepare two types of analysis:
 - 1. - Quantitative
 - 2. - Qualitative
- C. - The **Quantitative** analysis is based by Zone, and the number of **Tables** sending nominations for each elected position.
- D. - The Qualitative analysis is based on system of a total of one-hundred (100) points and is the final determination. It consists of the following factors:
(Note: A+B+C+D+E=No more than one hundred [100] points)
 - 1. - **PERSONAL DATA: NOT TO EXCEED SIX (6) POINTS**
Education, Time as an active member in the Pan American Movement.
TOTAL:
 - 2. - **OFFICES held at all levels of the Pan American Round Tables: NOT TO EXCEED SIXTY (60) POINTS.**

TABLE NATIONAL, STATE ASSO. or ALLIANCE REGIONAL SECRETARIATS

Director/	President Director /	President Director/President
Rec. Secretary	Rec. Secretary	Rec. Secretary
Treasurer	Treasurer	Treasurer
Historian	Historian	Historian
Asso. Director	Asso. Director	Asso. Director
Parliamentarian	Parliamentarian	Parliamentarian
Corr. Secretary	Corr. Secretary	Corr. Secretary
Translator	Translator	Translator
Comm. Chairman	Comm. Chairman	Comm. Chairman
Comm. Member	Comm. Member	Comm. Member
Other	Other	Other
TOTAL: 20 Points	TOTAL: 20 Points	TOTAL: 20 Points
TOTAL:	TOTAL:	TOTAL:

3. - ACHIEVEMENTS in the Pan American Movement: NOT TO EXCEED FIFTEEN (15) POINTS.

1) Attended Conferences , 2)Participation ,3)Promoted new Tables , 4) Assisted, Translated and/or Presented symposiums or workshops , 5) Research ,6) Cultural service to the community , 7) Visited other Tables , 8) Assisted at National Conventions, State and Alliance Conventions .9) Attended Board Meeting_____.

TOTAL:

4. - PERSONAL QUALITIES within the movement: NOT TO EXCEED FIFTEEN (15) POINTS.

- 1) General knowledge of Pan Americanism,
- 2) Efficiency in the discharge of her duties,
- 3) Participation in cultural events.

TOTAL:

5. - OPINION of the Committee: NOT TO EXCEED FOUR (4) POINTS. Each member must give their personal assessment.

TOTAL:

E. - NOTES FROM THE NOMINATING COMMITTEE:

1. - To develop the QUANTITATIVE analysis, the committee must know the total number of **Tables** that are eligible to vote in the **Alliance**. (This information may be acquired from the Treasurer.)

2. - Example: The office of the Director General:

Number of 175 **Tables** with the right to vote. Assume that the following support was sent:

- Zone I 3
- Zone II 1
- Zone III A 5
- Zone III B 10
- Zone III C 6
- Zone IV 1
- Zone V 0
- Zone VI 2

TOTAL 28 Tables

* The percentage would be: $28 \times 100/175 = 16\%$ of the **Tables** that participated.

* The percentage would be : $7 \times 100/8 = 87.5\%$ of the Zones that participated.

F. - To **DETERMINE** the candidate:

1. - **First**, consider the **QUALITATIVE** analysis.

2. - **Second**, evaluate the significance of the **QUANTITATIVE** analysis
(for example, if it is regional, local or international).

(C. - Composition and Specific Duties of Permanent Committees) continued:

7. - **Directory Committee:**

a. - Composed of two (2) members, who may be from the same **Table**, and the Zone Directors.

b. - Develop an electronic directory with the following data:

(1) - **Alliance** Board

(2) - Advisory Council

(3) - Chairmen and members of Committees

(4) - Presidents of National, State Organizations and Regional Secretaries.

(5) - Pan American Woman

(6) - Chairman of the Convention Organizing Committee

(7) - Directors/Presidents of **Tables** by Zone

c. - Information:

(1) - Name

(2) - Address

(3) - Telephone

(4) - Fax

(5) - Electronic Mail

d. - Maintain the up-to-date directory on the Website.

8. - **Information and Electronic Liaison Committee:**

a. - Composed of a representative from each Zone.

b. - Medium of immediate dissemination of information by means of the Website (www.alianzamrp.org).

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

d. - Informs via the official correspondence of the **Alliance** about Conventions, Workshops, Ordinary and Extraordinary Meetings, as they are scheduled.

e. - Informs about any changes in the Internet.

f. - Reserves the right to not publish unofficial material.

9. - **Protocol Committee:**

a. - Composed of one representative from each Zone.

b. - Develops and maintains an up-to-date Protocol Guide.

c. - Provides public relations services at the continental level and strives to insure that the rules of etiquette are followed.

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

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

f. - Informs the Tables of the itinerary of scheduled visits by the Director General.

10. - Editorial Committee:

- a. - Composed of one representative from each Zone.
- b. - Compiles the written materials which are sent up to sixty (60) days before the Convention.
- c. - Prepares two (2) publications of the Pan American Bulletin in English and Spanish, the first for the second Board Meeting and the second for the Convention.
- d. - Prepares a proposed budget to the Finance Committee for the preparation of the Bulletins.
- e. - Material received **will not be returned**, whether published or not.

11. - Pan American Woman Committee:

- a. - Composed of one representative from each Zone.
- b. - Solicits and evaluates the Pan American resumes of the members nominated by the **Tables**.
- c. - The member nominated should have distinguished herself in her Pan American work within her **Table, Organizations** and the **Alliance**. Her endeavors should have left a positive impact within the Movement, excluding all other affiliations with organizations or publications that are not exclusively related to the **Tables**.
- d. - Selects three (3) finalists from among the candidates nominated by the **Tables**.
- e. - Selects the one that has the largest number of votes within the Committee, awarding her the honorific title of "**Pan American Woman**", which will be for life, specifying only the year in which she was elected. **AGREGAR AQUI POR FAVOR: Es un privilegio exclusivo de la Alianza y no puede ser otorgado por una Asociación o Mesa.**
- f. - Presents a bouquet of flowers and a special Sash which says "Pan American Woman" indicating the year in which the honor is received.
- g. - Prepares and presents a plaque indicating such honor.
- h. - The Committee Members shall keep in touch with each other, maintaining extraordinary discretion not mentioning the names of the three finalists until the official announcement.

12. - Archives Committee:

- a. - Composed of members of the Austin, Texas **Table**.
- b. - Safe-keeps, catalogues and maintains the official materials of the **Alliance**, housed at the Nettie Lee Benson Library of the Institute for Latin American Studies on the University of Texas campus in Austin, Texas, USA..

13. - Youth Groups Committee:

- a. - Composed of one representative from each Zone
- b. - Assures that the **Tables** from her Zone have the "Guidelines for the Formation and Implementation of Youth Groups."
- c. - Prepares and publishes a Directory of the associated youth once during a biennium.
- d. - Recognizes before the Assembly of the Convention, the presence of any youth group.

14. - Liaison with the OAS Committee:

- a. - Composed of a Chairman, two (2) members of the Washington, D.C. **Table**, and a representative from each Zone.
- b. - Represents the **Alliance** in all meetings organized or sponsored by the OAS.
- c. - Informs the Director General and the Information and Electronic Liaison Committee of the results of the meetings.
- d. - Contacts the Representative and Officers of the OAS of her country or Zone.
- e. - Appoints, with the approval of the Director General, the Delegates who represent the **Alliance** in Forums, Summits and at the General Assembly.
- f. - Constantly reviews the OAS Web page.
- g. - The Chairman of the Committee reviews, beforehand, the presentations of the Delegates who assisted meetings.

D. - All outgoing Officers and Committee Chairmen shall pass on to their successors all documents and archives pertinent to their respective office or committee duties, no later than thirty (30) days after leaving office.

ARTICLE III - ADVISORY COUNCIL

A. - The **Advisory Council**:

- 1. - Composed of the Past Directors General of the **Alliance** (Advisors).
- 2. - The Director General may consult and use as a resource the experience of one or all the Advisors, as necessary.

B. - The Director General Ex Officio is a regular Board member, but is not a member of this Council.

ARTICLE IV - CONVENTIONS

A. - The exact date shall be established by the Executive Committee of the **Alliance** in agreement with the Hostess Table.

B. - Each Table current in its payments, has the right to send one delegate and two alternates, with one single vote which may be cast by any one of them.

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

D. – Convention Committees:

1. - The Convention Chairman of the Host Table, appoints as many committees as are necessary.

2. - Registration Committee:

- a. - Registers all attendees to the Convention.
- b. - Receives all corresponding payments.
- c. - Provides identifiers to the voting Delegates.

3. - Credentials Committee:

- a. - Verifies that the attending Tables are up-to-date on dues payments, with the assistance of the **Alliance** Treasurer.
- b. - Registers the voting delegates and their alternates by means of a document signed by the Director and Recording Secretary from each **Table**.
- c. - Reports daily to the Assembly the total number of attendees: Officers, Delegates, Alternates, Members and Guests

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 minutes of the Notary Public to the Treasurer of the Alliance to comply with official transactions.

E. - Courtesy Committee:

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

F. - New Business:

Any business that was not included in the agenda of the Convention may be added by means of the approval of two-thirds (2/3) of the voting Assembly.

ARTICLE V - ELECTIONS

A. - Elections:

1. - Take place during the Convention.
2. - Board Officers are elected by secret ballot, unless there is only one candidate, in which case, she will be declared elected by the decision of the Assembly.
3. - Officers are elected for a period of two (2) years and cannot be reelected for the same office, with the exception of the Treasurer, who may be re-elected one (1) time.
4. - A person, absent from the Convention, cannot be elected. If a candidate duly registered and present at the Convention, that needs to absent herself because of an emergency, may be elected.
5. - The secret affirmative vote of two-thirds (2/3) of the voting Delegates and Officers present at the Assembly shall constitute 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 most votes will participate in a second voting in which simple majority (51%) will constitute the election.
6. - The Director General and the Corresponding Secretary may reside from the same city.

B. - Presentation of the Slate:

1. - The slate of officers is must be presented twenty-four (24) hours before the elections.
2. - Presents a slate of candidates to offices on the Board that are to be filled by election.

C. - Rules of Election:

1. - Any member, with the right to vote, may nominate other eligible candidates from the floor, only if they are from their own Zone, supporting their nomination by means of the presentation of their resume and with the consent of the nominee.
2. - Candidates for the position of Director General shall:
 - 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 previous to her nomination.

- d. - Have served as Director of her **Table** and served in one (1) or more of the following offices: State Director, National Director or **Alliance** Zone Director.
- 3. - Candidates for Associate Director General shall:
 - a. - Be from a different country and Zone from the Director General elect.
 - b. - Have served on the **Alliance** Board at least two (2) years or the equivalent National, State or Regional level.
 - c. - Have attended at least two (2) **Alliance** Conventions.
- 4. -Zone Directors shall be elected by the secret vote of the Delegates from the **Tables** in their respective Zones, unless the candidates are unopposed, they shall be declared elected by general consent of the Zone **Tables**.

ARTICLE VI - FINANCES

- A. - The annual dues for each **Table** shall be a minimum fifteen (\$15.00 USD), plus three (\$3.00 USD) for each member.
- B. - This last amount is used by the Director General or a person designated by her, as a fund for travel expenses related to **Alliance** affairs.
- C. - Both payments will be made in advance by the first of January of each year.
- D. - A one-time registration fee of twenty five (\$25.00 USD) is paid by each new **Table** accepted into the **Alliance**.
- E. - The Convention fee paid by each member is set by the Hostess **Table**, with the consent of the **Alliance** Board.
- F. - The Chairman of the previous Convention shall present a financial report at the second Board meeting.
- G. - The Chairman of the next Convention shall present a budget at the second Board meeting.

ARTICLE VII - VACANCIES ON THE BOARD

Any vacancy on the Board, with the exception of that of Director General and Nominating Committee Chairmen and itsmembers, shall be filled by appointment by the Director General, with the approval of the Board.

ARTICLE VIII - CONSTITUTION AND BYLAWS OF AFFILIATED TABLES

- A. - The **Tables** and **Organizations** of the **Alliance** shall provide the **Alliance** Parliamentarian with a copy of its Constitution and Bylaws, reporting any changes therein, to be approved and to ascertain their lawful AFFILIATION CHARTER.
- B. - Every time that changes are made in the Constitution and/or Bylaws of the **Organizations**, a copy must be sent to the **Alliance** Parliamentarian.

ARTICLE IX - MODEL CONSTITUTION

The Model Constitution and Bylaws shall be used in the organization of new **Tables**.

ARTICLE X - AMENDMENTS TO THE BYLAWS

- A. - The Constitution and By-Laws of the **Alliance** may be amended at any Convention by means of the approved Revisions presented and accepted by a vote of 2/3 (two-thirds) of the voting members present.

B. - The Revisions and Resolutions proposed by a Table should be signed by the Director and the Recording Secretary and sent to the Director General and the Chairman of the Revisions Committee, never submitted by members.

ARTICLE XI - PARLIAMENTARY PROCEDURE

In those cases not provided for in the Constitution and By-Laws of the **Alliance**, ROBERT'S RULES OF ORDER shall be applied.

Carmen Robinson Guerra
Parliamentarian Chairman
2006 -2008

Aida Barrera Torres
Revisions Committee
2006-2008

Delia Pérez de Plata
Counselor
2006 - 2008

STANDING RULES OF THE ALLIANCE OF PAN AMERICAN ROUND TABLES

1. - Travel tours shall not be organized in the name of the **Alliance of Pan American Round Tables (Alliance)**.
2. - The **Table** Delegates and Alternates are accredited by means of a document signed by the Director and Recording Secretary of the **Table**.
3. - The Director General may appoint, with the approval of the Board of Directors (Board), Special Committees to study and consider specific situations for a limited time.
4. - The Director General or the person presiding is entitled to limit the number and frequency of interventions that a delegate may speak to a point.
5. - The Delegates and Alternates shall become well informed on **Alliance of Pan American Round Tables (Alliance)** affairs and know exactly what is expected of them at Conventions.
6. - The Presidents of **National Associations, State Directors and Regional Secretaries (Organizations)**, may attend Board meetings, without a vote.
7. - When a **Table** deems that a certain member is suited to hold office at the **Alliance** level, said **Table** may circulate the candidate's Pan American curriculum with her consent.
8. - Members shall abstain from any kind of campaigning.
9. - The **Alliance** Treasurer and the Convention Treasurer shall collaborate in proposing a budget to determine the Convention registration fee. This same budget may be studied and approved, at the second meeting of the **Alliance** Board.
10. - A fee included in the Convention registration, not more than twelve (\$12.00 USD), will be added for the use of the **Alliance**.
11. - The **Tables** have the right to use and display the Flag of Peace at their public ceremonies.
12. - The **Alliance Organizations** shall:
 - a. - Have good communication between the Officers and the Zone Directors.
 - b. - Devise a plan of action and coordinate their activities with the Zone Directors and the **Organization** Presidents.
 - c. - Review all the official **Alliance** correspondence via electronic mail.
 - d. - Accompany the Director General on her visits to **Tables**, whenever possible.
 - e. - Invite the Director General, Zone Directors and other Officers of the **Alliance** to their Conventions and workshops.
 - f. - Observe proper protocol when Officers of the Alliance and other visitors attend their Conventions or other events.
13. - The position of Director General may rotate from North to South:
 - a. - United States of America (Zones I and II)
 - b. - Mexico (Zones IIIA, IIIB and IIIC)
 - c. - Central America and the Caribbean (Zone IV)
 - d. - South America (Zones V and VI)
14. - Each Biennial Convention of the **Alliance** (Convention) shall have a central theme selected by the Director General.
15. The **Organizations** and **Tables** shall:
 - a. - Become knowledgeable about the **Alliance** Constitution, Bylaws and Standing Rules.
 - b. - Consult the **Alliance** Website (www.alianzamrp.org) to obtain copies of these documents.

- 16. - Registration to a Biennial Convention shall close fifteen (15) days before the inauguration date and last minute registrations will not be accepted.
- 17. - **The Organizations and Tables** shall use the following procedure for consultations:
 - a. - Zone Directors.
 - b. - **Organization** Parliamentarians.
 - c. - Guidelines for Conflict Resolution.
- 18. - Voting during election of Officers or any other type of voting in which Delegates and members with a right to vote participate, may be done electronically, if the necessary equipment is available.
- 19. - The official correspondence of the Executive Board will be done electronically.

INFORMATION:

The Constitution and Bylaws of the **Alliance** are published on the **Alliance** Website in both languages.

CORRECTIONS:

The **Tables** and **Organizations** that amend their Constitution and Bylaws, must send copies to the **Alliance** Parliamentarian to obtain approval and assure that they are working with valid documents.

The Parliamentarian CANNOT approve document changes, without a copy of the official Minutes that were taken when the changes were approved.

Carmen Robinson Guerra
 Parliamentarian Chairman
 2006 -2008

Aida Barrera Torres
 Revisions Committee
 2006-2008

Delia Pérez de Plata
 Counselor
 2006 - 2008

GUIDELINES FOR THE FORMATION AND IMPLEMENTATION OF PAN AMERICAN YOUTH GROUPS

ARTICLE I - NAME

A "PAN AMERICAN YOUTH GROUP" is a group of young women who work in an organized manner within the same objectives and tenets of the **Pan American Round Tables (Tables)**.

1. - Members of the group should be fifteen (15) or more in number.
2. - The minimum age is fourteen (14) years and the maximum of eighteen (18).
3. - There may be transition groups for those who have a minimum age of ten (10) to a maximum age of fourteen (14).
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 understanding, knowledge and friendship among the peoples of the Americas.
2. - Have a cultural exchange to achieve peace and complete harmony in the Continent.

B. - Specific:

1. - Acquire fundamental knowledge of Pan American tenets from an early age, to be able to grow into these traditions and, in a near future, become a full member of the original **Table**, another **Table** or help establish a new Pan American **Table**.
2. - Create Pan American leaders with real values, orienting them toward the Pan American Movement to achieve a great America, united in peace.
3. - Be independent, responsible, self-sufficient and have the liberty to work and realize projects, always within the precepts of the Pan American Guidelines.

ARTICLE III - ORGANIZATION

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

1. - Holds a valid recognition, **AFFILIATION CHARTER**, from the **Alliance**.
2. - Is active and works within the Constitution and Bylaws.
3. - Has at least five (5) years actively working as a Pan American **Table**.

B. - Young women may belong to the Movement, demonstrating their interest by following the Pan American tenets and objectives, without bias of race, religious creed, social position, or political inclination.

C. - Once the Youth Group is organized, the **Sponsor Table shall introduce it to the National and State Associations, Regional Secretariats, corresponding Zone Director and the Director General.**

D. - The Youth Groups shall have their own Board of Directors, which should include:

1. - Elected Officers:
 - a. - President
 - b. - First Vice President
 - c. - Second Vice President
 - d. - Recording Secretary
 - e. - Treasurer
 - f. - Historian

2. - Appointed Officers:

- a. – Parliamentarian
- b. - Corresponding Secretary
- c. - Assistant Recording Secretary
- d. - Assistant Treasurer
- e. - Chairmen of Permanent and Special Committees

E. - A Pan American Youth Group may form a new and independent **Table** and may obtain the official recognition of the National or State Associations or Regional Secretariats and then that of the **Alliance**, when the **Sponsor Table** considers that it has complied with the requirements and has the experience necessary, and gives it the respective authority to proceed and present the proper documentation to the **Organization** Parliamentarians.

ARTICLE IV – SPECIFIC DUTIES

A. - Spread and extend the Pan American Movement among the youth and children of the community.

B. - Encourage, by means of study, the cultures of the Americas, seeking social integration and interchange. This may be made possible by:

- 1. - Study of the origin and organization of the **Tables**, by means of seminars, guest speakers, forums, meetings and workshops.
- 2. - Activities which lend themselves to greater contact with the different peoples of the Americas, seeking ties of unity and friendship among brothers.
- 3. - Encounters with local, National and International Youth, organized under the direction and guiding of the respective **Sponsor Tables**, to engender greater togetherness, and interchange of ideas and experiences.
- 4. - Celebrating important Pan American calendar and historic dates of the nations of the Continent, in colleges, schools, institutes, etc...and at the local level:
 - a. - April 14, Day of the Americas
 - b. - October 16, the Foundation of the first Pan American Round Table.
- 5. - Attend the Biennial, National or State Conventions, as observers, without the right to vote.

Carmen Robinson Guerra
Parliamentarian Chairman
2006 -2008

Aida Barrera Torres
Revisions Committee
2006-2008

Delia Pérez de Plata
Counselor
2006 - 2008

GRIEVANCE RESOLUTION PROCESS OF THE ALLIANCE OF PAN AMERICAN ROUND TABLES

I. - INTRODUCTION:

A. - Goal:

To provide members with an orderly way for the prompt and equitable resolution of grievances when a concern or dispute has not been settled.

B. - Intent:

Whenever feasible, grievances be resolved at the lowest possible administrative level.

C. - The entire Alliance Board shall never review grievances.

II. - MEMBER RIGHTS:

A. - The best resolution to a grievance is to **prevent its occurrence**.

1. - Table members need to know their rights, as they are expressed in their Bylaws, and observe the Rules of Order in their meetings (ascertain **quorum**).

2. - Know which votes require a majority.

3. - Know the limits of the power of their officers, who must have their decisions approved by the vote of the members in regular meetings; know that called meetings, like elections, cannot be changed or postponed without 2/3 agreements.

4. - Informed membership can prevent the onset of disputes, since the decisions that affect a **Table** shall not be made by a few individuals, **but by the approving vote of a majority**

.5. - It must be understood that when there is such a legal majority, all members shall abide by those decisions.

B. - Those who hold office (be it at a **Table**, National or State Association or **Alliance**) must know their rights as well as their duties and the limits of their power to act, according to the Bylaws of each level.

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

2. - Table Bylaws are clear and explicit on how to handle suspensions and / or expulsions within the **Tables**.

3. - The Board may recommend these actions, but the members' vote is the only means to adopt such a measure (this requires a majority).

C. - National and State Associations can act against one of their officers (for cause) or against a **Table** that is not acting in accordance with their Charter, but they cannot act against an individual **Table** member; they may recommend that the **Table** to which this member belongs takes action, but it remains with the **Table's** vote to decide what they will do.

D. - National, State or **Alliance** officers cannot accept the resignation of a **Table** member, only the resignation of one of their own Board members.

III. - GRIEVANCE RESOLUTION PROCESS:

A. - The Grievance Resolution Process aims to be a healing, orderly path to reconciliation, not a forum to air resentment. Its ultimate goal is to be able to restore unity, not to punish. If there is misconduct that cannot be rectified, the Review Board shall take those measures consistent with the benefit of the many, within the legal framework of our Constitution and Bylaws.

B. - When there are problems that cannot be resolved by using the existing Bylaws, those involved **must** file a notice of their intent with the appropriate individuals involved at each level of this process and notify the Alliance Director General and the Alliance Parliamentarian, in writing.

C. – All parties involved must abstain from using the Internet, mails or other means of communication for propaganda, complaints or innuendos.

IV. - DEFINITIONS: (The terms “complaint”, “grievance” and “disputes” shall have the same meaning.)

A. - A grievance under this policy may include, but shall not be limited to, any of the following:

1. - Specific allegations of unlawful decisions reached without certified vote of the membership.
2. - Specific allegations of violations of Rules of Order or Bylaws that infringe on the rights of the majority.
3. - Specific allegations of retaliation against members who are exercising their constitutional rights.
4. - Specific allegations of misuse of power by officers, without certified vote of the membership.
5. - Specific allegations of misuse of Pan American property and / or the name of the organization.

B. - This review process does not govern the following:

1. - Lawful suspensions or reorganizations
2. - Lawful terminations
3. - Personal grievance by a member against an officer or member
4. - Personal grievance by an officer against a member or another officer
5. - Grievances regarding specific approved Bylaws or educational material

Note: Suspensions and terminations are covered in the Alliance Constitution and Bylaws

V. - FREEDOM FROM RETALIATION:

Neither the **Alliance of Pan American Round Tables**, National or State Associations or **Table Board** members may lawfully retaliate against a member / members that bring a grievance.

VI. - GENERAL PROVISIONS:

A. - A grievance must specify the individual harm or transgression.

The aggrieved, hereby referred as **the party or parties** are prohibited from bringing separate or serial grievances **regarding the same event or action**.

B. - Any time limits set shall be complied with strictly, unless modified by mutual consent . Any costs derived from the grievances shall be paid by the party incurring them.

C. - When the **Review Board** determines that two or more individual grievances are sufficiently similar in nature and possible remedy to permit their resolution through one proceeding, the grievances may be consolidated.

D. - Communication of decisions can be made by Fax, e-mail or regular Mail; a decision announced in the presence of one of the parties constitutes communication.

VII. - INITIATING A GRIEVANCE RESOLUTION PROCESS:

A. - The Director General of the Alliance and the Parliamentarian of the Alliance must be notified by the parties when a Grievance Resolution Process is initiated.

B. - A Table member or members may initiate the grievance process if there is evidence that personal rights or Table Constitution and Bylaws have been violated by a National or State Association Officer if there is evidence of Table misconduct, or if National or State Bylaws have been violated by an Alliance Officer if there is evidence of Table, National, State Associations or Alliance Officer misconduct and/or if Alliance, National, State Associations or Table Bylaws have been violated.

C. - Members and individual Tables shall initiate a grievance at LEVEL I.

D. - Officers (National, State or Alliance) shall initiate a grievance at LEVEL III.

VIII. - INVESTIGATION:

A. - Oral complaints shall not be accepted, they need to be presented in writing. To the greatest extent possible, complaints and grievances shall be treated as confidential, with limited disclosure if it becomes necessary to complete a thorough inquiry.

B. - LEVEL ONE (I)

A member or members of a Table who have a grievance shall request a conference with the Table Director, Table Parliamentarian and /or National, State or Alliance Parliamentarian by submitting the grievance and questions in writing, describing the problem, within a three (3) week period from the moment of the event or series of events about which the member(s) are complaining. The conference must take place within 30 days. The Director General must receive copies in writing of all proceedings and decisions at **LEVEL ONE**.

C. - LEVEL TWO (II)

If the outcome of the conference at **LEVEL ONE** is not satisfactory or there has been no response over a reasonable period of time **NOT TO EXCEED 30 days** from the receipt of a conference request, the party (parties) may request a conference with the State Director or National President (when applicable) and the **Alliance Zone Director**.

1. - This request shall be in writing and mailed within seven (7) days following receipt of a response from LEVEL ONE, if there has been no response, seven (7) days after the deadline.

2. - The request should include copies of all the information up to this moment.

3. - This conference shall be initiated within thirty (30) days of receiving the request and the response must be submitted within sixty (60) days of receipt of request .

D. - LEVEL THREE (III)

If the outcome of the conference at **LEVEL TWO** is not to the satisfaction of the parties or cannot be carried out due to conflict of interest or there has not been a response by the deadline, the parties may submit a request for a **REVIEW BOARD** from the Director General of the Alliance.

- 1. - It shall consist of two Alliance Board Members and two Alliance Advisory Council members, none of which can be from the same Zone or country as the parties.
- 2. - The request shall be in writing and accompanied by all written documentation generated through **LEVELS ONE** and **TWO**.
- 3. - It must be initiated within seven (7) days of response from Level Two or after the time for response has expired.
- 4. - The Director General shall appoint the Review Board and provide them with copies of all relevant material previously submitted by the parties and by those who participated in **LEVELS ONE** and **TWO** of the Grievance Resolution Process.
- 5. - This Review Board is not required to consider any documentation that was not submitted previously or any issues not previously presented.
- 6. - The Director General will designate one of the members of the Review Board as the Board Chairman; this officer will set reasonable time limits for the final disposition of the grievance.
- 7. - The Review Board may seek further information from the participants in **LEVELS ONE** and **TWO**.
- 8. - The Review Board shall then make and communicate a decision, orally or in writing at any time they consider appropriate, including the next scheduled Alliance Board Meeting.
- 9. - The proceedings of the Review Board should be confidential, unless the parties request otherwise.

IX. - DISPOSITION OF GRIEVANCE:

- A.** - The findings of the Review Board shall be public; they shall be final and binding and the parties shall not be able to appeal to the **Alliance** Executive Board.
- B.** - The Review Board may allocate responsibility among the parties and require specific actions. This decision must be obeyed in order for the parties to continue their association with the **Pan American Round Tables**.
- C.** - **Non-compliance with the Review Board findings and its conditions shall be considered the same as a voluntary termination (resignation) as a member of all levels of this Organization.**

SPECIAL COMMITTEE - GRIEVANCE RESOLUTION PROCESS

September 2002

- President: Peggy Clark – Past Texas State Director
- Members: Gladys N. Simpson – Alliance Parliamentarian 2000-2002
- Kathy Ehmann Clardy – Alliance Treasurer 2000-2002
- Carmen R. Guerra –Director General Ex-officio2000-2002
- Carmen L. Barrionuevo – Alliance Advisor
- Pan American Woman 1990
- Septiembre 2008.