The Pan American Round Table: PART





Agenda.



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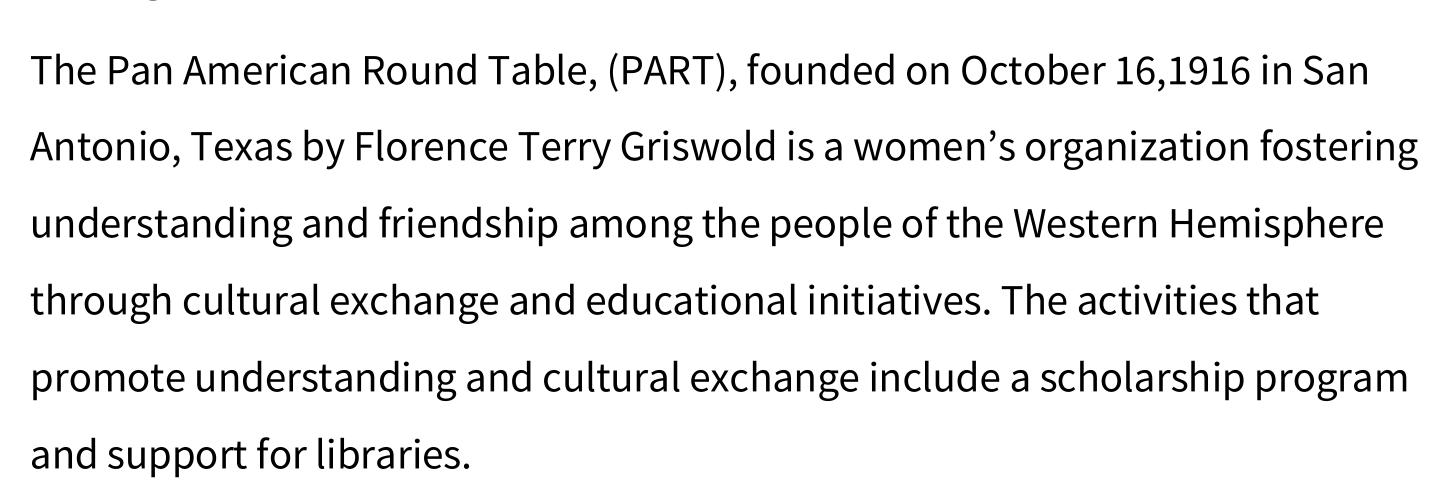
06 Program Structure

The mission of the Pan American Round Table of Beeville is to promote understanding and peace at home and among the peoples of the Americas through education, outreach and friendship.



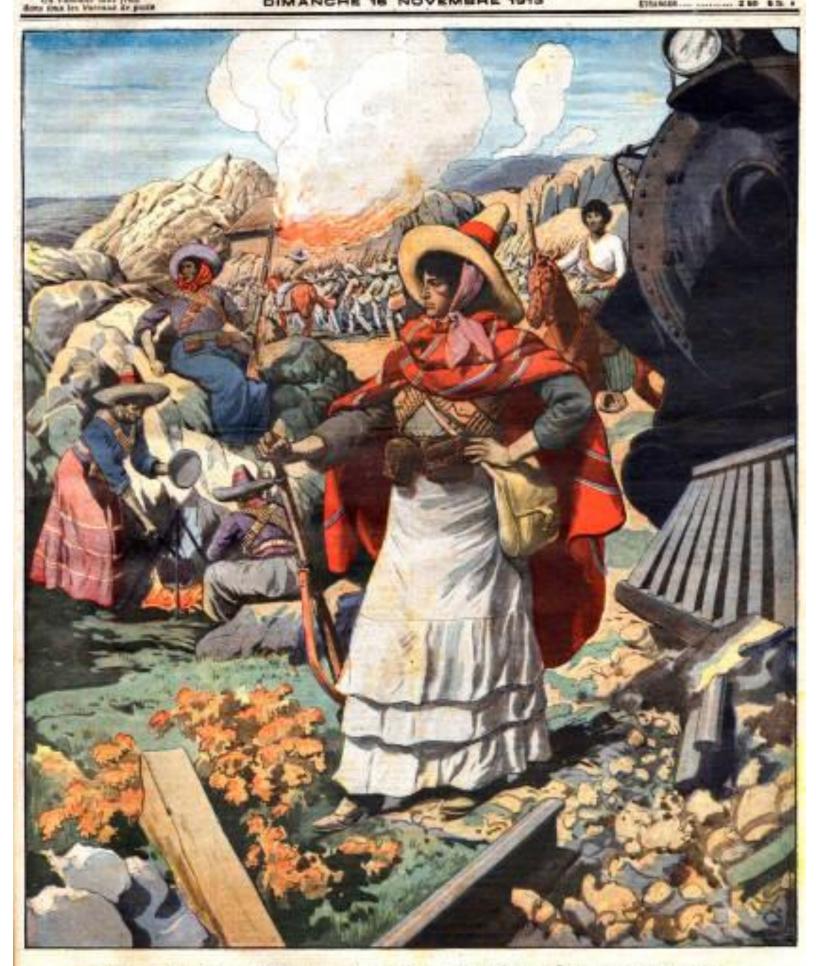
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Mission & Statement of Purpose.





Le Petit Journal ADMINISTRATION 5 CENT. SUPPLÉMENT ILLUSTRÉ 5 CENT. ARGUNEMENTS Les REMARTINE 124 Année 124 Année 1200 MINISTRATION 21 CENT. 12 P. 24 P. Année 1200 MINISTRATION 21 CENT. 12 P. Année 1200 MINISTRATION 22 P. ANNÉE 12 P. ANNÉE 1200



MEXICAINES DANS L'ARMÉE RÉVOLUTIONNAIRE

02

The Need for the PART Mission.

The Mexican Revolution in 1916 caused great hardship for women and children in Mexico and Griswold hoped to bring help to women and children through the mission of the Pan-American Round Table. As the organization expanded, The Alliance of the Pan-American Round Tables was formed in 1963 and registered as a Civil Society by the Organization of American States (OAS) in 1991. Promoting education, education, and mutual understanding remains key objectives.





About Us.

Founded in December 1963, the Pan American Round Table of Beeville held its inaugural meeting in January 1964 with 24 charter members.

Leadership Structure:

- Table Director
- First Associate Director
- Second Associate Director
- Third Associate Director
- •Treasurer
- Recording Secretary

Each position carries specific duties ensuring effective organizational governance.



Officer & Director Responsibilities.

- Director's Advisory
- Yearbook
- Membership
- Library
- Scholarship
- Historian
- Nominating





Article VII - Officers Elections.

- **Section 1**. The officers of the Pan American Round Table of Beeville shall be a Director, three Associate Directors, a Recording Secretary and a Treasurer.
- **Section 2**. Officers shall be elected for two years and may be reelected consecutively for the same office.
- **Section 3**. Election of officers shall be by secret ballot, a majority vote constituting an election. Votes are counted by the Recording Secretary. Where there is only one nominee for an office the election may be by acclamation.
- **Section 4**. Nominations shall be made by a nominations committee, appointed by the Director every other year in January and reporting in February, at which meeting a vote on officers will be taken.
- **Section 5**. In the event of an elected officer having to resign or being unable to complete her term of office, a new officer shall be appointed by the Director for the remaining of the



Article VIII - Duties of Officers.

Section 1: Director

The Director serves as the presiding officer of meetings, with the following key responsibilities:

- Manages motions, seconds, votes, and announces outcomes.
- Opens meetings, makes appointments, and calls executive meetings.
- Announces upcoming meeting details, including hostesses and program information.
- Follows the Order of Business, calling for reports from Associate Directors and committee chairs.
- Closes meetings by reciting the club motto.



Article VIII - Duties of Officers.

- **Section 2**. In the absence of the Director, the Associate Directors, in their order, shall preside.
- **Section 3**. The first Associate Director shall assign the programs for the two-year calendar and notify those chosen to do programs, country reports and hostess duties. She is responsible for printing the two-year yearbook. She shall confer with the Chairman prior to each meeting.
- Section 4. The second Associate Director shall be Membership Chairman. She shall receive all applications for membership submitted by members, and shall present for membership representative, qualified women, interested in Pan American work, who have been approved by the membership committee. She shall receive all requests for leave of absence and she and her committee shale eluate and rule on then. The second Associate Director notifies the Director and the requesting member of the status of the application. She introduces all new members to the Table.



Article VIII - Duties of Officers.

- Section 6. The Recording Secretary shall keep the minutes of each meeting and call the roll. She shall file the minutes in the form of journal. She will also keep a copy of the invitation as well as any article that appears in the newspaper. She shall record the activities of the Table for the city, state National and international publications when necessary. These records are sent to archives of the state organization.
- **Section 7.** The Treasurer shall collect all dues and fees, make all disbursements approved by the Executive Board, keep account of the same and present a full report at regular meetings. In November, the Treasurer will send written notification to those members who have not yet paid their dues. She is responsible for maintaining the IRS 501 (c) (3) non-profit status of the Table by sending the proper data to the state for filing.



Leadership Roles & Responsibilities.

- Service Requirements
- Each active member serves in leadership positions on a rotating basis
- Members alternate between Program Chair and Hostess duties, typically serving one role per year.
- Regular meetings require:
 - One Program Chair who coordinates presentations
 - One Hostess who manages meeting logistics
- Special exception for December Christmas celebration
- Three members serve as co-hostesses
- No Program Chair required



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Active Membership.

- All active members must attend at least three meetings a year.
- Meetings are held on the first Thursday of each month from September through
 May at 11:30 a.m., unless otherwise designated.
- The Christmas meeting is a social starting at 11 a.m.
- The January meeting is an informal lunch for officers and any club members who wish to attend.
- Guests may be invited for the program at 11:30 a.m. and lunch.
- An invitation will be sent to you reminding you of the meeting. Please RSVP to the hostess whether you will be attending or not. Meeting reminders are sent via invitation.

Program Structure.

- •Each member is assigned a country for a two-year term.
- •We require each member at roll call to give a brief statement about their country. Comments can be cultural, educational, political, historical. The presentation should enhance members' understanding of the assigned nation through engaging, informative content.



