



**Pan American Round Tables of Texas
Workshop
San Antonio Marriott NW
August 15, 2015**

"One for All and All for One"

Agenda

Call to Order 9:30 a.m.

Welcome

**Introduction of PARTT Executive Board and State
Committee Chairs /Members**

Procedures and Guidelines

- **Parliamentarian**
- **Historian**
- **Archives**
- **Publications**

Coffee Break 10:30 a.m.

Procedures and Guidelines for Directors

- **State Director**
- **State Treasurer**
- **Scholarship**

Lunch Break 12:30 p.m.

Procedures and Guidelines 1:30p.m.

- **PARTT Web Site**
- **PARTT ECC Chair**

Reports 2:30 p.m.

- **PARTT Book Committee**
- **PARTT Historical Committee**
- **Alliance Convention Chair**
- **State Committee Reports**
 - **Long Range Planning**
 - **Resolutions**
 - **Revisions**
 - **Membership**

Area Directors meet with Table Directors 3:30 p.m.

Picture 4:00 p.m.

**PARLIAMENTARY
GUIDELINES AND PROCEDURES**

PARLIAMENTARY PROCEDURES TO BE FOLLOWED AT PART T MEETINGS:

By-Laws of our Constitution—Article 1—duties of Officers-Section 7:

"The Parliamentarian shall see that the proceedings of all State Meetings shall be conducted according to the Constitution and Bylaws and Robert's Rules of Order, Revised Edition." This means:

#1. The rights of the PART organization supersede the rights of the individual member.

When a PART member is recognized by the State Director, that member has the right to speak without interruptions from the floor. Should a member (s) disrupt a recognized member from speaking, that member who is disruptive will be informed that the organization has the right to have her removed from the meeting should the disruption (s) continue. This should be done in a tactful manner.

#2. All members are equal and their rights are equal. These rights include:

- A. Their right to attend the meeting.***
- B. Their right to make motions and to speak in debate.***
- C. Their right to nominate.***
- D. Their right to vote at regular meetings (if a delegate at a State Convention or as listed in our Constitution in Executive Board meetings).***
- E. Their right to hold office.***

#3. A quorum must be present to conduct business.

NOTE...AT STATE CONVENTIONS:

- A. Only delegates from those Tables having paid all current State financial obligations in full may qualify as voting delegates.***
- B. For changes/amendments to be passed at the Convention, a two-thirds majority vote of the accredited Tables represented is needed. Please note—TABLES REPRESENTED.***
- C. Should disputes occur, refer to #1. If the matter cannot be resolved, then the dispute goes to the Grievance Committee.***

#4. The majority rules—this is self-explanatory.

#5. Silence equals consent. Exercise your right to vote. If you do not speak up—your vote will not be counted and your concern will not be noted.

#6. Two-thirds vote rule:

- A. "Two-thirds vote is necessary whenever you are limiting or taking away the rights of members or whenever you are changing something that has already been decided." (if your Table Constitution has different criteria, follow your Table's criteria)**

#7. "One question at a time and one speaker at a time."

- A. No motion is in order if it does not directly address/respond to the question under consideration.**
- B. Once a member has been recognized, she has been granted "the floor" and another member cannot interrupt her.**

#8. "Debatable motions must receive full debate".

- A. A motion which is debatable cannot be voted on as long as the members wish to debate it....HOWEVER.....**
- B. The debate can be suspended by a two-thirds vote of the members present.**

#9. "Once a question is decided—it is decided."

- A. The same motion or another like it cannot be brought up at the same meeting and will be ruled "out of order".**

#10. Any personal remarks made in a motion or in debate are ALWAYS out of order. THIS IS SELF EXPLANATORY.

MOTIONS:

#1. All business at our meetings must be made through a motion by a member or as a result of a committee recommendation.

#2. When a PART member wants to make a motion, they must receive recognition from the Director first. Once the member is given "the floor", the member will stand up, state her name and what town her Table is located in and state her motion. The motion must receive a second to be able to have a debate, if needed on said motion. If the original motion is not seconded, no debate/discussion is needed.

CHANGES TO BE RECOMMENED TO TABLE CONSTITUTIONS:

#1. A Table that wishes to change or add an amendment to their Constitution must send the change to the State Parliamentarian.

#2. A cover letter, example is enclosed, will be sent to the State Parliamentarian and must be signed and dated by the Table Director and the Table Recording Secretary.

#3. The change requested must be sent in a separate sheet, example enclosed.

#3. The Table minutes where the change was read and voted on must be sent to the State Parliamentarian, as well. If the Table Constitution stipulates that there must be two readings BEFORE the change can be voted on by the Table members, both sets of minutes must be sent to the State Parliamentarian.

#4. The State Parliamentarian must affirm that she has received the change (s) from the Table and will let the Table know of the affirmation/receipt of the requested change.

#5. The State Parliamentarian will then send the packet to Ina Pool, the State Translator to translate the packet into Spanish.

#6. The State Parliamentarian will then send the cover memo back to the Table to insure that the translated cover memo is signed by the Table Director and the Table Recording Secretary.

#7. Once the cover memo is received, the State Parliamentarian then submits the change requested to the Alliance Parliamentarian. She has 45 days to accept the change. If 45 days elapse with no approval, the State Parliamentarian will affirm the change (s) and notify the Table. The 45 day count begins when the Alliance Parliamentary acknowledges receipt of the change request to the State Parliamentarian.

Respectfully submitted,


Normalinda Castellano

PART T Parliamentarian

Change Article VIII Section 3 of the Constitution

Section 3. A Nominating Committee shall be elected at the regular January meeting which precedes the biennial election of officers. It shall consist of five members nominated from the floor and elected by majority voice vote. The first member nominated shall serve as chairman. At the March meeting the Nominating Committee shall present a slate to be voted upon by secret ballot. Additional nominations may be made from the floor, with previous consent of the nominee. A majority vote constitutes election. Officers shall be installed at the last regular meeting of that year.

Article VIII Section 3 will now read:

Section 3. A Nominating Committee shall be elected at the regular January meeting which precedes the biennial election of officers. It shall consist of five members nominated from the floor and elected by majority voice vote. The first member nominated shall serve as chairman. *By the March meeting the Nominating Committee shall present a slate to be voted upon by secret ballot. A majority vote constitutes election. If there are no nominations from the floor, the secret ballot shall be dispensed with and the Recording Secretary will cast a written ballot for the entire voting body, thus electing by acclamation. The newly-elected officers* shall be installed at the last regular meeting of that year.

Table logo

Pan American Round Table of ???????

Address—Street and City, State, Zip

DATE:???

TO: Norma Linda Castellano
PART T Parliamentarian
25 Highland Terrace
Brownsville, Texas, 78521

Dear Norma Linda,

Please accept the attached change (s) to the Pan American Round Table of ???(Name of City) Constitution, Article (state Article # in your Constitution), Section (ditto), which was approved by the membership during a regular meeting held on ??? (Date change (s) was/were approved). The change had previously been read to the membership at our Table's meeting on ??? (Date of previous meeting).

Enclosed you will find copy/copies of the meeting (s) where the change (s) were read ad accepted by the members.

Respectfully submitted,

Signature of Table Director

Signature of Recording Secretary

If your Constitution mandates two readings per change please send the two minutes with this memo.
Should you require any additional information please e-mail me at normalindalycia@aol.com or call me at my cell (956-465-9493).

PARTT PUBLICATIONS
GUIDELINES &
PROCEDURES



"One for All and All for One"

Pan American Round Tables of Texas
2015 – 2017 Publications Committee
PANAMERICANA TEXANA

Table Directors Meeting
August 15, 2015

Pan American Round Table Directors and
Table Electronic Communications Representatives

The 2015-2017 State Publications Committee is responsible for the publishing and distribution of the *PANAMERICANA TEXANA* newsletters. Members of this committee are Patricia Rodriguez representing Area A, Lupita Muniz representing Area C, and Leticia Aber representing Area D.

Each Table Electronic Communications Representative is responsible for emailing Table pictures and information to me, Ana Flores, State Publications Committee Chair. When emailing your Table information, all pictures and information about your Table should have the following information: who, what, where, when and why.

1. Name of Table
2. Title of event and/or why event occurred
3. Place of where the event took place
4. Date of when the event happened
5. Full names of all persons in the photo and identify Table members and/or State officers

Number the pictures with the information in the order of your preference.

Suggested events to send in for consideration: (1) Induction of New Officers or New Members, (2) Founders Day or Pan American Day, (3) Scholarship Presentation, (4) Regular Meetings, (5) Special Events.

Pictures and information need to be sent to me by the following deadlines:

<u>Deadline Dates</u>	<u>Publication Dates</u>
September 11, 2015	Fall 2015 Edition
January 15, 2016	Spring 2016 Edition
September 16, 2016	Fall 2016 Edition
January 13, 2017	Spring 2017 Edition

I will email you the *PANAMERICANA TEXANA* newsletter when it is ready for viewing. You will forward this newsletter to your Table members. A few printed copies will be mailed to you to give to your members who do not have an email address.

I look forward to working with you, and together we will continue to record the history of the Pan American Round Tables of Texas.

Ana Flores
PARTT Publications Chair
(956) 763-0842
anapflores@sbcglobal.net

**TREASURER'S
GUIDELINES AND PROCEDURES**

ALLIANCE AND STATE DUES

STATE DUES: Local Table dues are \$6.00 per member and \$2.00 per member for FTG Scholarship Fund

- Send in 2 separate checks
- Pay for not less than 22 members per year. Every Table has to maintain a membership of no less than 22 members per year.
- Include check with "State Dues and Scholarship Assessment Form" found in your notebook
- Checks are due no later than December 1 of each year
- Mail form and checks to Margot Arevalo Gonzalez, PARTT State Treasurer

ALLIANCE DUES: Dues are \$3.00 per member (not less than 22 Members per Table per year and \$25.00 for the Table.

- Send in only 1 check
- Check is due no later than January 31st of each year
- Make check payable to Alliance PART
- Mail check to Alliance Treasurer, Martha Stumbo

Pan American Round Table of Texas

State Dues and Scholarship Assessment Form

1. Be sure that you fill out the entire Table name, for example: "Pan American Round Table I of Brownsville".

2. Fill out sections listed below.

3. Make one check for dues @ \$6.00 per member payable to PART of Texas. Make a second check for Scholarship @ 2.00 per member payable to PART of Texas.

Note on the face of the check (Memo) "State Dues" or "Scholarship Fund"

4. Make a copy of this completed form for your records. Your copy and your cancelled checks will be your receipt.

5. Mail this form and both checks to the State Treasurer by December 1st.

Table Name: _____

Total Dues paying members: _____

State Dues: Check# _____ Amount: _____

Scholarship Fund: Check # _____ Amount: _____

Number of Dues Paying Members in your table for each category that applies:

_____ Active Members _____ Honorary members _____ Members on leave

_____ Associate Members _____ Inactive members _____ Senior Active members

_____ Charter Members _____ Non Resident _____ Temporary Associate

_____ Other

Number of members not paying Dues in your Table for each category that applies:

_____ Active Members _____ Inactive Member _____ On leave members
_____ Associate _____ Honorary _____ Senior Active
_____ Charter _____ Non Participating/ dues waived
_____ Sustaining _____ Non-Resident _____ Temporary Associate
_____ Other

Please mail checks to: **MARGOT ARREVALO GONZALEZ**, Treasurer

1021-A South Closner

Edinburg, Texas 78539

If you have any questions please call Margot at: (H) 956-383-5544 or (C) 956- 802-5544.

Email: margots@sbcglobal.net

Thank you for your cooperation.

Sincerely,

Margo Arevalo, PART T Treasurer

Number of members not paying Dues in your Table for each category that applies:

_____ Active Members _____ Inactive Member _____ On leave members
_____ Associate _____ Honorary _____ Senior Active
_____ Charter _____ Non Participating/ dues waived
_____ Sustaining _____ Non-Resident _____ Temporary Associate
_____ Other

Please mail checks to: **MARGOT ARREVALO GONZALEZ**, Treasurer

1021-A South Closner

Edinburg, Texas 78539

If you have any questions please call Margot at: (H) 956-383-5544 or (C) 956- 802-5544.

Email: margots@sbcglobal.net

Thank you for your cooperation.

Sincerely,

Margo Arevalo, PART T Treasurer

PAN AMERICAN ROUND TABLE FINANCIAL STATEMENT

JUNE 1, _____ TO MAY 31, _____

(SEND TO STATE DIRECTOR NO LATER THAN JUNE 15. ____)

PAN AMERICAN ROUND TABLE OF: _____

TABLE DIRECTOR: **NAME:** _____

ADDRESS: _____

CITY, STATE AND ZIP CODE: _____

E-MAIL ADDRESS: _____

Home & cell PHONE #'s: _____

TREASURER'S SIGNATURE: _____

ADMINISTRATIVE ACCOUNT: TOTAL FROM PREVIOUS YEAR: \$_____

INCOME FOR THIS YEAR: # Total members—member dues: _____ \$ _____

Contributions received this year: \$_____

Interest earned-this year: \$_____

Miscellaneous income/contributions: \$ _____

TOTAL INCOME FOR THIS YEAR: \$ _____

EXPENSES: Alliance and State dues: \$

Administrative costs: \$

Miscellaneous: \$

TOTAL EXPENSES FOR THIS YEAR: \$

BANK BALANCE AS OF MAY 31, _____ \$ _____

(PLEASE NOTE--Bank balance as of end of last year + income this year minus expenses this year must equal to bank balance this year.)

SCHOLARSHIP ACCOUNT: TOTAL FROM PREVIOUS YEAR: \$ _____

INCOME FOR THIS YEAR:

Fundraising event (s): \$ _____

Contributions/donations: \$ _____

Interest received: \$ _____

Miscellaneous: \$ _____

TOTAL INCOME FOR THIS YEAR: \$ _____

EXPENSES FOR THIS YEAR:

Amount of Scholarship (s) given: \$ _____

Committee expenses: \$ _____

Miscellaneous expenses: \$ _____

TOTAL EXPENSES FOR THIS YEAR: \$ _____

BANK BALANCE AS OF MAY 31, ____ FOR THIS ACCOUNT: \$ _____

CERTIFICATES OF DEPOSIT: TOTAL FROM PREVIOUS YEAR: \$ _____

ADD MONEY TRANSFERRED INTO CD'S THIS YEAR: \$ _____

**DEDUCT MONEY TRANSFERRED INTO SCHOLARLARHIP OR
GENERAL FUND THIS YEAR:** \$ _____

INTEREST RECEIVED: \$ _____

CD BANK BALANCE AS OF MAY 31, ____ \$ _____

**FLORENCE TERRY GRISWOLD
SCHOLARSHIP**



PAN AMERICAN ROUND TABLES OF TEXAS
Florence Terry Griswold Scholarships Donations

Date: _____

Donor: _____

Type: Memorial _____ Honor _____ Simple _____

By: Table _____ Individual _____

Memorial/Honor To: _____

Notify: _____

Mail this form with your check payable to:

Pan American Round Tables of Texas

Mail to: PARTT Treasurer
Margot Arevalo Gonzalez
1021-A South Closner
Edinburg, TX 78539

For State Treasurer's Use Only

Date Received _____ **Check #** _____ **Amount** _____

Date notified Scholarship Chairman _____

ECC
GUIDELINES AND PROCEDURES

Criteria for Submission of Information to the Table Electronics Communication Committee Chairman

The Table Electronic Communications Chairman is responsible for submitting a brief narrative and photos of the Table's events and meetings for publication in the PARTT web site and in the State newsletter. She also helps the Table Director submit photos and information for reports required by the State and the Alliance organizations and submits the Table's yearbook when it gets updated.

Tasks:

The Table Electronics Communication Chairman and the Table Historian may work together in taking pictures at each event or meeting.

The ECC emails a brief narrative and photos of each meeting or event to Mary Ann Palka (mapalka@verizon.com) for posting in the PARTT web site (partt.org) under your Table's Historical Profile.

The Table's ECC also sends narratives and photos to the State Publications Chairman (anapflores@sbcglobal.net) for inclusion in the *Panamericana Texana*, according to the State Publications Chairman's timeline.

Submit information and photos as the events happen so that they can be worked on piecemeal, rather than all at once. Send only the photos you think depict the event.

The following should be submitted for inclusion. with photos, if possible.

- *New officers
- *New members
- *Founders' Day
- *Observance Day
- *Presentations/special recognition of members, et al.
- *Scholarship presentations
- *Table Anniversary celebrations
- * Other special events/projects

All photos should be submitted with the following information:

Who, What, When, Where and Why.

1. Name of your Table
2. Title of event
3. Date it took place
4. Place where held
5. Full names of all pictured in the photos.

Suggestions and Guidelines for Web Page Format

Objective: To create a more structured and uniform web page format for the 20 PART Tables of Texas

- A. To have a more inclusive and orderly design
- B. To make it simpler for Table ECCs to submit text & photos

Implementation: To follow a criteria for uniformity

Web Page Heading:

- A. Place the Table logo on the top, left-hand side of the page
- B. Place the Table name next to the logo on the right hand side, using the organization's colors for the title page, consisting of a dark blue background, with gold lettering for the Table name.
- C. Post an updated group picture under the Table heading at the beginning of each new biennium. Such a photo will serve to display our members and it will also be handy to forward a copy to the Alliance when they request it. Notify all members before the meeting of your intention to take a group picture and urge them to be there. The picture can be used in a Christmas card to send your members during the holiday season.

Organizing Table Information

Historical Profile:

- A. Post the Table's more current pictorial history, from most current to most dated, with brief narratives of the Table's monthly activities, on the lower left side of the page. Include only the most pertinent photos.
- B. Move the pictures that have been posted in the Photo Gallery here (**Historical Profile**), so as to eventually discontinue the Photo Gallery. (Optional)
- C. Create links from each heading to more detailed information.

Archives Name the place where scrapbooks and other local archives are stored

Early Table History:

- A. A historical rendition of founding of the Table
- B. Table's organizer/founder's name and picture (optional)
- C. Charter members' names and pictures (optional)
- D. Past Table directors (pictures optional)
- E. Other special historical information, such as the 75th Jubilee booklet for McAllen & Directors' booklet for Brownsville I, etc.
- F. Table Directors' annual reports, etc. (for Tables who have these)

Yearbook

Replace the old info with new at the beginning of the new biennium or year.

- A. Post the years of the current biennium
- B. Use headings and subheadings as follows:

1. Membership

- a. List the names of all current dues-paying members
- b. **Officers:** list the names of all current, elected and appointed officers
- c. **Committees:** List all committees, designating the chairman and its members
- d. **In Memoriam:** (optional)

2. Calendar

- a. Programs for the year
- b. Schedules for the year

Special Events/Projects:

Use this box to post special projects and events, such as Table Anniversary celebrations, Brownsville's Merienda, Conroe's Book, etc. Projects of Events that are done infrequently.

Scholarships/Awards/Grants (remove links to the Scholarship Page and update your criteria)

- a. Description of each award
- b. Criteria for receiving an award
- c. Application form to apply for an award

Table Facts (Optional)

Make a box for facts about your table. At least a couple of tables have this information under Scholarships.

Text/Photo Submissions: (Optional)

1. ***The Pan Americana Texana***
Criteria for submission of text and photos for the newsletter
2. **Electronics Communications:**
Criteria for submission of text and photos for the Web page

[Return to PART of Texas Homepage....](#)