

# ALLIANCE OF PAN AMERICAN ROUND TABLES

Civil Society Registered by the Organization of  
American States (OAS)



**STATUTE, REGULATIONS AND GUIDELINES**

[www.alianzamrp.org](http://www.alianzamrp.org)

2024-2026

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**STATUTES 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) in 2001.

***ARTICLE II - OBJECTIVE***

**A.** To promote education, mutual knowledge, understanding and friendship among the peoples of the American Continent in order to build continental peace.

**B.** To increase the formation of **Pan American Round Tables** and to serve as liaison between the affiliated Tables.

***ARTICLE III - MOTTO***

**“One for All and All for One” - ‘Una Para Todas y Todas Para Una’**

***ARTICLE IV- OATH***

I pledge allegiance to the Pan American Movement and will work with all my strength and to the best of my ability to achieve the objectives of Knowledge, Understanding and Friendship until we are: “One for all and all for one” ‘Una para todas y todas para una’”.

***ARTICLE V. - CANDLE AND LIGHT STORY***

At the Solemn Session of the Change of Officers and the Installation of Officers, the highest-ranking officer present shall light the Light of Friendship candle with wooden matches, from which the flame will be taken to light the candles with which each member will be sworn in.

**“THE LIGHT OF FRIENDSHIP STORY”**

In the Creation Story we are told:

“God said...let there be light and there was light”, God saw that the light was good and God separated the light from the darkness. And so, from the beginning of the centuries.... Light was the beginning, advancement and evolution. For the Greek God Prometheus, light was the celestial fire that he gave to humans and with it the development of civilization: The alphabet, the sciences and the arts.

On the lonely path, light is the wayfarer's guide. At night, the light is the stars and the moon. In study, the light is intelligence. In human relationships, the light is love. In scientific research, light is an objective and proven truth. In the arts, light is beauty. For the oppressed peoples, light is justice. In the understanding spirit, light is goodness. In sin, light is forgiveness.

For us, women who strive for understanding and harmony among the peoples of the Americas, the delivery of light, a lighted candle at the beginning of the functions of each one of our Leaders is to confer on this multifaceted symbol, the responsibility to bring us closer to the achievement of the ideals of the Pan American Round Tables: "Friendship among the peoples of the Americas".

Estela Barragan de Rodriguez (+) Pan American Round Table of Saltillo, Mexico.

#### **ARTICLE VI - INSIGNIA**

Consists of a circle with the inscription: "Pan American Round Tables" and "Mesas Redondas Panamericanas" Inside the circle appears the outline of the Americas and underneath, the emblazoned flags of the independent American Nations. The circle shall be royal blue with a white center.

#### **ARTICLE VII - BANNER**

It consists of a white cloth canvas, quadrilateral, with golden fringe at the bottom. On the canvas is the INSIGNIA of the **Alliance**. Its upper edge is fixed on a crossbar that hangs horizontally from a mast. It must be guarded by the Director of the host Table of the next Biennial Convention.

#### **ARTICLE VIII - HEADQUARTERS**

It is the place of residence of the Director General and the e-mail address is:  
[www.alianzamrp.org](http://www.alianzamrp.org)

#### **ARTICLE IX - DIRECTIVE**

**A.** The **Board of Directors** shall serve for a term of two years and shall be composed of the following members:

**1.** Elected Officers:

- a. Director General
- b. Deputy Director General

- c. Recording Secretary
- d. Treasurer - may be re-elected once and shall be from a Table in the United States of America.
- e. Historian
- f. Zone Directors

**2. Appointed Officers:**

- a. Parliamentarian
- b. Corresponding Secretary
- c. Official Translator
- d. Assistant Recording Secretary
- e. Assistant Treasurer
- f. Chairpersons of Standing Committees.
- g. Chairpersons of Special Committees

**3. Ex-officio Officer:**

- a Director General Ex Officio.

**B. Executive Committee:**

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

**C. Advisory Council:**

- 1. Former Directors General.

**D. Voting:**

- 1. All elected, appointed Officers (Standing Committee Chairpersons and Special Committee Chairpersons) and Ex Officio Director General have the right to vote, with the exception of the

Assistant Recording Secretary and Assistant Treasurer, who have the right to vote only in the absence of the Officers they assist.

2. The Delegate accredited by her **Table** has the right to vote.
3. The members of the Advisory Council do **not** have the right to vote.

## **ARTICLE X - ORGANIZATIONS**

### **Groups belonging to the Alliance:**

The functions of these organizations are: To serve as promoters of the ideals and objectives of the **Tables**, unifying criteria and responding to local needs.

**A. National:** National Associations are organized in countries where more than four (4) **Tables** exist that adopt the Statute and Bylaws provided by the **Alliance**.

**B. State:** State Associations are formed in the countries where there are no National Associations and there are States with more than four (4) **Tables**, which adopt the Statutes and Bylaws provided by the **Alliance**.

**C. Regional Secretaries:** They are organized in countries where there are not enough **Tables** to organize a National Association and they adopt the Statutes and Model Bylaws provided by the **Alliance**. The National Secretaries are appointed by the Director General.

## **ARTICLE XI - MEMBERSHIP**

**A.** The **Alliance** is composed of **Tables** that conform to the ideals and objectives of Pan American Round Tables, who are current in their dues and who comply with all the requirements of the **Alliance**, **National Associations**, **State Associations**, and **Regional Secretaries** 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-religious and non-profit; it does not deny membership to anyone on the basis of ethnicity or religion.

**D.** The **Alliance** is formed by **Tables** that were approved and belong to its **Organizations**. The newly created **Tables** are **PROVISIONAL TABLES**, until they have received the LETTER OF AFFILIATION granted at the next Biennial Convention.

1. The **Tables** are established in accordance with the Model By-Laws and Statutes, provided by the **Alliance** Parliamentarian. Each **Table** enjoys local autonomy, provided that it conforms 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 and fifty (150) members.
3. A **Table** that, in the opinion of the **Alliance** Board of Directors, no longer meets the requirements, may be suspended or terminated by a vote of one-half plus one of the Board of Directors at a regular or special meeting at which a quorum is present.
  - a. A suspended **Table** shall have six (6) months to reorganize. If it succeeds in reorganizing before the six-month period expires, the Organization to which it belongs, must give its approval for it to continue working normally and inform the **Alliance**. If it does not succeed in its reorganization and it has as members Association Officers or Alliance Officers, they must submit their resignations.
  - b. If a **Table** is terminated, it can no longer use the name “**PAN AMERICAN ROUND TABLE**” or continue to be 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 XII - CONVENTIONS**

- A.** They are held biennially, in even numbered years, respecting the rotation of the zones into which the Alliance is divided for its operational work (Zone I, Zone III, Zone IV, Zone V and VI), provided the Alliance is in full compliance with the established requirements, and as long as political and social conditions permit.
- B.** The venue is determined by vote of the Assembly at the previous Biennial Convention.
- C.** Each **Table** that is up to date in its payments and has complied with its obligations to the **Alliance**, to the **National Associations** and to the **State Associations** as well as **Regional Secretariats** have the right to be represented at Conventions with only one vote.

## **ARTICLE XIII - REVISIONS**

These Bylaws may be amended during the Biennial Convention in regular session, by vote of one-half plus one of the delegates present with an accredited vote, provided the **Tables** have

previously sent copies of the proposed revisions for at least ninety (90) days prior to the Convention to the Director General and the Chairperson of the Revisions Committee. The Committee distributes copies of the proposed Revisions to the voting Delegates for study and approval or rejection.

**ARTICLE XIV - FINANCES**

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

**ARTICLE XV - QUORUM**

- A. Consists of a majority, which is one-half plus one, of the voting Officers and Delegates registered as present.
- B. At Special Board Meetings, a quorum shall consist of a minimum of nine (9) voting members.

**ARTICLE XVI - DISSOLUTION**

Upon dissolution of the **Alliance**, all of its capital shall be distributed to tax-exempt **Organizations** under Section 501 of Tax Code 501 (C) (3) of the United States of America.

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**2024-2026**



**BYLAWS ALLIANCE OF**  
**PAN AMERICAN ROUNDTABLES**

**ARTICLE I - OFFICERS AND THEIR DUTIES**

**A.** The **Director General** shall represent the **Alliance of Pan American Round Tables** and shall:

1. Preside during regular, special and executive sessions.
2. Manage the general affairs of the **Alliance** in conjunction with the **Board of Directors**.
3. Appoint and ratify in writing, within the first ninety (90) days of her term of office, the members of the Standing Committees and Special Commissions, except the Nominating Committee.
4. To be an Ex Officio member of all the Committees, except the Nominating Committee.
5. To provide copies of the By-Laws and Regulations to all Officers.
6. To visit and supervise when possible or necessary, the activities of the **Pan American Round Tables** and their management.
7. To send circulars to the Officers and Directors of the **Pan American Round Tables** informing them of their activities and to keep abreast of their performance.
8. To call the members of the **Alliance**, six (6) months before the Biennial Convention, indicating date and place.
9. To designate a person, in addition to the Treasurer, to sign the Alliance's bank account who must be the same as the Treasurer, a citizen of the United States and a member of the Alliance and a member of one of the Texas State **Tables**.

**B.** The **Deputy Director General** shall:

1. Assume the duties of the Director General in her absence.
2. Chair the Extension Committee with the cooperation of the Zone Directors.
3. To present at the Biennial Convention statistical data by Zone with information on:
  - a. Number of Tables and members
  - b. Number of youth groups
  - c. Number of scholarships awarded and total scholarship money (stated in US dollars).
  - d. Number of libraries established

- e. Number of libraries established in the biennium
- f. Donations and book banks
- 4. To report to the Board of Directors at board meetings on applications for membership from **Tables** wishing to become affiliated.

**C. The Recording Secretary shall:**

- 1. Take and file minutes of all Meetings, Conventions and Board Meetings.
- 2. Maintain a list of all affiliated **Tables**.
- 3. Submit to the board, prior to **Alliance** meetings and/or conventions, the latest minutes taken, as appropriate.
- 4. Deliver the minutes of the last Convention meeting to the elected Director General and the Parliamentarian-elect thirty (30) days after they are taken.

**D. The Treasurer shall:**

- 1. Register her signature with the Banking Institution keeping the accounts of the **Alliance**.
- 2. Collect the dues and special dues of the **Tables**.
- 3. Receive money offered in voluntary contribution.
- 4. To issue the corresponding receipts.
- 5. To keep the accounting of deposits and disbursements.
- 6. To make the necessary disbursements, upon presentation of receipts and authorization of the Director General.
- 7. To present a financial statement to the Board of Directors and at the Convention.
- 8. To work with the Finance Committee in developing the budget for the next biennium.
- 9. To certify financial records at the end of the biennium with an accountant.
- 10. File the corresponding IRS return.
- 11. The Treasurer shall be from a **Table** of the United States of America and reports shall be presented in US currency.

**E. The Historian shall:**

- 1. Collect material of historical, written, and graphic value of the **Alliance**.
- 2. Select representative material from each **Table** and prepare an album to be presented at the Convention.

3. Deliver the album to the **Round Table** in Austin, Texas, USA, to be included in the Alliance's permanent archives located in the Nettie Lee Benson Library housed in the Institute of Latin American Studies of the University of Texas at Austin, Texas.

**F. Zone Directors** should:

1. Make a list of the **Tables** in their Zone with relative data.
2. Visit all the **Tables** in their Zone during their term of office.
3. Promote, guide and support the formation of new **Tables**.
4. To collaborate with the Director General in the coordination, advice and reorganization of the **Tables** under her charge.
5. Coordinate the formation of **National Associations, State Associations** and **Regional Secretaries**, as necessary.
6. To collaborate with the Deputy Director General on the Extension Committee.
7. Report to the Directory Committee about the **Tables** in her Zone.
8. To work with the Director General in the selection of candidates for National Secretaries.
9. Use the Conflict Resolution Process when they reach Level III in a Zone **Table**.
10. Represent the Director General before the **Tables** in their Zone.
11. Present Pan American orientation seminars.
12. Coordinate the visits of the Director General and other **Alliance** Officers, in accordance with Protocol.

**G. The Parliamentarian** shall:

1. Monitor that the provisions set forth in the **Alliance's** Constitution and Bylaws are duly complied with and, if necessary, that the parliamentary procedures of the "Robert's Rules of Order" are followed.
2. Maintain an up-to-date file of changes in the Constitution and Bylaws of the **Tables** and Affiliated **Organizations**.
3. Review Bylaws and Rules of new **Tables** for approval.
4. To make and deliver the ballots that are used to vote in the elections.
5. She must have a bell to call the Sessions to order.
6. The Parliamentarian is an Advisor to the Resolutions and Revisions Committees.

**H. The Corresponding Secretary** shall:

1. Answer correspondence from the **Alliance**, via email.
2. To prepare and deliver copies of the Convention Agenda and Order of Business at Board and Advisory Council Meetings.
3. Write correspondence in the language of their country of origin, accompanied by a translation (Spanish/English) as appropriate.

**I. The Official Translator shall:**

1. make accurate translations of matters related to the **Alliance**, (Correspondence, Minutes, Reports, etc.).

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

1. Act in the absence of the Recording Secretary, assuming her duties and prerogatives.
2. Take roll call at the Business Sessions.

**K. The Assistant Treasurer shall:**

1. Act in the absence of the Treasurer, assuming her duties and prerogatives.
2. Collect dues and donations; make transfers promptly to the Treasurer in U.S. dollars.
3. To submit a report of collections at least once a year.
4. The Assistant Treasurer must belong to a Pan American Round Table on the border of Mexico with the United States of America.

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

1. Perform such duties as may be assigned to her.
2. Serve in an advisory capacity when required.

**M. Committee Chairpersons shall:**

1. Be appointed by the Director General, with the exception of the Executive Committee (chaired by the Director General), Outreach Committee (chaired by the Deputy Director General) and the **Special** Nominating Committee (appointed by a vote of the Board).
2. To perform their duties as specified in the **Alliance** Bylaws.

**N. Any Officer who, in the judgment of the Director General and/or the Executive Committee, has been disloyal or has acted contrary to the Constitution and Bylaws.**

1. Receives a call of attention from the Parliamentarian, informing her of the

the infraction she is committing.

2. Is called to order by the Director General.
3. She is discharged by a vote of one-half plus one of the Executive Committee.
4. The Parliamentarian informs her in writing of the Executive Committee's decision.

## **ARTICLE II - STANDING COMMITTEES**

### **A. Standing Committees**

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

### **B. General Duties of Standing Committees, and Special Committees:**

1. Are appointed to assist in the better functioning of the **Alliance**. Their major duty is to fulfill their responsibilities in accordance with the Bylaws.
2. They present a concise, but detailed report of their work, an original and two copies, at the Board Meetings and at the Convention.
3. Committee members who have fulfilled their responsibilities in accordance with the Bylaws shall receive a Certificate of Pan American Work at the end of their term of office.

### **C. Integration and Specific Duties of Standing Committees:**

#### **1. Executive Committee:**

- a. Composed of:

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

**b.** Serves as Permanent Secretary between Board meetings when necessary.

## **2. Archives Committee:**

- a.** Composed of President, Vice-President and two (2) members; all from the Table in Austin, Texas, USA.
- b.** Safeguards, catalogs and maintains official Alliance materials housed in the Nettie Lee Benson Library at the Institute of Latin American Studies at the University of Texas at Austin, Texas.

## **3. Directory Committee:**

- a.** Composed of the President, Vice President and the **Zone** Directors.
- b.** Prepares a printed and an electronic directory and updates the data contained therein.
  1. Board of Directors
  2. Pan American Woman
  3. Advisory Council
  4. Zone Directors
  5. Presidents of National, and State and Regional Secretaries.
  6. Presidents, Vice Presidents and Members of Committees and Special Commissions
  7. Convention Organizing Committee
  8. Directors/Chairpersons of **Tables** by Zone
- c.** Data:(Printed Directory)
  1. Name
  2. Table to which she belongs

3. Mailing address
4. Telephone and cell phone
5. E-mail address
6. Date of birthday

Data: ( Electronic Directory)

1. Name
2. Table to which she belongs
3. E-mail address

d. Keeps the Directory up to date on the website.

#### **4. Ecology Committee**

- a. Composed of President, Vice-President and Zone Representatives.
- b. Prepares /suggests topics related to the environment, its care, protection, threats and other.
- c. Coordinates the work of the Zones/Tables in relation to the theme.
- d. Train the members on some important topics, in relation to Ecology.
- e. Prepares reports whenever required.
- f. Prepares support material.
- g. Present a final report at the Alliance Biennial Convention.

#### **5. Editorial Committee**

- a. Composed of Chairperson, Vice-Chairperson and Representative from each **Zone**.
- b. Compiles written material received up to sixty (60) days prior to the convention.
- c. Produce two publications of the Pan American Bulletin in English and Spanish, the first printed for the second Board of Directors meeting and the second one for the Convention. It must be digital and will be uploaded to the Alliance website.
- d. Present a budget to the Finance Committee and the Board of Directors for the production of the Pan American Newsletters.
- e. Material received, whether published or unpublished, will not be returned.

#### **6. Educating for Peace Committee**

- a. Composed of Chairperson, Vice-Chairperson, and one Representative per Zone.

- b.** Train the members of the Tables that currently have the Peace Flag on its meaning, the “Together we build Peace” program, and provide continuity and follow-up in the Tables.
- c.** All activities developed in the Tables should be reported to the Zone Representatives on a quarterly basis and shall send photographic, journalistic and triptych evidence etc., in order to have a record of the work done.
- d.** The meaning of the Peace Flag should be disseminated in schools and carry out cooperative, recreational and sporting activities to encourage the building of Peace.

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

- a.** Composed of the Chairperson, two members of the Washington, D.C. Table and one representative from each **Zone**.
- b.** Represents the **Alliance** in meetings organized by the OAS.
- c.** Reports to the Director General and the Committee on Information and to the Electronic Liaison Committee the results of the meetings.
- d.** Contacts the OAS Representative and OAS Officers in her country or Zone.
- e.** If Members are unable to attend Forums, Summits and General Assemblies, the Director General will designate Delegates.
- f.** Constantly review the OAS Web page.
- g.** The Chair of the Committee examines, in advance, the presentations of the Delegates attending the meetings.

#### **8. Outreach Committee:**

- a.** Composed of the Deputy 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** must have been in existence for at least five (5) years.
- d.** Certifies that the **Tables** in formation are approved by the Parliamentarians of the **Organizations** and the **Alliance**.
- e.** Confirm that a new **Table** is not in conflict with existing ones.
- f.** Steps for the creation of a new **Table**:
  - (1).** Preliminary meetings for organization.
  - (2).** First Formal Meeting with the Provisional Table Executive Committee.



**(a).** At this meeting, the Foundation Documents are drawn up with the following data:

City, date, place and time of initiation of activities and name of the Table.

**(b).** Names of the Officers of the Board of Directors and contact information.

**(c).** Directory and signatures of founding members.

**(d).** Names and signatures of members of the **Table** who sponsored its foundation.

**(3).** To elaborate Statutes and Bylaws. Send copies to Zone Directors and the Alliance Parliamentarian.

**(4).** Once approved, send copies of the Charter and Bylaws to the Director General, Zone director, Presidents of National Association, State Association and National Secretary.

**(5)** Pays a one-time \$25.00 USD dues fee to the Alliance treasury and attends the next Convention to receive their LETTER OF AFFILIATION.

#### **9. Finance Committee:**

**a.** Composed of Chairperson, Vice-Chairperson and not less than two (2) Table Representatives.

**b.** Becomes familiar with the budget adopted in the previous biennium.

**c.** Develops and presents a budget after the Convention, which must be approved at the second Board of Directors meeting and applied to the following biennium.

**d.** Prepare a final report and present it at the last Board Meeting and at the convention. If necessary they will suggest changes that may arise during the biennium.

**e.** Collaborates with the Treasurer and audits her work.

#### **10. Youth Groups Committee:**

**a.** Composed of Chairperson, Vice-Chairperson and Representative from each **Zone**.

**b.** Ensures that the Tables of their Zone have the "Charter Model for the formation of Youth Groups.

**c.** Prepares and publishes a Directory of the young members, published once during the biennium.

**d.** Recognize at the Convention in front of the Assembly the presence of Youth Groups.

## 11. Information and Electronic Liaison Committee:

- a. Composed of President, Vice President and a Representative of each **Zone**.
- b. Disseminator of information, immediately through the Web page [www.alianzamrp.org](http://www.alianzamrp.org)
- c. Establishes contact with the representative of this Committee at each **Table**.
- d. Informs through the official correspondence of the **Alliance** about Conventions, Socials, Ordinary Meetings and Extraordinary Meetings, as they are scheduled.
- e. Informs of the changes made on the Internet.
- f. Reserves the right not to publish unofficial material.
- g. It officially recognizes the use of new technologies as means of communication: email, WhatsApp and others that may arise under the coordination of the General Director and the Corresponding Secretary of the **Alliance**.

## 12. Pan American Woman Committee:

- a. Composed of President, Vice President and Representative of each Zone.
- b. Requests and evaluates the Pan American resume of members nominated by the **Tables**.
- c. The nominated member must have distinguished herself in her Pan American work within her **Table, Organizations** and the **Alliance**. Her work must have left a positive impact within the Movement, excluding as selection criteria affiliations to other institutions and publications that are not exclusively related to the **Tables**. To be elected, she must not have previously served as Director General; what is taken into account is her track record in the Pan American Movement.
- d. The nomination must be by agreement of the Board Assembly.  
The nomination letter must include the date of the Minutes of the Session in which she was nominated, Resume of the Candidate with the signatures of the Director and Recording Secretary.
- e. Select three (3) finalists from among the candidates presented.
- f. Choose the nominee who has obtained the highest number of votes within the Committee, awarding her the honorary title of "Pan American Woman", which will be for life, only specifying the year in which she was selected.  
It is an exclusive privilege of the Alliance and cannot be awarded by any other Association or **Table**.
- g. Present a symbolic sash bearing the title "Pan American Woman", indicating the year in which it is received, a medal according to the honorary title and a bouquet of flowers.

- h. If the selected Pan American Woman cannot be present at the Convention, for a valid reason; the sash and medal will be given to her in a special ceremony at her Table, by the corresponding Zone Director
- i. The Members maintain contact among themselves, exercise extraordinary discretion not commenting on the names of the nominees.

### **13. Protocol Committee:**

- a. Composed of Chairperson, Vice Chairperson and Representative from each **Zone**.
- b. Develops and updates the protocol guide.
- c. Executes public relation functions at the continental level and strives to comply with the rules of etiquette in the activities celebrated.
- d. Respects the protocol to the patriotic symbols of each country.
- e. Ensures that in the **Tables** and **Organizations** visited by the Director General, the National **Anthem of her country of origin is played**.
- f. Communicates to the **Tables**, the itineraries for the visits by the Director General.

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

- a. Composed of President, Vice-President and no less than three (3) members including the Parliamentarian as an Advisor.
- b. Receives and studies only those Proposals that do not affect the Statute and Bylaws of the Alliance, deleting the names of the Tables that sent them.
- c. Informs the Assembly of the Proposals being considered for approval or rejection.
- d. Will receive and accept Proposals for Resolutions up to 24 hours before the beginning of the Alliance Biennial Convention.
- e. Approved Proposals must be submitted within a period of no more than to the (30) days after the Convention at which they were approved. The Committee shall update the Bylaws and Regulations.

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

- a. Composed of the President, Vice-President and no less than five (5) members including the Alliance Parliamentarian, as Advisor.
- b. Studies and recommends proposed Revisions to the Alliance Bylaws and Statutes.
- c. Evaluates all proposed Revisions, deleting the names of the Tables that sent them.

- d. Informs the Assembly of its recommendations, one by one, for the Assembly to decide on their approval or rejection.
- e. The approved Revisions must be submitted to the new Committee within thirty (30) days to update the Statutes and Bylaws after the Convention in which they were approved.

**16.** All Officers and Committee Chairpersons must deliver to their successors the documents and files pertaining to their respective offices, at the end of their term of office.

### ***ARTICLE III - SPECIAL NOMINATING COMMITTEE***

- a. Composed of a Chairperson, Vice Chairperson and Representative from each **Zone**.
- b. Elected at the second Board of Directors from a number of sixteen (16) names (Nominee and Alternate) proposed.
- c. Solicits, catalogs and certifies names and the resume of each candidate nominated by the Tables, for the following positions: Director General, Deputy Director General, Recording Secretary, Treasurer, Historian and Zone Directors.
- d. Study the curriculum vitae of each candidate in a working session during the Convention.
- e. If a candidate is nominated from the floor for any office, both resumes of the nominee and the floor candidate should be read.
- f. If three or more persons are nominated for the same office and no one receives a simple majority (one-half plus one); the two nominees with the highest number of votes shall participate in a second election. The candidate receiving a simple majority of votes (half plus one) shall be the winner.
- g. Apply the qualitative analysis procedure.
- h. Present a slate of candidates at the Convention.
- i. This Committee shall receive nominations for elective office beginning 90 days prior to the Convention.
- j. It is empowered to establish the rules to be used with the consent of the Executive Committee, for the election of candidates when a fortuitous case occurs that prevents the normal realization of elections.

## **PROCEDURE FOR THE GENERAL EVALUATION OF NOMINEES**

**A.** Establish the chronological order of receipt.

**B.** Prepare the analysis: Qualitative

**C.** The **Qualitative** analysis is based on a one hundred (100) point system and is the final determination. It consists of the following factors:

(NOTE: 1+ 2 + 3 + 4 + 5 = NO MORE THAN ONE HUNDRED [100] POINTS).

### **1. PERSONAL DATA, DO NOT EXCEED SIX (6) POINTS**

Academic Preparation\_\_\_\_\_

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

TOTAL:

**2. POSITIONS** held at all levels of the Pan American Movement. DO NOT EXCEED SIXTY (60) POINTS.

### **TABLE, NATIONAL ASSOC. NATIONAL, STATE ASSOC., NATIONAL SECRETARIES AND ALLIANCE**

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 Secretary	Corresponding Secretary	Corresponding Secretary
Translator	Translator	Translator
Committee Chairman	Committee Chairman	Committee Chairman
Committee Member	Committee Member	Committee Member
Other	Other	Other
Total	Total	Total
20 puntos	20 puntos	20 puntos

Total

Total

Total

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

NOT TO EXCEED FIFTEEN (15) POINTS.

- 1) Attendance to Conferences\_\_\_\_2) Participation\_\_\_\_3) Formation of new Tables\_\_\_\_
- 4) Attendance to symposiums and seminars\_\_\_\_5) Research work\_\_\_\_
- 6)Cultural service to the community\_\_\_\_, 7) Attendance at Socials\_\_\_\_, Board of Directors,\_\_\_\_
- National Conventions\_\_\_\_State Conventions\_\_\_\_and Alliance Conventions\_\_\_\_

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

### **4. PERSONAL QUALITIES (within Pan Americanism)**

NOT TO EXCEED (15) POINTS

- 1) General knowledge of the Pan American Movement\_\_\_\_ 2) Efficiency in the development of their duties\_\_\_\_ 3) Participation in cultural events\_\_\_\_.

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

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

Each member gives her personal opinion.

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

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

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

### **ARTICLE IV- ADVISORY COUNCIL**

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

- 1.Composed of the Past Directors General of the **Alliance** (Counselors).
2. The Director General may call upon and consult with the expertise of one or several Counselors, when necessary.

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

### **ARTICLE V - CONVENTIONS**

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

**B.** Each **Table** in good standing is entitled to send one Delegate and two alternates with only one vote, which may be cast by either of them.

**C.** Board Officers and Delegates entitled to vote must be accredited. Proxy votes are not accepted; a member of a Table may not represent any other Table except her own.

**D.** Executive Committee members and delegates with voting rights must be accredited. Proxy votes are not accepted; a member of one committee cannot represent any other committee except their own.

**E. Convention Committees:**

1. The Convention Chairperson of the host **Table**, appoints as many Committees as she deems necessary.

2. Registration Committee:

- Register all Convention attendees.
- Receives the corresponding payments.
- Provide voting delegates with name tags.

3. Credentials Committee:

- Verify which Tables in attendance are up to date with the payment of dues with the input of the Alliance Treasurer.
- Register the voting and alternate Delegates by means of a document signed by the Director and Recording Secretary of each Table.
- Report daily to the Assembly the total number of attendees: Officers, Delegates, Alternates, Members and guests.
- Receive from the Recording Secretary the electronic file of the attendance lists for printing, considering the number of members of the Board and the number of Delegates.

4. Special Committee for the Legalization of Elections:

- Provides a Notary Public to verify and legalize the elections and prepare the corresponding minutes.
- Delivers the official results of the Notary Public to the **Alliance** Treasurer to complete official procedures.

**E. Courtesy Committee:**

Composed of five (5) members appointed by the Director General, one for each Zone, to evaluate the development of the Convention (social aspect and working sessions) and present a report during the last session of the Convention.

**F. New Business:**

Any business that has not been included in the Convention Agenda may be added by the approval of half plus one of the Assembly votes.

**ARTICLE VI - ELECTIONS**

**A. Elections:**

1. Are held during the Convention.
2. Officers of the Board are elected by secret ballot, unless there is only one candidate, in which case she is declared elected by decision of the Assembly.
3. Officers are elected for a term of two (2) years and may not be re-elected to the same office except for the Treasurer who may be re-elected once.
4. An absent person, who is not registered in attendance at the Convention, cannot be elected. A duly registered candidate who must be absent due to force majeure may be elected.
5. The vote cast by half plus one of the votes of the Delegates and Officers present at the Assembly decides the election. If three or more persons are nominated for the same office and none receives a simple majority (half plus one), the two candidates with the highest number of votes participate in the second election. The candidate receiving a simple majority (half plus one) of votes is the winner.
6. The Director General and Corresponding Secretary may be from the same city.

**B. Presentation of the Slate of Officers:**

1. The nomination form must be submitted twenty-four (24) hours prior to the election.
2. The submitted ballot must contain the names of the candidates as they appear on their identity card.

**C. Election Rules.**



1. Floor candidates who are running for office may only do so if they have submitted their resumes in a timely manner to the Nominating Committee and have not been included on the nomination form. They must be nominated by their Table.
2. Candidates for the office of Director General shall:
  - a. Be from a different country and **Zone** than the current Director General.
  - b. Have attended at least three (3) **Alliance** Conventions.
  - c. Have served on the board for at least four (4) years prior to nomination.
  - d. Have served as a Director of her Table and served in one or more of the following positions: National Association President, State Director, Regional Secretary or Zone Director of the **Alliance**.
3. Candidates for the office of Deputy Director General must:
  - a. Be from a different country and Zone than the elected Director General.
  - b. Have served on the Alliance Board for at least two (2) years or the equivalent at the National or State level.
  - c. Have attended at least two (2) Alliance Conventions.
4. Candidates for the office of Zone Directors
  - a. **Zone** Directors are elected by secret ballot of the **Table** Delegates of the respective **Zone**, unless there is only one candidate, in which case she is declared elected by decision of the **Tables** of the **Zone**.
  - b. The candidate for the office of Zone Director must be from a different country than the outgoing Zone Director; with the exception of Zone I, Zone II, Zone IIIA, Zone IIIB and Zone IIIC.

## **ARTICLE VII - FINANCES**

- A.** The annual dues for each **Table** is twenty-five dollars (US\$25) plus an additional three dollars (US\$3) for each member.
- B.** The latter fund is used by the Director General or her designee as a travel fund for **Alliance** business.
- C.** Both payments must be made in advance by January 1st of each year.
- D.** A new Table pays the Alliance a registration fee of twenty-five dollars (\$25.00 USD).
- E.** The fee for each member present at a Convention is set by the Host Table, in consultation with the Alliance Board.

**F.** The Chairperson of the immediately preceding Convention presents a financial report in US dollars at the Second **Alliance** Board of Directors and Advisory Council

**G.** The Chairperson of the next Convention presents a tentative program and the proposed cost of the membership licence for authorization at the Second Alliance Board of Directors and Advisory Council meeting.

#### ***ARTICLE VIII - VACANCY ON THE BOARD***

Any vacancy on the Board, except for the office of Director General and Chairperson or members of the special Nominating Committee, shall be filled by appointment of the Director General with the approval of the Board.

#### ***ARTICLE IX - BYLAWS AND RULES FOR AFFILIATED BOARDS***

**A.** The **Tables** and **Organizations** of the **Alliance** shall provide the Parliamentarian with a copy of their Charter and Bylaws each time they are modified, in order to be approved and maintain the validity of their CHARTER of AFFILIATION.

**B.** Whenever there are changes in the Statute and/or Bylaws of the Organizations, copies must be sent to the Alliance Parliamentarian for approval. The Parliamentarian shall respond within a period not to exceed 45 days. If the Organization does not receive a response, it shall be assumed that the changes have been approved.

#### ***ARTICLE X - MODEL BYLAWS***

The Statutes and Model Bylaws shall be used for the formation of new **Tables**.

#### ***ARTICLE XI - AMENDMENTS TO BYLAWS***

**A.** These Bylaws of the **Alliance** may be amended by approval of Revisions submitted and accepted by a vote of one-half plus one of the voting members present at the Convention.

**B.** Revisions and Resolutions, proposed by a **Table**, shall be signed by the Director General and Recording Secretary, and sent to the Director General, the Chairperson of the Revisions Committee and Parliamentarian. They shall not be sent to the Members.

#### ***ARTICLE XII - RULES OF ORDER***

In those cases not provided for in the Constitution and Bylaws of the Alliance, Robert's "Rules of Order" shall apply.