

# Alliance of Pan American Round Tables

A Registered Civil Society of the OAS  
(APART)

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

## CONSTITUTION OF THE ALLIANCE OF PAN AMERICAN ROUND TABLES



*“One for All, and All for One”  
“Una Para Todas y Todas Para Una”*

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# Alliance of Pan American Round Tables (APART)

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The significance of the red spheres in the circle of the Banner of Peace:

1. In Thought
2. In Word
3. In Action

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.alianzademrp.org](http://www.alianzademrp.org) (2012-2014)

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.

## Alliance Constitution, Bylaws and Guidelines 2012-2014

- e. - Historian
- f. - Zone Directors

- 2. - Appointed Officers
  - a. - Parliamentarian
  - b. - Corresponding Secretary
  - c. - Official Translator
  - d. - Assistant Recording Secretary
  - e. - Assistant Treasurer
  - f. - 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. - Parliamentarian
  - 5. - Official Translator
  - 6. - 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. - National 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.

## Alliance Constitution, Bylaws and Guidelines 2012-2014

### 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 National Secretariats to which they belong.

B. - The Alliance is registered as a Civil Society by the Organization of American States (OAS).

C. - The Alliance is non-political, 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, fail to fulfil 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.

**Alliance Constitution, Bylaws and Guidelines 2012-2014**

**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.

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*Carmen R. Guerra*  
Parliamentarian  
2012 – 2014

*Silvia Calleja Aduna de García*  
Revisions Committee Chairperson  
2012 – 2014

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**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 Convention, 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 biennium,
  - 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. - Send to the Board, before the Alliance Meetings and/or Conventions the last Minutes taken respectively.
4. - Give a copy of the Minutes of the last session of the Convention to the incoming Director General and the Parliamentarian, thirty (30) days after taken.

## Alliance Constitution, Bylaws and Guidelines 2012-2014

### 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 biennium.
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 National 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. - 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.
5. - Be member of the Revisions and Resolutions Committees.

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### H. - 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.

### 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. - Assistant Recording Secretary shall:

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

### K. - Assistant Treasurer shall:

1. - Fulfill the duties and prerogatives of the Treasurer in her absence, be appointed by the Director General and has no right to vote. (Proposal adopted in Merida MX. – 2010)
2. - Collect dues, donations and make the transfer to the Treasurer in U. S. dollars as soon as possible.
3. - Present a report at least once a year of what has been collected.

### L. - Director General Ex officio shall:

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

### M. - Chairmen of Permanent Committees shall:

1. - Be appointed by the Director General, with the exception of the 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.

### N. - 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.

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### 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. - Youth Groups
14. - Liaison with the O.A.S.
15. - Educating for Peace (2010-2012)

#### 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 concise but detailed report of their work in original and two copies, during the Board 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) - Parliamentarian
- (5) - Official Translator
- (6) - Ex Officio Director General

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,

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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 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 biennium.

e. - Collaborates 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.

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- 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 resúmes 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 resúmes of each candidate during a working session at the Convention.
  - e. - If a candidate for any office is nominated from the floor, both resúmes 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 and 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 NATIONAL SECRETARIATS**

Director/	President Director /	President Director/President
Rec. Secretary	Rec. Secretary	Rec. Secretary
Treasurer	Treasurer	Treasurer
Historian	Historian	Historian
Assoc. Director	Assoc. Director	Assoc. Director
Parliamentarian	Parliamentarian	Parliamentarian
Corr. Secretary	Corr. Secretary	Corr. Secretary
Official Translator	Official Translator	Official 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:

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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, State and Alliance Conventions, 9) Attended Board Meetings\_\_\_\_\_.

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. - Elimination of the letters of support for the candidates, from the Tables, and leave only the Qualitative Analysis. The name of the candidate can be made known to the Tables, but no request for letters of support. (2010-2012)

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(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

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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.alianzademrp.org](http://www.alianzademrp.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, Regular and Special 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 and at the Board Meeting 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 résumés of the members nominated by

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the Tables.

- c. - The member nominated should have distinguished herself in her Pan American work within her Table, Organizations and the Alliance. Her work 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 honorary title of "Pan American Woman", which will be for life, specifying only the year in which she was elected. It is an exclusive privilege of the Alliance and cannot be granted by an Association or a Table.
  - f. - Presents a bouquet of flowers and a special Sash which reads "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 by 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. - Safeguards, 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 "Sample Bylaws for the Formation 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.
15. – Educating for Peace Committee
- a. – The committee "Educating for Peace" shall be composed of President, Vice President and representatives from each Zone.
  - b. – Provide training for Table Members, to those Tables that actually have the Banner of Peace, in reference to the significance of the Banner of Peace.

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The program "Together We Build Peace", the pillars of UNESCO and give Continuation in the Tables.

- c. – All activities carried out will be communicated to the Zone Representative on a three month interval with photographs and/or periodicals to have a constant realization of the work accomplished. Send the information to the President of the Committee, for her report to the Director General of the Alliance.
- d. – No one can bestow the Banner of Peace except Dr. Alicia Rodriguez or whomever she designates and only institutions, not persons can receive the Banner of Peace. The banners shall be ordered and bought directly from the Banner of Peace Committee for authentication and legal registration.
- e. – More information about the Banner of Peace can be found on the Alliance web page: [alianzademrp.org](http://alianzademrp.org). (2010-2012)

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 badges 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

## Alliance Constitution, Bylaws and Guidelines 2012-2014

### 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 re-elected 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 in the same city.

### B. - Presentation of the Slate:

1. - The slate of officers 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 résumé 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

## Alliance Constitution, Bylaws and Guidelines 2012-2014

- 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, then they shall be declared elected by general consensus of the Tables in their Zone.

### ARTICLE VI - FINANCES

- A. - The annual dues for each Table shall be a minimum **twenty five dollars (\$25.00 USD) (2010-2012)** 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 its members, 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 Bylaws of the Alliance may be amended at any

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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, to the Chairman of the Revisions Committee and Parliamentarian; never submitted by members.

### ARTICLE XI - PARLIAMENTARY PROCEDURE

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

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*Carmen R. Guerra*

Parliamentarian  
2012 – 2014

*Silvia Calleja Aduna de García*

Revisions Committee Chairperson  
2012 – 2014

### 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 National 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:

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- a. - United States of America (Zones I and II)
  - b. - México (Zones IIIA, IIIB and IIIC)
  - c. - Central America and the Caribbean (Zone IV)
  - d. - South America (Zones V and VI)
14. - Each Biennial 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.alianzdeamrp.org](http://www.alianzdeamrp.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. - Alliance Parliamentarian.
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.

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*Carmen R. Guerra*

Parliamentarian  
2012 – 2014

*Silvia Calleja Aduna de García*

Revisions Committee Chairperson  
2012 – 2014

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**GUIDELINES FOR THE FORMATION AND IMPLEMENTATION OF PAN AMERICAN  
YOUTH GROUPS**

ARTICLE I – NAME

## Alliance Constitution, Bylaws and Guidelines 2012-2014

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, and self-sufficient and have the freedom 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 recognized 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, National 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

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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 National 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 research, 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, through 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 guidance of the respective Sponsor Tables, to promote 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 Founding of the first Pan American Round Table.
5. - Attend the Biennial, National or State Conventions, as observers, without the right to vote.

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*Carmen R. Guerra*  
Parliamentarian  
2012 – 2014

*Silvia Calleja Aduna de García*  
Revisions Committee Chairperson  
2012 – 2014

**GRIEVANCE RESOLUTION PROCESS OF THE ALLIANCE OF PAN AMERICAN ROUND TABLES**

**I. - INTRODUCTION:**

A. - Goal:

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

B. - Intent:

Whenever feasible, grievances are 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 expressed in their Bylaws, and observe the Rules of Order in their meetings (ascertain quorum).

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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

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- 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 arising 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. – The Members of Tables shall initiate the Grievance Resolution Process at LEVEL I.

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Officers (National, State or Alliance) shall initiate the process at LEVEL III.

### VIII. - INVESTIGATION:

A. - Oral complaints shall not be accepted; they must 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 the 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.

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- 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.

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**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

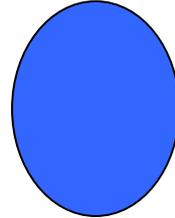
Carmen L. Barrionuevo – Alliance Advisor, Pan American Woman 1990

\*\*\*\*\*

October 2010

SAMPLE FORMAT

PAN AMERICAN CURRICULUM



Current Photo

1. GENERAL INFORMATION

- Name:
- Marital Status:
- Profession: (state only the highest grade of studies achieved)
- AMRP Zone:
- National Association, National Secretary or State Director:
- Table:
- Country:
- E-mail:
- Telephone:

2. PAN AMERICAN SENIORITY

YEARS

- 1 to 5 \_\_\_\_\_
- 6 to 10 \_\_\_\_\_
- 11 to 15 \_\_\_\_\_
- 16 to 20 \_\_\_\_\_
- 21 to 25 \_\_\_\_\_
- More than 25 \_\_\_\_\_

3. PAN AMERICAN EXPERIENCE\*

POINTS ( )

OFFICES HELD

- Director / President
- National Secretary/ State
- Zone Director/ Area Director
- Board of Directors Member
- Committee Member
- Others

	TABLE	ASSOCIATION	ALLIANCE
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- It is necessary to list the offices held as a member of a Board of Directors and of Committees and how many times held in your Table, in the Association, and in the Alliance.

4. PAN AMERICAN ACTIVITY \*\*

POINTS ( )

ATTENDANCE AT EVENTS

	ZONE	ASSOCIATION	ALLIANCE
Reunions (Convivencias)			
Board Meetings			
Committee Meetings			
Conventions			
Other			

\*\* It is necessary to list the locations and dates of the events.

5. PAN AMERICAN PRODUCTIVITY \*\*\*

POINTS ( )

WORK PRESENTED

	ZONE	ASSOCIATION	ALLIANCE
Country Conferences			
Committee Reports			
Articles or Essays			
Workshops			
Others			
Event Organization			
Chairman			
Co-chairman			

\*\*\* It is necessary to list the number of participations and names of works.

DATE:

PLACE:

SEAL:

SIGNATURES OF:

\_\_\_\_\_  
CANDIDATE/ APPLICANT

\_\_\_\_\_  
TABLE DIRECTOR

\_\_\_\_\_  
RECORDING SECRETARY

\_\_\_\_\_  
NOMINATING ZONE

\*\*\*\*\*

Director General:	Martha Ofelia M. de Calderón 2008.2010
Parliamentarian:	Norma Ríos de Flores
Commission President:	Ma. Eva Muñoz de Manzárraga
Nominating Committee President:	Gloria Sosa de Muñoz