

PAN AMERICAN ROUND TABLES OF TEXAS STANDING RULES
Revised PARTT Board Meeting June 13, 2020

To be used for guidance of New Officers and used in connection with the Constitution.

1. The corresponding Secretary shall write to each Table in June requesting a list of current officers or incoming officers. A copy of each Table's yearbook should be sent as soon as possible to the State Director, Corresponding Secretary, Parliamentarian, Historian, its Area Director, Alliance Zone I Director and three sets of mailing labels of dues paying members to the Publication Chairman.
2. The PAN AMERICANA TEXANA is the official Newsletter of the Pan American Round Tables of Texas. The PAN AMERICANA TEXANA will be published three times in a biennium at the discretion of the State Director and will be sent to state dues paying members only.
3. Area Associate Directors should promote Table involvement and membership recruitment by organizing and conducting special workshops. During these workshops increasing area awareness of our Website (PARTT.org) will be among the topics of interest. The Area Associate Directors should encourage Tables to send program titles to the Website.
4. Extension Work regulations for the recruitment and establishment of new Tables are as follows:
 - a. Area boundaries in which extension work is to be done must be made known to the Area Associate Director.
 - b. People's names of those who have expressed interest in the Pan American Round Table organization who have been contacted for the purpose of founding a new Table by a past Director should be kept on file for future use. All files should be passed on to successors.
 - c. Area Associate Director, when counseling about founding a new Table, should contact interested people to schedule visits and meetings.
 - d. When the new Table is founded, credentials should be provided from the State Director.
5. Pan American Round Table Florence Terry Griswold Scholarship (PARTFTGS) Committee:
 - a. Should encourage individual memorial and honorarium donations. Printed memorial or honorarium cards for uniform acknowledgement of contributions should be sent.
 - b. If and when PARTT/FTGS funds are transferred, the transfer should be made at such a time that full advantage may be taken of interest dividends.
 - c. Scholarships should be awarded each year as qualified candidates are available.
6. The Convention-Hosting Table is loaned \$1,000.00 by the PARTT Treasury to help defray initial expenses of the convention. The Convention-Hosting Table shall repay the State Treasury after the Convention expenses are paid.
7. The State Treasurer of the Pan American Round Tables of Texas shall send a statement each November to each member Table, as to where and how much to pay in dues and other contributions. Follow-up statements should also be sent as required.
8. Each Table shall send a copy of its yearbook and any publicity to the State Historian.
9. Each Table shall elect Officers for the new year after the State Convention and immediately send the names of new officers to the State Director, Corresponding Secretary, Recording Secretary and Zone I Alliance Director.
10. Tables that for reasons of size and/or location have been unable to host State conventions may now join with a group of Tables to host a convention in a location convenient to them.

- 11.** State Convention registration fee and hotel room of the PARTT State Director and the Director General of the Alliance shall be paid by the Convention Hosting Table.
- 12.** The PARTT will facilitate the Alliance Zone I Director's responsibility in holding an Alliance workshop at the Texas State Convention by providing space and time.
- 13.** The Electronics Communications Committee shall maintain the electronic communication and information system for the Pan American Round Tables of Texas including the web site and email communication systems.
- 14.** The PARTT Board of Directors should analyze and adjust accordingly the State dues structure every 4 years.
- 15.** The State Director shall appoint the Nominating Committee Chairman.
- 16.** All nominees for State Officers shall be present at the State Convention unless there are extenuating circumstances.
- 17.** The State Parliamentarian shall affirm revisions to Table Constitutions and Bylaws after 45 days if no affirmative response has been received from the Alliance Parliamentarian.
- 18.** The State Treasurer shall act as preparer for annual 990-N postcards for the Pan American Round Tables of Texas and Member Tables after Tables have submitted their financials to the State Treasurer by June 15 and the Table has requested that the State Treasurer file the 990-N for that Table.
- 19.** A Virtual Board Meeting and vote may be done electronically, if the circumstances deem it and the necessary equipment is available.
- 20.** An individual may maintain member status of only one Table at any given time.

Revised June 13, 2020
PARTT Board Meeting via Zoom

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