

Wylie
Director

Constitution

Revised April 4, 1963

CONSTITUTION AND BY-LAWS
OF THE
PAN AMERICAN ROUND TABLES OF TEXAS

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CONSTITUTION

ARTICLE I - Name

This organization shall be called the Pan American Round Tables of Texas.

ARTICLE II - Object

The object of this organization shall be:

- (1) To secure unity of endeavor among the Pan American Round Tables throughout the State.
- (2) To provide mutual knowledge, understanding, and friendship among the women of the Americas and to foster all movements leading to a higher civilization, especially those affecting the women and children of the Western Hemisphere.

ARTICLE III - Membership

- Section 1 - The state organization of the Pan American Round Tables of Texas shall be composed only of those Tables operating according to the Framework Constitution and By-Laws of the Alliance of Pan American Round Tables.
- Section 2 - This organization shall be non-political, non-commercial, non-sectarian, non-federated, and non-profit sharing.
- Section 3 - Any Table affiliating with any organization other than the Alliance forfeits its membership in the Pan American Round Tables of Texas.
- Section 4 - Any member Table which at the discretion of the Board of Directors no longer qualifies as a member of the Round Tables of Texas may be dropped on a vote of two-thirds of the members of the said Board of Directors.
- Section 5 - The dues-paying membership of a Table shall not exceed 150.

ARTICLE IV - Officers

- Section 1 - The officers shall be State Director, First Associate Director, Second Associate Director, Third Associate Director, Fourth Associate Director, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Parliamentarian.
- Section 2 - In case of death, incapacity or resignation of the State Director the Associate Directors in their respective order shall fill the unexpired term.
- Section 3 - Vacancies occurring in the Board of Directors before the next election, except that of the State Director, shall be filled by appointment of the Director.
- Section 4 - No officer shall succeed herself.
- Section 5 - The officers shall be elected by secret ballot biennially at the regular convention of the Pan American Round Tables of Texas and shall assume their duties immediately following the convention.
- Section 6 - The corresponding Secretary shall be elected from the same locality as that of the Director.
- Section 7 - The officers and the chairmen of standing committees shall compose the Board of Directors.

ARTICLE V - Meetings

- Section 1 - Conventions of the Texas Pan American Round Tables shall be held biennially in the Spring of odd years.
- Section 2 - The place shall be selected by the Convention delegates with the hostess Table designating the exact dates. Should the delegates fail to name the place, the Board of Directors shall do so.
- Section 3 - The Board of the Directors shall meet annually and upon the call of the State Director.

ARTICLE VI - Delegates

Each member Table is entitled to two official delegates and two votes at the biennial convention. No proxies allowed.

ARTICLE VII - Amendments

This Constitution and accompanying By-Laws may be amended at any regular convention by a two-thirds vote of the accredited Tables represented, provided copies of the proposed amendments have been sent member Tables at least 30 days in advance.

BY - LAWS

ARTICLE I - Duties of Officers

- Section 1 - The State Director shall preside at all meetings and co-sign all checks issued by the State Treasurer; and shall perform such other duties as pertain to the office.
- Section 2
- a - The four Associate Directors shall constitute an Extension Committee with the First Associate Director as chairman. The Table Directors in the respective areas will assist this committee.
 - b - The Associate Directors shall be in charge of information and publicity of their respective areas. It shall also be the duty of the Associate Directors to visit all Tables in their respective areas at least once during their term of office.
- Section 3 - The Recording Secretary shall keep a correct roster of member Tables and shall record the minutes of all meetings and reports pertaining thereto. Within one month of the expiration of her term of office she must turn over to her successor complete records of the office and shall send copies of the minutes of the convention to all officers of the State, Chairmen of Standing Committees, all member Tables and the Director of the Alliance.
- Section 4 - The Corresponding Secretary shall conduct and file the general correspondence of the State as assigned by the Director. In cases of incapacity of the State of Director, she may also co-sign checks.
- Section 5 - The Treasurer shall receive all monies paid by the Pan American Round Tables of Texas such as State, National and Alliance dues, contributions to the Griswold Scholarship Fund, fees for publications of the State and Alliance. She shall disburse such funds upon the authority of the State Director. Checks issued by the Treasurer must be counter-signed by the Director or Corresponding Secretary. The Treasurer shall be bonded.

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April 1969 McAllen*

ARTICLE I - Duties of Officers (Continued)

- Section 5 - The books and records of the Treasurer shall be audited by a certified public accountant one week prior to the date of the Convention.
- Section 6 - The Historian shall keep a record of the activities of the Tables of the State. A record of these activities, including publicity and year books of the respective Tables shall be on display at the Convention.
- Section 7 - The Parliamentarian shall see that the proceedings of all State meetings shall be conducted according to the constitution and by-laws and Robert's Rules of Order, revised version. She shall serve as chairman of the revisions committee and shall furnish each officer, chairmen of committees and member Tables with a correct copy of the Constitution and By-Laws of the State Organization.

ARTICLE II - Application for Membership

- Section 1 - A group of not less than ten women, wishing to organize a Pan American Round Table, shall make application to the first Associate Director who in turn will refer the application to the Extension Committee of that region. This Committee shall report to the Board of Directors with recommendations. A two-thirds majority vote of the Board shall be required for acceptance of a new Table.
- Section 2 - If accepted, the Extension chairman of that area shall complete the organization of the Table according to the framework constitution and By-Laws of the Alliance of Pan American Round Tables. Upon payment of state dues and a charter fee of \$5.00, a certificate of membership shall be issued to the new Round Table.

ARTICLE III - Dues and Fees

- Section 1 - The annual dues paid by member Tables to the State shall be fifty cents (50¢) per capita per year, with no Table paying less than fifteen dollars (\$15.00). These dues shall be payable November 1st to the State Treasurer.
- Section 2 - The Charter fee of \$5.00 for new Tables shall go into the general fund of the State Treasury.
- Section 3 - The Florence Terry Griswold Scholarship funds shall be kept in a separate interest bearing account by the State Treasurer.
- Section 4 - Scholarships provided from the interest of the Florence Terry Griswold Fund shall be supplemented by the contribution of twenty-five cents (25¢) per capita per year by member Tables. This sum shall be turned into the State Treasury November 1st of each year.
- Section 5 - The Florence Terry Griswold Fund shall provide for continued growth through memorials and gifts.

ARTICLE IV - Delegates

- Section 1 - Names of delegates and alternates must be sent to the corresponding secretary two weeks prior to the biennial meeting with due notice of said meeting having been sent out by the corresponding secretary one month in advance.
- Section 2 - Only delegates from those Tables having discharged all current state financial obligations, in full, may qualify as voting delegates.

ARTICLE V - Board of Directors

- Section 1 - The Board of Directors shall have charge of and conduct all affairs of the organization in the biennium between convention. Eight of the duly elected Officers and Appointive Chairmen of Standing Committees shall constitute a quorum.
- Section 2 - Members of the Board of Directors, unless they are also official delegates from their respective Tables, shall be entitled to all rights and privileges of delegates.
- Section 3 - All past State Directors shall automatically become members of the Board of Directors with all privileges pertaining thereto.

ARTICLE VI - Committees

- Section 1 - The Standing Committees shall be Executive, Resolutions, Inter-change Library, Florence T. Griswold Scholarship, Revisions, Archives, Publications, Education, Friendship and Nominating.
- a - The Executive Committee shall be composed of the State Director, the First Associate Director and the Treasurer. It shall function as a permanent secretariat between conventions.
 - b - The Resolutions Committee shall receive and pass upon all resolutions to be introduced and prepare all resolutions to be presented before any State, National or Foreign assembly. The Resolutions Committee shall receive and submit to the Tables, one month in advance of the Convention, all resolutions (except courtesy) to be presented to the Convention in session. The courtesy resolutions will be presented from the floor upon request of the State Director.
 - c - The Inter-change Library shall collect all publications and literature from the Tables and shall supervise their shipment to sister countries in the Western Hemisphere.
 - d - The Florence Terry Griswold Scholarship Committee shall be composed of three members with rotating terms. Every two years the incoming State Director shall appoint a new member to this Committee for a term of six years. The chairmanship shall rotate among the Tables, with each member of the committee serving as chairman the last two years of her term.
 - e - The Revisions Committee shall consist of at least three members including the State parliamentarian as Chairman. This Committee shall prepare all revisions to the Constitution and By-Laws and standing rules of the State organization.
 - f - The Archives Committee shall have charge of the archives of the State organization which are permanently located in the ~~Simon Bolivar Library of La Villita, San Antonio.~~ *St. Mary's University,*
 - g - It shall be the duty of the Publications Committee to publish Panamericana Texana. The Chairman shall act as chief editor of the bulletin. She shall also serve as a news gathering agency for news items to be transmitted to the Alliance.
 - h - The Educational Committee shall have charge of all educational projects except the Florence T. Griswold Scholarship.

ARTICLE VI - Committees (Continued)

Section 1
(Continued)

- i - The Friendship Committee shall have charge of all friendship projects between the Member Tables of the Western Hemisphere.
- j - A Nominating Committee of five shall be elected at the Board Meeting of even years, each of the four regions of Texas being represented. Names of respective nominees shall be sent by member Tables to the Chairman of this Committee.

Section 2 - In the event of vacancy on any of the standing committees by death, resignation, or disability, the State Director shall fill the vacancy or vacancies by appointment for the unexpired term.

ARTICLE VII

The publication of PAN-AMERICANA TEXANA is to be financed from the State Treasury.

ARTICLE VIII

The Florence Terry Griswold Scholarship Fund, having reached the minimum amount of \$5,000.00, is to be administered as follows :

- Section 1 - Only the accrued interest from this Fund shall be used. The principal is to remain intact.
- Section 2 - Funds of this Scholarship shall be kept in a separate interest bearing account. All disbursements from the Fund shall be co-signed by the Treasurer and State Director.
- Section 3 - The committee of three, with rotating terms, shall screen and select candidates for the scholarship.
- Section 4 - The scholarship is to be available for use in any State-supported college or university in Texas and is to be awarded to a woman student from Latin America. Preference is to be given to one who will return to her native country to put her training to use.
- Section 5 - The Chairman shall keep a permanent record of all contributions and gifts to the Fund, and shall acknowledge same.

ARTICLE IX - Rules of Order

In all meetings of the Pan American Round Tables of Texas, Robert's Rules of Order - Revised Edition shall be authority of parliamentary Law.

ARTICLE X - Amendments

The By-Laws may be amended at any regular Convention of the Pan American Round Tables of Texas by a two-thirds majority of the accredited delegates, due notice of said amendment having been sent out to each Round Table at least thirty days before said convention.

STANDING RULES TO BE USED FOR GUIDANCE OF NEW OFFICERS
AND USED IN CONNECTION WITH THE CONSTITUTION

- 1 - The Corresponding Secretary shall send to each Table in June, requesting a list of current officers or incoming officers, and a copy of the year books should be sent as soon as possible.

STANDING RULES TO BE USED FOR GUIDANCE OF NEW OFFICERS
AND USED IN CONNECTION WITH THE CONSTITUTION - (Continued)

- 2- Panamericana Texana is the official Newsletter.
- 3 - Extension work regulations are as follows:
 - a - Area boundaries in which extension work is to be done must be known by the Associate Director.
 - b - The names of the people in the area represented interested in Pan American Round Tables should be sought out. Those who have been contacted by past directors as regards founding of a Table in particular cities should be kept on file for future use.
 - c - Contacts should be made prior to visiting a city and contacts should call a meeting of those interested.
 - d - Credentials should be carried from State Director.
 - e - Files should be passed on to their successor.
- 4 -
 - a - Chairmanship of Scholarship Fund should be rotated among the Tables.
 - b - Individual memorial contributions should be encouraged and printed memorial cards for uniform acknowledgment of contributions should be sent to donors.
 - c - If and when funds are transferred, the transfer should be made at such time as full advantage may be taken on interest dividends. These are now payable June 30th and December 31st.
- 5 - The convention Table is given \$20.00 by State to help defray expense of convention.
- 6 - The organization should have a state credential card for identification, to be used when visiting other Tables.
- 7 - The State Treasurer of The Pan American Round Tables of Texas shall send statements in October each year to each member Table, giving information as to where and how much to pay in dues, and other contributions. She shall also send follow-up statements as required.
- 8 - Each Table shall send a copy of their year book and of any publicity to the State Historian.
- 9 - Each Table shall elect Officers for the new year prior to the State Convention.

REVISIONS COMMITTEE:

Mrs. W. B. Streetman, Chairman
Mrs. Albert R. Davis
Mrs. Claude R. Nobles

Revised
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