

PASF BYLAWS

Amended April, 2007

ARTICLE I General Provisions

- Section 1. NAME.**
The name of this organization shall be: THE PAN AMERICAN STUDENT FORUM OF TEXAS (EL FORO PANAMERICANO ESTUDIANTIL DE TEXAS).
- Section 2. MOTTO, COLORS, EMBLEM, PIN, AND SEAL.**
The motto of this organization shall be "De una sangre El ha hecho todas las naciones."
("Of one blood hath He made all nations").
The colors of this organization shall be blue, white, and gold.
The emblem of this organization shall be: the two continents with the letters PASF of TEXAS.
- Section 3. PURPOSE.**
The Pan American Student Forum of Texas is educational and cultural in its aim and purpose. It serves its members as a medium of exchange in the study and treatment of subjects of mutual interest relating to the language, history, and background of all the countries included in the American group of nations and Spain. It is non-religious, non-political, and non-commercial in its objectives. The Pan American Student Forum of Texas encourages a respect for all peoples in the Americas and an understanding of them based on a more thorough knowledge and appreciation of the cultures of all countries of the Americas and Spain. To achieve these purposes, methods and programs are put into operation through extra-curricular activities designed to supplement classroom work.
- Section 4. FISCAL YEAR OF PASF.**
The fiscal year of the Pan American Student Forum of Texas is from September 1 through August 31 of each year.
- Section 5. TRAVEL EXPENSES.**
The Board of Directors meets at least two times during the school year at a site determined by the Board. They shall be reimbursed for their travel to and from the meeting site at a rate fixed by the Board of Directors.
- Section 6. ROBERTS' RULES OF ORDER.**
In any case of parliamentary procedures not prescribed by the bylaws, Roberts' Rules of Order, Revised, is the authority.

ARTICLE II Central Office

- Section. 1. HEADQUARTERS.**
The Headquarters of the Pan American Student Forum of Texas will be provided by the State Sponsor or any other location approved by the Board.

ARTICLE III Membership

Section 1. STATE MEMBERSHIP.

In any junior, middle, or senior high school in Texas, eight or more students under the sponsorship of one or more teachers, may be organized into a chapter.

Section 2. LOCAL MEMBERSHIP.

School chapters classify their members as active or associate. Active members are students, teachers, and the sponsors actually enrolled in the school where the chapter is located. Alumni and adults interested in Pan Americanism are associate members. All members (both active and associate) must pay dues.

ARTICLE IV Officers

Section 1. OFFICERS.

The student officers of the Pan American Student Forum of Texas are: President, First Vice-President, Second Vice-President, Recording Secretary, and three Student Directors. The teacher officers shall include: President/State Director, Secretary/Financial Director, Contest Director, TAMOAS Director, Program Director, Scholarship Director, and Publicity Director. They compose the Board of Directors of the Pan American Student Forum of Texas.

ARTICLE V Tenure of Officers

Section 1. TEACHER OFFICERS.

All teacher officers are elected for a period of two years, from Convention to Convention. Teacher candidates must be sponsors actually employed in a Texas public or private school in which an active Chapter is located. To ensure a smooth transition, the State Director must have served on the Board the previous term. The President/State Director and the Secretary/Financial Director will be elected in alternating years in order to maintain one experienced officer in position each year. Board of Directors may form committees to facilitate the performance of his/her job.

Section 2. STUDENT OFFICERS.

All student officers except the President and Vice-Presidents may be elected to serve one additional year either in the same or a different office, but no student officer shall serve more than two years. No more than one student member per one (1) local chapter shall be elected to serve on the Board of Directors in any one year. Student officers shall not hold state office concurrently with a local office. Student officers will not participate in TAMOAS, Noche Panamericana, Rio Show, workshops, or contests at Convention.

ARTICLE VI
Duties of Board of Directors

Section 1. DUTIES.

The Board of Directors determines the policies and general program of the Pan American Student Forum of Texas in all its phases, supervises ways and means of forwarding the aims and welfare of the Forum, and when a vacancy occurs in any office, provides for the vacancy to be filled.

The Board of Directors may meet at any time when it determines that the best interest of the Forum requires it. At least two meetings must be held within each fiscal year. Ten days notice in writing of the annual meetings or any special meetings must be sent to each member of the Board of Directors with a copy of the agenda for that meeting. Eight members of the Board of Directors shall constitute a quorum for the transaction of business.

Section 2. EMERGENCY PROVISION.

The Board of Directors is empowered to act according to its best judgment on matters of importance which may arise between State Conventions with due consideration for the provision of the bylaws. If an emergency should arise which demands a decision contrary to the bylaws, such action must be placed in the minutes of the Board of Directors. A copy of the minutes shall be published in the PAN AM TIMES or mailed to all chapters.

Section 3. TERMINATION PROVISION.

The Board of Directors is empowered to act according to its best judgment on the distribution of PASF assets should it become necessary to cease operation of this organization due to financial or organizational difficulties.

Section 4. AUDITING COMMITTEE.

The Secretary/Financial Director will select a certified public accountant to do a review of the financial records for the newly elected President/State Director and/or Secretary/Financial Director.

ARTICLE VII
Duties of Officers

Student Officers

Section 1. DUTIES OF PRESIDENT.

The President shall oversee all programs and activities of PASF, shall preside at all Board meetings and at the State Convention, perform such other duties as required in carrying out the program of the Convention and shall preside over the Board of Directors.

Section 2. DUTIES OF FIRST VICE-PRESIDENT.

The First Vice-President shall devise plans to increase the membership of the organization. The First Vice-President is also responsible for the planning and execution of the Mixer at the Convention. In addition, the First Vice-President shall keep a record of membership and prepare a final report to be given at Convention.

Section 3. DUTIES OF SECOND VICE-PRESIDENT.

The Second Vice-President shall be responsible for State Projects. He/she shall also assist the First Vice-President in planning and executing the Mixer at the Convention. In addition, the Second Vice-President shall prepare a State Projects report to be read at Convention and published in an official publication of PASF.

Section 4. DUTIES OF RECORDING SECRETARY.

The Recording Secretary shall keep an accurate record of the proceedings of all regular and called meetings of the Board of Directors. In addition, the Recording Secretary shall transcribe and submit the minutes of the Board of Director's meetings to the State Director.

Section 5. DUTIES OF STUDENT DIRECTORS.

Each Student Director shall be appointed by the President to serve as chairperson of the following committees: Nominations, Credentials, and Elections. The duties of each Student Director shall be the same as the functions outlined for the committee which they chair. In addition, all Student Directors will be responsible for writing articles for the official publication, working Registration at Convention and for any other duties assigned to them by the President.

Teacher Sponsors

Section 6. DUTIES OF PRESIDENT/STATE DIRECTOR.

The President/State Director shall provide space for and shall be in charge of PASF. The President/State Director staff shall be paid a stipend established by the Board of Directors.

The President/State Director shall also have the following duties:

To maintain a bureau of correspondence for the exchange of ideas and opinions which would help students, teachers, and others develop a better spirit of appreciation for the peoples of all the Americas and Spain;

To cooperate with chapter members in acquainting the general public with the aims and purposes of the Pan American Student Forum of Texas through the press.

To assist local chapters in their efforts to make a worthy contribution for the cause of Pan Americanism in Texas through advice, suggestions for improvement, or other suitable projects;

To advise the Board of Directors concerning all matters pertaining to the Pan American Student Forum and provide constructive leadership for the development of PASF and its programs;

To prepare the Program Bulletin and send one copy to each chapter of the state organization;

To make necessary arrangements for the State Convention;

To conduct the registration session at Convention;

To prepare and provide the agenda for the Sponsor's Meeting at the State Convention;

To conduct the Sponsors Meeting at the State Convention;

To submit articles for each edition of the PAN AM TIMES including a summary of previous Board meetings' minutes;

To serve as chairperson of the Bylaws Committee; and

To write the agenda for all Board meetings.

Section 7. DUTIES OF PROGRAM DIRECTOR.

The Program Director shall be to plan and design Noche Panamericana and the Río Show and to design the Official Program as well as the Noche Panamericana and Río Show programs for Convention;

Plan and design Noche Panamericana;

- Section 8. DUTIES OF TAMOAS DIRECTOR.**
The TAMOAS Director shall direct TAMOAS sessions at Convention; coordinate arrangements for the MOAS trip to Washington, D.C.; develop TAMOAS workshops. Plan and design the Presentation of Flags for the Business Meeting.
- Section 9. DUTIES OF CONTEST DIRECTOR.**
The Contest Director shall serve as chairperson of the Contest Committee and shall plan, supervise the writing of tests, and administer the contests at the PASF annual Convention; obtain certificates, medals, and ribbons for winners and prepare a report of test scores for distribution to all participating chapters. The Contest Director shall be responsible for the writing of three new tests one year and two new tests the next year.
- Section 10. DUTIES OF SCHOLARSHIP ACTIVITIES DIRECTOR.**
Coordinate arrangements for the Mexico Cultural Program;
Coordinate the screening and interview of scholarship applicants and supervise the awarding of scholarships at the State Convention;
Supervise the election of state officers at the State Convention;
Conduct the Mexico Cultural Program workshop at Convention
- Section 11. DUTIES OF PUBLICITY DIRECTOR.**
Write, publish, and distribute the official publication of PASF two times a year as designated in the Program Bulletin.
Coordinate workshops at the State Convention;
Coordinate the Scrapbook Contest at Convention including the acquisition of judges, forms and trophies.
- Section 12. DUTIES OF SECRETARY/FINANCIAL DIRECTOR.**
The Secretary/Financial Director shall have an alternating term of office with the President/State Director.
The Secretary/Financial Director shall be paid a stipend established by the Board of Directors.
The Secretary/Financial Director shall have the following duties:
Process membership forms, send membership cards, and provide certificates of membership to new chapters;
Perform the duties of Treasurer of the organization; that is, be responsible for:
accepting all monies
writing receipts
managing the accounting system
writing the financial reports for each Board meeting and for the end of the fiscal year
submitting all records to the State Sponsor for income tax purposes
maintaining the financial records for auditing purposes.
- Section 13. SPONSORS FOR PASF TRIPS.**
No parties, other than two PASF adult Board members, shall accompany students on PASF sponsored trips.
- Section 14. FAILURE TO PERFORM DUTIES.**
Any officer who fails to attend two meetings of the Board of Directors without a reasonable excuse or who fails to perform the duties of said office may be replaced. Any vacancies in office due to the aforementioned reasons or due to the resignation of any officer will be filled by the Board of Directors provided that such vacancy occurs before January 1. After that date, no replacement will be named, and the current Board members will fulfill the duties of the vacant office.

ARTICLE VIII Election of Officers

Section 1. ELECTION OF STUDENT OFFICERS.

These officers shall be elected by the Voting Delegates at the annual State Convention: (1) President, (2) Vice-Presidents, (3) Recording Secretary, and (4) three Student Directors.

The election of officers is under the direction of the Nominations Committee, and the Credentials Committee, and the Elections Committee as set forth in Article IX, Section 7, 8 and 9.

The election of officers is by secret ballot.

The candidates receiving the highest number of votes for each office are declared the winners.

A local chapter may nominate and place the name of only one student candidate for office.

Section 2. ELECTION OF SPONSOR OFFICERS.

All terms of office are two years.

Teacher-sponsors wishing to run for office shall be active sponsors and shall file a nomination form with the President/State Director in accordance with the deadline contained in the Program Bulletin.

Teacher candidates who have filed for office and who are not in attendance at the Convention at which they are to be elected shall become ineligible for election.

Section 3. QUALIFICATIONS OF STUDENT CANDIDATES.

Each candidate must be an active member when he/she files for office, when he/she is elected and throughout his/her term of office.

To ensure the highest degree of continuity, the nominees for the office of President and Vice-Presidents must have been members of PASF in the previous year, must have attended a previous Convention. Nominees for office of President must be a junior at the time of their nomination. Nominees for the Offices of Vice-Presidents must be at least a sophomore at the time of their nomination.

Candidates must send the following items to the Central Office in accordance with the deadline contained in the Program Bulletin:

A statement of candidacy, using a form supplied by the Central Office which must be signed by the candidate and the President and Sponsor of the nominating chapter;

A photograph and a platform with a minimum of one typewritten double-spaced page and maximum of two typewritten double-spaced pages;

A statement of campaign expenses as set forth in ARTICLE VIII, Section 5; and a copy of the pre-Convention campaign letter, if used.

Section 4. ABSENCE OF CANDIDATES OF UNOPPOSED CANDIDATES.

If a candidate for an office is running unopposed, the candidate shall automatically be elected to that position.

If there is no candidate running for any position other than that of President, the Nominations Committee and the Board of Directors will entertain nominations from the floor providing that said candidate file a letter of candidacy signed by his sponsor and file a platform. The aforementioned items must be turned in to the Nominations Committee at a time prescribed by the committee and the Board of Directors.

This will be the floor nominations procedure.

Section 5. CAMPAIGN EXPENSES.

Each year the Board of Directors will determine the maximum amount to be allowed for all campaign expenses. The set limit will include the cost of the following:

Photographs and the pre-Convention campaign letter;

Postage, including that used for correspondence to the President/State Director,

Nominations

Committee Chairperson, and that used for pre-Convention campaigning by mail

Campaign posters (24" x 36") to be used at the Convention which may or not include a photograph of the candidate

Pre-Convention campaign by mail, including the cost of paper, envelopes, printing and postage.

All items used, including personal property and/or donations, must be assessed an estimated value, and included within the campaign expense limit and must also be a part of the itemized statement of campaign expenses.

Any candidate whose campaign expenses exceed the limit or who fails to have the itemized statement of campaign expenses in the Central Office by the deadline shall be disqualified and will not be included in the official ballot.

Section 6. POLITICAL ACTIVITY.

Pre-Convention campaigning by mail is permissible under the following regulations:

The candidate may mail to each chapter a campaign letter which shall not exceed one sheet of typing paper, 8 1/2" x 11". It may include the candidate's qualifications platform and photograph;

The campaign letter must be handwritten or typed.

No public announcements may be made at Convention. Action of this sort will disqualify the candidate in whose behalf the violation occurs.

Each candidate may use campaign posters (24" x 36") at the Convention, which may or may not include a photograph of the candidate.

Chapters may not reinforce the campaign of a candidate by using their campaign materials as a means of promoting candidates for office by having their photographs or their achievements extolled on these displays.

Limits on political activities are set by the Board of Directors with due regard for the care of the building in which the Convention is held and the order necessary to the proper conduct of the Convention sessions.

All political activity ends at the hour set for the balloting to begin.

Section. 7. PARTICIPATION BY THE BOARD OF DIRECTORS.

Members of the Board may encourage local chapters to nominate candidates for state office. They may not endorse, speak for, sign letters or in any way campaign for any candidate.

Section 8. VIOLATION OF RULES.

Any violation of these rules will disqualify the candidates in whose behalf the violation occurs. All disqualified candidates must be so notified by the Nominations Committee before the balloting begins.

ARTICLE IX Committees

Section 1. STANDING COMMITTEES.

The standing committees of the Pan American Student Forum of Texas are the Program Committee, the Bylaws Committee, the Nominations Committee, the Credentials Committee, the Elections Committee, the Educational Activities Committee, and the Contest committee.

Special committees may be named by the President subject to the approval of the Board of Directors, as needed to conduct forum affairs. A Sponsor Director shall be named by the President to serve on each special committee.

Section 2. BYLAWS COMMITTEE.

The Bylaws Committee shall be headed by the President/State Director.

Section 3. PROGRAM COMMITTEE.

The Program Committee, with equal representation of sponsors and student members, is appointed by the Program Director who serves as chairperson.

This committee will select participants for Noche Panamericana and the Río Show and will plan and organize both events.

Section 4. EDUCATIONAL ACTIVITIES COMMITTEE.

The Educational Activities Committee shall consist of the TAMOAS Director and any other Sponsor Director and as many students members as the chairperson deems it necessary to carry out the duties required of this committee. This committee is responsible for organizing and directing the OAS workshops and the TAMOAS sessions at Convention. throughout the year. See ARTICLE VII, Section 8.

Section 5. CONTEST COMMITTEE.

The Contest Committee shall consist of the Contest Director who shall serve as chairperson, assisted by a Sponsor Director, and designated chapter sponsors.

This committee is responsible for writing tests, planning, coordinating, and administering all contests at the annual convention and for all matters dealing with scholarship. See ARTICLE VII, Section 9.

Section 6. NOMINATIONS COMMITTEE.

The Nominations Committee shall consist of a Student Director and the State Director.

This committee shall be responsible for:

Informing the candidates of the campaign rules contained in the bylaws and procedures to follow prior to their introduction;

Organizing the sequence of campaign speeches on the second day of the Convention;

Submitting articles for the official publication of PASF, encouraging students to run for office;

Checking the qualifications of each candidate before Convention and notifying candidates of any deficiencies.

Section 7. CREDENTIALS COMMITTEE.

With a Student Director as chairperson, the Credentials Committee shall consist of other student Board members and the President/State Director. This committee shall be responsible at the Convention for:

Familiarizing themselves with and having a list on hand of how many voting delegates there are for each chapter;

Obtaining the ballots, which have been prepared by the Central Office from the Nominations Committee; one ballot per chapter shall be prepared prior to the final candidates' speeches and shall contain the chapter's name and the number of voting delegates certified;

Passing out and collecting the ballots and delivering them to the Elections Committee for counting.

Section 8. ELECTIONS COMMITTEE.

With a Student Director as chairperson, the Elections Committee shall consist of four student Board members, the State Director and another Sponsor Director.

This committee shall be responsible at the Convention for:

Conducting and tabulating the election at the time designated in the Convention program;

Notifying the outgoing officers and the Central Office staff in writing of the outcome of the election. The chairperson shall designate who and in what manner the new officers are announced at the final business meeting.

ARTICLE X

Dues

Section 1. DUES.

Annual dues for members, active and associate, will be determined by the PASF Board of Directors. The dues shall be sent to the Secretary/Financial Director by the deadline contained in the Program Bulletin. Chapters may solicit new members and submit dues throughout the year. The dues paid by one month prior to Convention determines the number of delegates to which each chapter is entitled at the State Convention.

Membership cards will be issued to each member upon receipt of dues. These will be furnished by the Secretary/Financial Director.

Section 2. DIVISIONS OF DUES.

A portion of the dues, as designated by the Board of Directors, shall go to the Myrtle L. Tanner Scholarship Fund.

Section 3. CUSTODY OF FUNDS.

All funds of the PASF shall be the responsibility of the Secretary/Financial Director who will act as Treasurer.

ARTICLE XI
State Convention

Section 1. TIME, LOCATION, AND DATE.

The State Convention shall be held annually unless, in the opinion of the Board of Directors, such action is not wise. The date, time shall be decided by the Board of Directors.

Section 2. PASF HOUSE OF DELEGATES.

The PASF House of Delegates shall be comprised of the voting and non-voting students (delegates) attending the State Convention.

The PASF House of Delegates shall meet during the business session of the State Convention.

Official business, such as selection of Convention site and amendments to the bylaws, shall be conducted at the meeting of the PASF House of Delegates at the State Convention.

Section 3. DELEGATES.

Each chapter determines the number of delegates it may send to the Convention by the following formula:

| Total Chapter Membership | Maximum Number of Delegates |
|--------------------------|-----------------------------|
| From 8 - 25 | 20 |
| 26 - 50..... | 25 |
| 51 - 75..... | 30 |
| 76 -100 | 35 |
| over 100..... | 40 |

Each chapter is entitled to voting delegates on the following basis: Two for the first 50 active members or fractional part thereof; one additional voting delegate for each additional 50 members or fractional part thereof.

One sponsor for each chapter is considered a voting delegate in addition to the delegates described above.

A voting delegate who is unable to attend a meeting of the PASF House of Delegates may be represented by an alternate from his/her chapter, certified by the sponsor and the credential committee.

Section 4. FEE.

Any chapter having a minimum of 100 members will pay 1/2 of the designated registration fee.

ARTICLE XII

Scholarship and Enrichment Fund

Section 1. NAME.

The name of this fund shall be THE PASF/MYRTLE L. TANNER SCHOLARSHIP AND ENRICHMENT FUND.

Section 2. SIGNIFICANCE AND SUPPORT OF FUND.

This scholarship fund is the principal state project of the Pan American Student Forum of Texas and is supported as provided in ARTICLE X, Section 2. However, additional donations from members and friends are encouraged and will be accepted.

Section 3. SELECTION OF SCHOLARSHIP RECIPIENTS.

Scholarships are available to senior active student members of the Pan American Student Forum, to teachers who serve as sponsors or co-sponsors of a forum chapter and to alumni of PASF who are associate members and who desire to improve their knowledge of Spanish or Portuguese and the cultural background of Spanish and Latin American peoples. No more than two students from the same school will be awarded scholarships per year. The PASF Board of Directors shall decide the number of scholarships and the amount based upon the availability of funds. Applicants shall be selected on the following basis:

- Have shown an interest in and have made contributions to PASF both locally and at the state level;
- Have completed two or more years of Spanish or Portuguese in high school with at least a B average and an overall GPA of B or higher while in high school;
- Have been a member of PASF for a minimum of two years (current year included)
- Have been interviewed at Convention;
- Have attended at least one previous PASF State Convention;

Section 4. OTHER RULES TO BE FOLLOWED.

Deadline for applications shall be one month prior to Convention.

The application form and three copies must be sent to the Scholarship Director and shall include, among other essential details the following:

- A written statement outlining why the scholarship is desired;
- A biographical sketch;

Letter of recommendation from three teachers including a Spanish teacher;

Teacher applicants must send in one letter of recommendation from a supervisor, colleague or student; and

An official transcript of the student's grades, including a statement of the applicant's grades for the first semester of the current year.

The actual transmittal of scholarship funds shall be contingent upon the applicant's meeting all entrance requirements at the college or university selected. The applicant shall arrange for the college or university to which he/she is accepted to send a notice of acceptance to the Scholarship Director and to the Secretary/Financial Director of PASF. Recipient will submit an official transcript of his/her university work to the Scholarship Director and to the Secretary/Financial Director of PASF at the end of each semester in which a portion of the scholarship is received. Failure to complete a Spanish or Latin American related course with the equivalent of a B or better in each semester in which a portion of the scholarship was received will nullify the remaining part of the scholarship.

ARTICLE XIII Amendments

Section 1. AMENDMENTS TO THE BYLAWS.

Any revisions of the bylaws shall be by amendment and shall be made by a vote of the voting delegates of the PASF House of Delegates at its annual session.

Section 2. SUBMISSION OF PROPOSED AMENDMENTS.

All amendments shall be submitted in writing to the President/State Director and to the Bylaws

Committee for study before being presented to the PASF House of Delegates. Each amendment so offered must be signed by the President and the sponsor of the chapter offering it. A copy of the proposed amendment(s) may be mailed to each chapter sponsor or published in the official publication before the Convention.

Section 3. EMERGENCY PROVISION.

In an emergency, an amendment may be presented in writing to the Board of Directors at the State Convention. A two-thirds majority of the members present and voting at this meeting is required to allow the amendment to be acted upon by the voting delegates of the PASF House of Delegates at the State Convention.