



Pilipino Academic Student Services

a recruitment and retention center, established 1985

University of California at Berkeley
515 Eshleman Hall
Berkeley, CA 94720

CONSTITUTION

revised 09/04/2005

Preamble

Pilipinos are the largest Asian minority group in California. With this large and increasing population, it is important to preserve the opportunity for Pilipinos to enter higher education and to aid in student progress to attaining a degree. One step in developing a cooperative effort to address these issues is the creation of an organization which will act as an advocate for Pilipino educational interest. This is the function, in broad perspective, which Pilipino Academic Student Services assumes.

Article I. Name of the Organization

pass stands for Pilipino Academic Student Services. (Formerly known as Pilipino American Recruitment Center).

Article II. Purpose

The specific purpose of the organization shall be two-fold.

Recruitment

- To increase the numbers of Pilipino high school seniors that apply to institutions of higher education, particularly the University of California, from private and especially public institutions.
- To increase the numbers of Pilipino junior transfer applicants, both from the community college and state university tracks.
- To utilize awareness, mentorship, and outreach programs to educate parents and students about educational opportunities in the University of California system.

Retention

- To serve as an academic resource for Pilipino students on campus.
- To provide referrals on matters already handled by other university departments.

Article III. Membership

Only current registered students, faculty, and staff may be active members in **pass**. Only active mem-

bers may vote or hold office. Non-registered students, professors, and alumni will be considered honorary non-active members. They may not vote on any decisions affecting the organization nor hold any staff positions.

We will not have according to California State Law: we will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

Article IV. Officers/Elections

- The executive committee, which holds decision making responsibilities, will consist of **pass** staff.
- The executive committee reserves the right to add additional positions to the **pass** staff deemed necessary.
- The officers and their responsibilities follow on the next page.

Section 1. Application Process

- Applications will be distributed at least two weeks before the interview process begins.
- The selection committee will consist of non-returning members of the present executive committee.
- Applications will be read by the executive committee with the exception of applications, for which standing members are applying. Applications are read to provide insight to the selection committee for decision making.
- Names of applicants will not be visible on the applications. A master list will be comprised of the names of applicants with the positions for which each one is applying. The master list is only available to the head of the selection committee, and only at the time of interviews will applicants be matched with their applications.
- Interviews and decisions will be conducted by the selection committee.
- Initial and optional follow-up interviews shall be allotted at least one week, which will be followed by deliberations.
- If there are no qualified applicants as deemed by the selection committee, a reopening of the application process may be declared by the selection committee.
- Deliberations should conclude at least five days prior to the staff inauguration.

Section 2. Responsibilities

- If concern arises about a staff member failing to fulfill his/her responsibilities as outlined by the staff application, including but not limited to excessive absences and being unsupportive of fellow staff

and programs, one should raise concerns to the assistant director and/or executive director.

- If the issue persists, the staff member in question will be notified and concerns will be discussed at the next staff meeting.
- If the issue is still left unresolved, the consequence of removal for the current academic year will be decided upon by two-third majority consensus of the executive committee.
- In the event that a staff member must vacate his/her position, temporarily or permanently, a replacement shall be appointed subject to the approval of the executive committee.

Section 3. Addition and Removal of New Staff Positions

- Three weeks before the release of applications, the executive committee will ask the community to review the current list of **pass** staff positions. For two weeks, members of the community may suggest the addition and/or removal of a position. The executive committee will then discuss these options for the one week following.
- During this week of deliberation, the addition and removal of positions may be decided upon by executive committee.

Article V. Amending the Constitution

Amendment of the constitution will result at the discretion of the current executive committee following a consultation from the Advisory Board.