



# Pilipino Academic Student Services

a recruitment and retention center, established 1985

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

## CONSTITUTION

revised 01/22/2008

### **Preamble**

Pilipinos are one of the largest Asian minority groups in California. With this large and increasing population, it is important to preserve the opportunity for Pilipinos to enter higher education and to aid students in attaining a degree. To address these issues, the Pilipino Academic Student Services was created to advocate for the educational interests of Pilipinos.

### **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 is 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 community colleges and state universities.
- To utilize awareness, mentorship, and outreach programs to educate parents and students about educational opportunities in the University of California system. To also provide academic guidance and serve as role models and mentors.

#### **Retention**

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

### **Article III. Membership**

Current registered students, faculty, and staff may be members in **PASS**. Non-registered students, professors, and alumni will be considered honorary members.

*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/Selections**

• PASS staff holds decision making responsibilities and reserves the right to add, remove and revise **PASS** staff positions as deemed necessary.

### **Section 1. Staff Responsibilities/Descriptions**

- The officers and their responsibilities follow
- 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 PASS staff.
- In the event that a staff member must vacate his/her position, temporarily or permanently, a replacement may be appointed subject to the approval of PASS staff.

### **Section 2. 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 PASS staff on a voluntary basis.
- Applications will be read by PASS staff 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 must conclude at least five days prior to the staff inauguration, which is held at the end of the year banquet.
- Incoming staff must be announced at the staff inauguration.

### **Section 3. Addition and Removal of New Staff Positions**

- Two weeks before the release of applications, PASS staff will ask the community to review the current list of **PASS** staff positions. For one week, members of the community may suggest the addition and/or removal of a position, with the exception of the executive position which will be released at an earlier date. PASS staff will then discuss these options for the week following.
- During this week of deliberation, the addition, removal and/or revision of positions may be decided by PASS staff.

### **Article V. Amending the Constitution**

*Amendment of the constitution will result at the discretion of the current PASS staff.*