



Mission / Preamble

The Pilipino American Collegiate Endeavor, takes esteemed responsibility in providing academic support to our general members; promoting critical consciousness and self determination; and the preservation of Pilipina/o American culture, while offering a safe space for expression. As we continue to move forward, we aspire to cultivate unity and leadership potential in our peers through education and active involvement in the community.

Article I: Name

The organization shall be known as the “Pilipino American Collegiate Endeavor.” Its abbreviation shall be “PACE.”

Article II: Purpose

1. This organization shall promote a clear understanding of, and involvement in the political, social, economic, educational, and cultural aspects of the Pilipina/o community by creating new channels of communication and discussion.
2. This organization shall support the continued struggle of self-

determination of Pilipino Americans, the United States of America, and other peoples worldwide, as well as the continued opposition to colonialism, racial hierarchy, sexism, and other forms of bigotry.

3. This organization shall not affiliate with any organization which requires its chapters to support a specific political or economic policy which contradicts the purposes of PACE as stated in Article II Section A and B, of the Constitution.
4. Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

Article III: Membership

Membership eligibility shall be open to all San Francisco State University students regardless of race, color, national origin, creed or political affiliates, sex (in accordance with Title IX), sexual orientation, religion, handicap, age, or marital status. Voting membership is limited to students of SFSU.

1. Core Members

1. Defined as Officers who will carry on the duties of a respective department. Coordinators will be elected by the general body of Active Members.
2. In the event that a Core member graduates in the middle of his/her term, the coordinator must fulfill the duties of the remaining portion of their term. The Core member will maintain voting rights until the end of the academic year.

1. General Members

1. Any individuals affiliated with PACE in the process of completing the Activation Process.

1. Active General Members

- a. Any member who has completed the activation process and eligible to exercise voting power in the organization.
- b. Activation Process
 1. A member shall become active by becoming involved in the following:
 - I. Attendance and



participation in at least 2 of the 7 workshops.

II. Being involved in at least 1 off-campus community organization or event.

III. Attending at least 1 major PACE event (i.e. SPAM, Talentado, PCN) – or- Attending at least 2 minor PACE events (i.e. spaghetti feed, turkey feed, open mic, etc.)

IV. Becoming involved in at least 1 PACE program (i.e. Internship, KAP, Choir, Sayawan)

V. Volunteering for 1 PACE event/ affiliated organization events.

VI. Attending and participating in at least 2 general meetings per semester.

Once all these criteria have been met, active general members' status will have been acquired. Active general membership status will carry on for the remainder of the semester and will carry over to the next semester.

(EX: activated members from spring 2010 will continue till fall 2010.)

c. In the event that an active general member graduates in the middle of an

academic year, the member may maintain voting rights.

Article IV: Finances

1. The coordinators of PACE shall assure proper spending of the organizations finances as necessary for welfare of the organization.
2. Financial Statements will be available upon request from the coordinators of PACE.
3. A budget proposal must be submitted to the coordinators of PACE by any entity within PACE requesting funding for a function of the organization.
4. This organization shall adhere to the financial plan of the Associated Students Incorporated (ASI) of San Francisco State University.

ARTICLE V: Officers and Elections

A. Duties of PACE coordinators, hereby referred to collectively as “PACE Core.”

B. All officers shall meet the eligibility

requirements set forth in “Student Eligibility for Student Activities Leadership” (end. IV) passed by the Academic Senate in 1979.

C. All coordinators share the responsibility for every PACE activity or event regardless of what each position entails.¹

D. Officer Titles and Descriptions

Executive Positions

Head Coordinator

The Head Coordinator shall preside over **and create the agendas for CORE²** meetings and be the spokesperson for the organization, in lieu of, or where appropriate, in addition to, officially designated representatives. It is the job of the Head Coordinator to provide general leadership and representation for the organization as a whole. The Head Coordinator also provides organization, stability, and direction for all the departments within PACE and may offer guidance and/or assistance for any issue pertaining to the organization. It is strongly recommended that a prospective Head Coordinator have some prior experience as a

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PACE coordinator.

Assistant Head Coordinator/Finance Coordinator

The Assistant Head Coordinator will serve as liaison to the SFSU Associated Students, Inc. In addition, the Assistant Head may act as an intermediary for any coordinator who is absent or unavailable. The Assistant Head Coordinator is also required to keep track of PACE's accounts, balances, and transactions and must be able to organize and continually update PACE's official financial records. Additionally, the Assistant Head Coordinator shall make any payments necessary for PACE to operate as an organization. It is also highly recommended that a prospective Assistant Head Coordinator have some experience as a PACE coordinator.

Executive Assistant

It is the job of the Executive Assistant to handle the paperwork and correspondence necessary for the organization to deal with the various regulations to operate as an on-campus student entity. It is their job to keep track of all PACE members. Additionally,

posing as the secretary at meetings, Executive Assistant takes notes and minutes. The Executive Assistant is the liaison to the **Student Involvement and Career Center (SICC)**³ as well as the Student Center Governing Board (SCGB), the Cesar Chavez Student Center Staff and Associated Student Inc. (ASI).

*Pilipino Cultural Night Coordinator*⁴

Pilipino Cultural Night has been a legacy of both PACE and San Francisco State University for over forty-two years. PCN will reflect the PACE mission statement through showcasing the Pilipino/a as well as the Pilipino/a American experiences. PCN is a student led theatrical production, which gives members of PACE, San Francisco State University and the community the opportunity to creatively express themselves through the performing arts albeit singing, dancing, acting and creative writings. Participation in PCN will adhere to CSU's non discriminating and open membership policies, available on the Student Involvement and Career Center's website: <http://www.sfsu.edu/~sicc/index.html>.

The PCN Coordinator will provide general leadership, organization and stability for PCN as a whole. The PCN Coordinator is responsible for the PCN program and will communicate any significant updates and information to the coordinating body. In addition, PCN coordinator will serve as the official representative to any and all external entities outside of PACE regarding PCN. The PCN Coordinator will work alongside and consult the Cultural Coordinator in the planning of PCN. The PCN Coordinator may appoint a subcommittee, tasked to handling the production and execution of PCN.

*Internal Public Relations Coordinator*⁵

The Internal Public Relations Coordinator oversees all information transmitted and received by PACE for integrity and adherence to the mission statement of PACE. The Internal Public Relations Coordinator is in charge of maintaining publicity, handling crisis management and ensuring that PACE adheres to its policies. Moreover, the Internal Public Relations

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Coordinator is responsible for the recruitment of general membership through organization of tabling and classroom presentations. The Internal Public Relations Coordinator, along side the External Public Relations Coordinator, is also responsible for maintaining the various forms of communication in which PACE engages the public; through its social media, web pages, mailing groups, and press releases.

External Public Relations Coordinator⁶

The External Public Relations Coordinator oversees all information transmitted and received by PACE for integrity and adherence to the mission statement of PACE. Moreover, the External Public Relations Coordinator contacts organizations outside of PACE itself to setup and maintain relations with the San Francisco State University Community. The External Public Relations Coordinator works in tandem with the Community coordinator to find events, which require participation from members and/or interns, while also building the community within the organization. The External Public Relations Coordinator, along side the Internal Public Relations Coordinator, is also responsible for

maintaining the various forms of communication in which PACE engages the public; through its social media, web pages, mailing groups, and press releases.

Internship Coordinator

The PACE Internship Coordinator is required to promote, organize, and provide structure for the PACE Internship Program as warranted to PACE by the College of Ethnic Studies of San Francisco State University. It is recommended that any prospective Internship Coordinator be extremely organized as well as highly available in order to provide a continued high level of communication with both teachers and students. The Internship Coordinator is responsible for maintain amicable relations and good rapport between interns and coordinators.

Furthermore, Internship Coordinator is responsible for providing a safe haven for all peers. It is highly recommended that a prospective Internship Coordinator complete the Internship Program prior to applying for this position.

Working Departments

Academics Coordinator

The Academics Department stands to inspire individuals to achieve academic excellence and higher echelons of education, to provide educational counseling, as well as promote high school outreach through the U.P.S.S. (United Pilipino Students for Success) Conference in the fall. He/she enlightens **interns and general members** about academic resources available to them on the SFSU campus. Furthermore, the Academics Coordinator promotes the importance of physical and emotional well being in order to achieve success. **The Academics Coordinator will be the liaison between PACE coordinating body and Filipino Graduation Celebration, “Fil-Grad.”**⁷

Activities Coordinator

The Activities Coordinator is the social liaison of the organization. Although PACE’s main goal is to bridge the gap between academia and activism, it is also understood that it is also equally important to socialize among our members and on/off campus affiliates. It is the Activities Coordinator’s duty to provide opportunities for PACE’s interns and general members to

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create relationships and bonds with one another. Ranging from dinners, to gatherings, and activities to events, the Activities Coordinator ensures a safe and fun outlet for PACE's membership to unwind and/or forge new events utilizing the ideas of general members, as guided by Core. The Activities Coordinator also helps to provide for the economic stability of the organization through various fundraisers.

Community Coordinator

Because PACE is a community-oriented organization, it is the duty of the Community Coordinator to maintain PACE's ties outside of itself with the various community organizations through the Bay Area and beyond. As a department, it is the Community Coordinator's job to find events, which require participation from members and/or interns, while also building the community within the organization. The Community Coordinator also often helps coordinate volunteers during events.

Cultural Coordinator

The purpose of the Cultural Coordinator is

to promote knowledge of Pilipino heritage, traditions, and customs to our interns and general members. **The Cultural Coordinator ensures the examination, preservation, and production of culture through workshops and events held by PACE. The Cultural Coordinator works alongside and in cooperation with the Pilipino Cultural Night Coordinator in the planning of Pilipino Cultural Night.**⁸

History Coordinator

The History Coordinator promotes the importance of knowing about one's self in relation to their past. The History Coordinator analyzes the Pilipino/Pilipina⁹ American Experience to highlight instances of resistance, unity, and self-determination to empower members of the organization. Additionally, it is the job of the History Coordinator to produce the Pilipino American History Month (PAHM) Rally in October and work closely with other Pilipino/Pilipino American organizations to make this event possible. The History Coordinator documents and archives the chronology of events throughout the

organization's academic school year. Moreover, the History Coordinator tracks new developments of the organization.

Kaisahan/Newsletter Coordinator

The Kaisahan Coordinator serves as the representative of PACE at meetings or events by our affiliates and allies on SFSU's campus. The Kaisahan Coordinator is also in charge of our multimedia publications which encompass but are not limited to the Literary, Audio, and Video Kaisahans. Furthermore, the Kaisahan Coordinator works in tandem with the Public Relations Coordinator develop and strengthen ties within our community and the community at large.

Political Affairs Coordinator

The Political Affairs Coordinator adheres to activist traditions set forth by the founders of the organization.

Although PACE is a non-partisan organization, the Political Affairs Coordinators is in charge of developing the short and long term campaigns for the

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organization, emphasizing social justice and political empowerment for the Pilipino/
Pilipina¹⁰ American community. The Political Affairs Coordinator enforces PACE's constitution and is the point person for the Rules and Policy Committee. The Political Affairs workshop teaches the interns to think critically about issues regarding race, class, gender, religion, and power.

D. Election Procedures and Guidelines

1. Elections are to be held annually in Spring Semester.
2. The members of PACE Core are to be elected by a voting population consisting of active members.
3. Core elections are to be held annually with a minimum of two (2) weeks prior notice as announced at a general meeting or by conspicuous posting in the P.A.C.E. office.
4. Only active members will be eligible for election and appointment to Core positions.
5. Candidates running unopposed must receive a two thirds (2/3) majority of a voting population consisting of active members.

6. There may be no co-candidacies

E. Voting

1. The duration of the polling session will be at the discretion of core, based on academic schedule and PACE programming.
2. The votes must be counted within a public vicinity in the presence of general members.
3. The candidate to secure the most votes will be elected into the position.

F. Debate Procedure

1. Date and time of the debate shall be set at the discretion of Core.
2. Debate shall be divided into two sessions, one for the Executive Departments, and another for Working Departments.
3. Questions will be collected from active general members during the two weeks prior to the debate.
4. Any other questions that may arise can be addressed in an open forum that will be provided following the collected questions (see Article IV.D.3) used at debate.
 - a. Time Calculation for Open Forum
 - i.

For every candidate running for a particular position, 5 Minutes may be added in open forum time.

5. All questions asked during debate may be moderated during the debate by the moderator.
 - a. The moderator will be designated by Core
6. Candidates have 2 minutes to answer the question
 - a. Candidates may ask for a one minute time extension once during the debate session.
 1. Interpretation of the Constitution shall be made by Core. Challenges to Core interpretation of the Constitution may be made by a two-thirds (2/3) majority vote of the General membership assembled in quorum.
 2. Removal of Officers
 1. The removal of an Officer requires a 2/3 vote of a General Membership quorum following the notification of the officer in question. Such notification shall be provided in writing no less than seven days prior to the

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vote. The vote shall be conducted according to voting procedures outlined in Article IV.

2. Upon the removal of an Officer, the CORE shall nominate an interim Officer to fill that position. At the end of each semester, the interim Officer will be subject to a “vote of confidence” by the General Membership to ensure the interim Officer serves the needs of the organization and its members.

ARTICLE VI: Core Meetings

1. During regular academic sessions (Fall and Spring) Core must meet a minimum of two (2) times a month.

2. The Head Coordinator, or in his or her absence, the Assistant Head Coordinator, or in both their absence, the Executive Assistant may preside over an official meeting of the organization.¹¹

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3. Core Quorum.

- a. Quorum of Core meetings shall be fifty percent (50%) of Executive departments, and fifty percent (50%) of Working Departments.
- b. Coordinators may take a leave of absence with the consent of Core. Duties will be distributed at the discretion of Core.

4. The agenda of a special meeting shall be limited to the specified purpose for which the meeting was called.

ARTICLE VII: General Meetings

1. During the regular academic sessions (Fall and Spring), the General Membership must meet a minimum of once (1) a month.
 1. In the event of a month that is not a full academic month, a General meeting does not need to take place.
2. General meetings may be called to order when one-third (1/3) of the Core, and General membership are present.

3. The agenda of a special meeting shall be published and shall be limited to the specified purpose for which the meeting was called.

ARTICLE VIII: Rules of Order

1. In the event that the Head Coordinator is absent, one of the following may happen:
 - a. The Assistant Head/ Finance Coordinator may fill the position, title and duties of Head Coordinator
 - b. The Assistant Head/ Finance Coordinator and Executive Assistant Coordinator may assume the position and duties of Head Coordinator and may be titled Co-Head Coordinators¹²
2. There shall be regular meetings and the frequency, time, and place shall be determined by Core.
3. During regular academic sessions (Fall and Spring semesters), Core shall meet a minimum of twice a month.

